



Azienda Regionale per il Diritto
allo Studio Universitario

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Notice of competition for the assignment of university accommodation to students enrolled at the University of Padova A.A. 2023/2024

Submission of applications:

from 7 July 2023 - 12 noon > to 22 August 2023 - 12 noon
(later years students)

from 7 July 2023 - 12 noon > to 29 August 2023 - 12 noon
(first-year students)

Residential opening period:

later years students: from 22 September 2023 to 26 July 2024

first-year students: from 26 September 2023 to 26 July 2024

Approved by Director's Decree no. 166 of 04/07/2023



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INDEX

| | |
|--|----|
| DEADLINE | 3 |
| 1 - INFORMATION ON THE HOUSING SERVICE | 3 |
| 1.1 - Who can compete | 3 |
| 1.2 - Who is excluded | 6 |
| 1.3 - Who is a Recipient of the Benefit | 6 |
| 1.3.1 - Economic Requirements | 6 |
| 1.3.2 - Merit Requirements | 7 |
| 1.3.2.1 - Students enrolled in the first year | 7 |
| 1.3.2.2 - Students enrolled in subsequent years | 8 |
| 1.3.3 - Bonus Credits | 9 |
| 1.4 - Competition accommodation places and reserves | 10 |
| 1.4.1 - Distribution of bed reserves | 10 |
| 1.5 - Fees charged and terms of payment | 11 |
| 2 - HOW TO COMPETE | 12 |
| 2.1 - Online Competition Application | 12 |
| 2.2 - Verification of Requirements | 13 |
| 2.3 - Determination of rankings | 13 |
| 2.4 - Rankings | 14 |
| 2.5 - Allocation and acceptance of accommodation | 14 |
| 2.6 - Access in residence | 16 |
| 2.7 - Fire Safety Management Support Activities | 17 |
| 2.8 - Renunciation of studies after allocation | 17 |
| 2.9 - Assignment of not eligible students | 18 |
| 3 - OTHER INFORMATION | 18 |
| 3.1 - Verification of economic conditions (Art. 71 Presidential Decree No. 445/2000) | 18 |
| 3.2 - Information on the use of personal data (Gdpr) | 18 |
| 3.3 - Normative references | 19 |
| 3.4 - Information | 20 |
| ANNEX 1 - RESIDENCES: OFFER AND MODALITIES OF USE | 21 |
| List of competing ESU Residencies | 21 |
| Tariffs | 22 |
| Deposit amount | 25 |
| Giving up the bed space and returning the deposit/deposit | 25 |
| Method of payment of deposit and tuition fees | 25 |
| ANNEX 2 - STUDENTS WITH DISABILITIES | 27 |
| Bed verification | 28 |
| Accompanying person request | 29 |
| Students with disabilities not eligible for the competition | 29 |
| ANNEX 3 - ISEE FOR RESIDENTS WITH HOUSEHOLD AND INCOME IN ITALY | 31 |
| Who to contact | 31 |
| Definition of household for isee purposes | 31 |
| Cases of student-only households | 32 |
| Isee requirements | 32 |
| Which Isee to apply for | 32 |
| Documents to be submitted | 33 |
| ANNEX 4 - INTERNATIONAL AND ITALIAN STUDENTS LIVING ABROAD | 35 |
| Documentation required for the processing of the university-assisted isee | 36 |
| Special cases | 36 |
| Other Documents | 37 |
| ANNEX 5 - EXTRACT FROM THE GENERAL REGULATIONS FOR UNIVERSITY RESIDENCES | 39 |



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DEADLINE

It is important to read the Accommodation Competition Notice and its annexes before submitting your application.

Students enrolled/enrolling at the University of Padova who intend to take part in the Accommodation Competition must fill in the online application, according to the procedures set out in the present Announcement of Competition, **by 12:00 noon** on the deadline date indicated in the following table for each type of student.

| Student typology | Online application by | Entry into accommodation |
|---|---------------------------|--------------------------|
| Students/Doctoral Students/Specialists (no medical area) subsequent years | 22 August 2023 12:00 noon | 22 September 2023(*) |
| EU first-year students | 29 August 2023 12:00 noon | 26 September 2023 |
| First-year students from outside the EU | 29 August 2023 12:00 noon | 26 September 2023 |
| First-year students EU | 29 August 2023 12:00 noon | 26 September 2023 |
| Non-EU first-year students | 29 August 2023 12:00 noon | 26 September 2023 |
| PhD students/specialists (no medical area) first year | 29 August 2023 12:00 noon | 26 September 2023 |

(*) **Excluding** assignees residences Carli, Copernico, Goito, Minio and Nord Piovego (see point 2.6 of this notice).

The deadlines are peremptory, it will not be possible to submit or supplement an application already submitted after the deadline (See section 'HOW TO APPLY').

ESU's electronic online services system certifies the date and time of online application submission, providing a receipt and protocol number.

1 - INFORMATION ON THE HOUSING SERVICE

The housing service is an intervention, not intended for students in general, included among the benefits for the right to university study. It is awarded by competition to students who meet the merit and financial requirements provided for by law.

1.1 - WHO CAN COMPETE

Depending on the course of study attended, students may compete for ESU accommodation for a different number of years from the year of first enrolment, as shown in the table below.



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| Course of studies | Number of years |
|---|------------------------------------|
| Bachelor's Degree | 4 years |
| Master's Degree | 3 years |
| Single-cycle Master's Degree | no. of years in the system + 1 |
| PhD/specialisation (<i>no medical area</i>) | no. of years under the regulations |

The benefit can only be granted for the first time at each of the course levels.

Course levels already completed at other university venues, Italian or foreign, are also counted.

Eligible to take part in the Competition for the allocation of ESU accommodation for the academic year 2023/2024 are students who fall into the category of "**off site**" and "**commuter**", enrolled/enrolled at the University of Padova for the academic year 2023/2024 in the following courses

- Bachelor's degree;
- master's degree;
- single-cycle master's degree;
- *specialisation (non-medical)*;
- PhD (*including those benefiting from the scholarship under Ministerial Decree no. 45/2013*).

In order to define the status of Off site and Commuter student, the student must strictly adhere to the **Tables of geographical distances** published by the University of Padova: <https://www.unipd.it/borse-studio-alloggi>.

| | |
|-----------------------------|--|
| Student Off Site | Resides in municipalities/locations more than 80 km away from the course venue attended and/or has a travel time (by public transport) of more than 80 minutes. |
| Student Commuter | Resides in municipalities/locations distant from the course venue attended within distances of between 40 and 80 km and/or has a travel time (by public transport) of between 40 and 80 minutes. |

Students with **motor or visual impairments** can participate regardless of status.

The benefit is granted as a **priority** to off site students.

At the time of entry into residence, students must be enrolled or in the process of registering at the University A.A. 2023/24.

STUDENTS ENROLLED

Eligible to take part in the competition for the allocation of ESU accommodation for the 2023/2024 academic year are students who, on the application deadline date, have not yet completed their enrolment at the university for reasons relating to their chosen course of study.



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GRADUATING STUDENTS

Students graduating in a three-year degree course by the last graduation session of the A.A. 2022/2023 and enrolling in the first year of the Master's Degree A.A. 2023/2024, must fill in the online application as first-year students of the Master's Degree, stating the expected date of graduation.

If graduating students are unable to obtain their degree by the stated date, they must report it promptly. Those who are enrolled in the first year out of course will enjoy accommodation for the entire period of allocation at the "eligible" rate; if, on the other hand, the student is in the second year out of course, he/she will incur the revocation of the place and will have to pay the service at the "not eligible" rate for the period of occupation of the accommodation.

STUDENTS WITH COURSE CHANGES AND/OR TRANSFERS FROM OTHER INSTITUTIONS

Students already enrolled in the Italian university system in previous academic years who make a change of course within the same institution or a transfer from another institution may NOT apply as a first year, but must apply as a subsequent year, regardless of the course year in which they are enrolled by the incoming institutions.

A change of course within the same institution or a transfer from another institution does not amount to a career break. Therefore, following a transfer, the year of first enrolment will be considered to be that of the previous course and no application may be submitted as a first year.

The Accommodation Application can only be assessed when the student is in possession of the credit recognition resolution issued by the competent Commission of the University of Padova; until then the student will be "Suspended" without the possibility of being assigned accommodation. Eligibility for accommodation will be assessed taking into consideration the year of enrolment and the credits decided by the aforementioned Commission and the allocation, in the event of eligibility, will only be possible if there are residual places. As this decision does not replace enrolment in the University, the student will be required to report enrolment when formalised.

Interested parties must report their particular situation (transfer, change of course) and their enrolment by opening a ticket from the portal <https://myesupd.dirittoallostudio.it> > Student Desk > Accommodation Competition (UNIPD students).

STUDENTS ENROLLED WITH A SHORTENED CAREER

A student enrolled with a shortened career must report it promptly with a ticket in their personal area <https://myesupd.dirittoallostudio.it> > right to study.

In the first year of enrolment with a shortened career, the student participates in the Accommodation Competition as a first-year enrollee, regardless of the year of enrolment awarded by the committee, which assesses the student's career and decides which examinations to recognise and which year to enrol him/her.

From the following year, **at least 55 CFUs must be obtained in the period between 10/08/2022 and 10/08/2023.**



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STUDENTS ENROLLED PART-TIME

Students enrolled on a PARTIAL-TIME basis on degree courses, master's degree courses and single-cycle master's degree courses may access the housing service once the lists of eligible students have been exhausted, at the rate of 'not eligible' students.

1.2 - WHO IS EXCLUDED

They do not meet the requirements for participation in the competition and are excluded from the allocation of accommodation:

- students on site;
- students who have had their place revoked in previous academic years or for whom revocation proceedings are in progress;
- students assigned accommodation with debts to ESU relating to previous accommodation assignments in previous academic years;
- students who have renounced their studies in previous academic years, having benefited from a subsidised place in the course year in which they renounced their studies, and have not remedied their position as indicated in section 1.3.2.2 below;
- students incurring statutory sanctions as a result of checks carried out on self-declarations;

1.3 - WHO IS A RECIPIENT OF THE BENEFIT

To qualify for accommodation with Eligible Tariff, students must meet the following requirements:

| | |
|----------------------------------|---|
| Early enrollees | ECONOMIC REQUIREMENTS ONLY (<i>from ISEE/ISEE Parificato certificate</i>) |
| Enrolled subsequent years | MERIT REQUIREMENTS (<i>as at 10.08.2023</i>) AND ECONOMIC REQUIREMENTS (<i>from ISEE/ISEE Parificato</i>) |

1.3.1 - ECONOMIC REQUIREMENTS

The economic requirements result from the Isee / Isee Parificato certificate for the year 2023 requested and issued for "subsidised benefits for the Right to University Studies".

To obtain the Isee / Isee Parificato 2023 certificate for subsidised benefits for the Right to University Studies, it is necessary to contact an authorised CAF/professional or through the INPS website, after filling in the **Dichiarazione Sostitutiva Unica (DSU)** provided by the student to the CAF or INPS and necessary to determine the economic situation of the student's family unit requesting the benefit.

The maximum income indicators set for the 2023/2024 academic year in order to participate in the Housing Competition are as follows and **BOTH values must be respected**



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| | |
|--|-----------------|
| ISEE Equivalent Economic Situation Indicator (for DSU benefits) | 26,306.25 Euro* |
| ISPE Equivalent Balance Sheet Indicator (ISP/equivalence scale) | 40,031.27 Euro* |

* subject to different regional provisions following the approval of the Plan for the Implementation of the Right to University Studies (DSU) for the academic year 2023/2024

It is recommended to provide for the presentation of the Dichiarazione Sostitutiva Unica (DSU) and of the documents required for the processing of the ordinary/parified ISEE in good time by contacting the CAF - Centri di Assistenza Fiscale (Tax Assistance Centres) in time for the processing of the certificates, remembering that CAFs are not liable for any delays in the issue of certificates.

Foreign students or Italian students resident abroad must request the ISEE/ISPE Parificato Universitario from the CAF conventioned CIA - E-mail: caf-iseeunipd@ciapadova.it

The application and issuance is made exclusively through an online procedure. It is advisable to complete the ISEE/ISPE and Parificato request as soon as possible, **in order to receive the ISEE in time for the first allocation. Students presenting the ISEE Parificato must upload it in the "Upload documents" section of the Student Desk.**

For details of the procedure see [Annex 4](#), an integral and essential part of this notice.

Only exceptionally, international students enrolled in a first-year course may supplement their applications for accommodation by submitting an ISEE equal to university ISEE by [30/11/2023](#) (see [attachment 4](#), an integral and essential part of this notice). These applications will subsequently be assessed according to the criteria already established for first-year students and the allocation of accommodation will take place on the basis of any remaining available beds. We would like to point out that, as indicated in point 1.4.1 below, for non-EU students enrolled/enrolling in the first year, the number of available places is very limited and they are usually exhausted in the first assignment; consequently, the equal ISEE presented after the first assignment largely reduces the possibility of receiving an offer.

For details on ISEE and ISEE Parificato see Annexes 3 and 4, integral and essential parts of this notice.

1.3.2 - MERIT REQUIREMENTS

1.3.2.1 - STUDENTS ENROLLED IN THE FIRST YEAR

Students enrolled in the first year of three-year degree courses, single-cycle degree courses, doctoral courses and specialisation courses do not have to meet merit requirements in order to be eligible for ESU university accommodation.

Students enrolling in the first year of master's degree courses must meet the merit requirements corresponding to at least 150 credits in their bachelor's degree in order to be eligible for ESU university accommodation.



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ATTENTION

Esu of Padova does not deal with scholarships for students enrolled at the University of Padova. For all information regarding the Scholarship Competition, students should contact the Student Services Office-Benefits Office of the University of Padova.

1.3.2.2 - STUDENTS ENROLLED IN SUBSEQUENT YEARS

For the evaluation of the merit requirement, students enrolled in subsequent years must have accrued on 10-08-2023 the credits listed in the table below according to the year of enrolment.

| Bachelor's degree | Entry year | No. of credits as at 10/08/2023 |
|-------------------|---------------|---------------------------------|
| | Second year | 25 credits (plus any OFAs) |
| | Third year | 80 credits |
| | Last semester | 135 credits |

| Master's degree | Entry year | No. of credits as at 10/08/2023 |
|-----------------|---------------|---------------------------------|
| | Second year | 30 credits |
| | Last semester | 80 credits |

| Master's degree single cycle | Entry year | No. of credits as at 10/08/2023 |
|---------------------------------|---------------|--|
| | Second year | 25 credits (plus any OFAs) |
| | Third year | 80 credits |
| | Fourth year | 135 credits |
| | Fifth year | 190 credits |
| | Sixth year | 245 credits |
| | Last semester | 55 credits more than the planned number for the final year |

For the purposes of eligibility for the competition, for doctoral students and postgraduate students (no medical area) enrolled in years subsequent to the first year, only the income requirement applies, since there is no merit requirement.

Special criteria for determining merit are laid down for **students with disabilities** (see Annex 2, an integral and essential part of this notice).

The withdrawal from studies, which may have occurred during a three-year degree course, does not affect the career of the master's degree.

Enrolments belonging to careers that have ended with a **waiver of studies** are not considered, provided that the student has not received any scholarship during the previous enrolment or, if received, has renounced the same with the consequent restitution and payment of any fees for services used (calculated at the not eligible



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rate). In this case, the student must necessarily contact the Residences Office to calculate the amount due and check the requirements for participation in the competition. Any balance must be paid before check-in.

Validated credits from training activities carried out outside the university (vocational training courses, seminars, internships, etc.) and validated credits from previous completed courses of study (e.g. Single Courses) do not count towards the determination of merit considered for eligibility purposes.

Credits accrued are only valid if they are taken into account in one's study plan and recognised for the course for which the student is requesting the benefit, even if different from the previous academic year.

ESU will provide for the telematic acquisition of the students' merit status, as resulting from the University of Padova information system. It will therefore be the student's responsibility to ensure that all credits obtained by 10 August 2023 have been registered by the University Secretariats.

The merit requirements for access to benefits for students enrolled in the second year also include the fulfilment of any educational obligations (OFAs), where stipulated at the time of admission to the courses.

Eligibility for the Housing Competition is, therefore, also conditional on passing these OFAs within the deadlines set by the university regulations. In the case of OFAs sustained in September, the student may be eligible for the Housing Competition with subsequent verification of OFA achievement and, in the case of failure to pass the OFAs, revocation of the allocation and payment of the period of use of the place with a "Not eligible for accommodation" fee.

1.3.3 - BONUS CREDITS

Students enrolled in years subsequent to their first year may use a bonus in addition to the credits they have actually earned in order to meet the merit requirements.

This bonus can only be used once in the entire course of study and is of different value depending on when it is applied, as shown below.

| Year since registration | Bonus |
|-------------------------|------------------|
| Second year | 5 bonus credits |
| Third year | 12 bonus credits |
| Last semester/major | 15 bonus credits |

If the bonus is not used in full, the surplus quota may be used in subsequent years. The unused portion of the bonus for the Bachelor's degree may also be used in one of the years of the Master's degree.

For students lacking CFUs (university credits) to reach the merit threshold for eligibility for the benefit, application of the bonus is automatic.

Students enrolled in years subsequent to the first year of a Master's degree who have obtained a Bachelor's degree at another university **must communicate** any bonus used in the Bachelor's degree course as well as the university of previous attendance with a ticket in their personal area <https://myesupd.dirittoallostudio.it> > diritto allo studio.



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1.4 - COMPETITION ACCOMMODATION PLACES AND RESERVES

For the academic year 2023/2024, ESU is putting up for competition around 850 beds in its accommodation facilities listed in Annex 1, which is an integral and essential part of this notice.

1.4.1 - DISTRIBUTION OF BED RESERVES

The beds put up for competition are distributed on a percentage basis and reserved according to the student's origin and year of enrolment as follows:

| Registration | Percentage | |
|------------------|------------|------------------------------------|
| Subsequent years | 70% | |
| Early years | 30% | 80% students from EU countries |
| | | 20% students from non-EU countries |

OTHER RESERVATIONS

| Beds | Student type |
|--------------------|---|
| Up to 10% | Doctoral and postgraduate students (no medical area) |
| Up to 10% | Commuter students meeting merit and financial requirements within the limits of the availability remaining after the allocation of eligible off-site students |
| 27 equipped places | Students with certified motor/visual disabilities |



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1.5 - FEES CHARGED AND TERMS OF PAYMENT

The fees applied to participants in the competition are identified in Annex 1, an integral and essential part of this notice, and applied according to the following criteria:

Full fare:

- Students **away from home benefiting from a regional grant for whom the** accommodation deduction has been made from the regional grant;
- Scholarship students from autonomous provinces, regions, public bodies/institutions;
- Off-campus students eligible for the housing competition and who did not apply for a scholarship;
- PhD/specialist students (non-medical area).

Reduced Fare:

- **Out-of-country** students **eligible for a regional grant but not beneficiaries due to lack of funds.**

Eligible commuter rate:

- **Commuter students who** meet the eligibility requirements. They may only be allocated after the ranking lists of off site students have been exhausted, on any available places.

Tariff Not Eligible:

- Students admitted to the ranking list and assignees who subsequently lost the eligibility requirements.
- Students with disabilities assigned within the limit of the places available and by way of exception to the allocation of places.
- Students enrolled on a PARTIAL-TIME basis on degree courses, master's degree courses and single-cycle master's degree courses access the housing service once the lists of eligible students have been exhausted.

To the Full, Reduced, Commuter Eligible and Not Eligible fares, the surcharge as per the table included in Annex 1, an integral and essential part of this notice, must be added.

Rates include utilities and the use of accessory services in the residences, e.g. internet connection, air conditioning (where present), concierge service, etc.

Any interruption of these services does not entitle the customer to refunds or reductions in fees.

WARNING:

The current plan for the implementation of the Right to University Studies (DSU) provides for a deduction of €1,600.00 from the grant (reduced by 50% for students enrolled in the last semester) for the payment of accommodation fees to students receiving a regional grant, who are off-site and assigned a place to stay.

For the scholarship student assigned accommodation, whose tuition due is less than the deduction made, a refund of the difference due will be made to the IBAN indicated in the application or in the dedicated area. Refunds will be made ex officio within 90 days of the end of the assignment and regular check out.

Scholarship recipients whose tuition fees are higher than the amount deducted shall pay the difference in accordance with the deadlines and procedures specified in the General Regulations for University Residences.



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For all information relating to the Scholarship Competition, students should contact the Student Services-Benefits Office of the University of Padova.

See [Annex 1](#), an integral and essential part of this notice, for details of fees and payment methods.

2 - HOW TO COMPETE

2.1 - ONLINE COMPETITION APPLICATION

The application must be completed exclusively by accessing the ESU of Padova online services from the institutional portal <https://myesupd.dirittoallostudio.it> and includes the following steps:

- 1) **ACCESS:** 'LOGIN with MyID, SPID or CIE';

Italian students and foreign students in possession of an Italian identity card and residence permit are required to log in with SPID or CIE.

International students, not in possession of a valid Italian identity document, and not in possession of a tax code cannot log in with SPID.

The above-mentioned students must proceed with ACCREDITATION by using the username and password of the interested party and uploading their valid Passport, compulsorily in PDF format. This access allows the opening of "Esu Padova - Student Desk" from which it is possible to activate all areas of interest.

- 2) **FILL IN THE APPLICATION FORM** from the student desk in the "HOUSING FOR STUDENTS OF PADOVA UNIVERSITY" area. Students may modify/complete their application (e.g. status, personal details, income data...) **no later than the application deadline**;
- 3) **APPLICATION INTEGRATION:** **once** the application has been CONFIRMED, the student **MUST ENTER** the "INCOME DATA COMPLETION" area, where the economic data from the **ISEE 2023 or ISEE Parificato universitario 2023 certificate** concerning subsidised benefits for the Right to University Study must be entered.
 - Students resident in Italy must enter the identification data of the ISEE Attestation (INPS protocol number and date of issue) and the ISR, ISP and ISE values resulting from the ISEE Attestation.
 - foreign or Italian students resident abroad must enter the date of issue and the ISPEU and ISEU values resulting from the ISEE Parificato 2023 Certificate.

The "Completion of income data" area remains active even after the application deadline. The student may therefore complete the ISEE data even after the application deadline, as long as the DSU has been submitted by the application deadline and the relative data has been reported in the HOUSING FOR STUDENTS OF PADOVA UNIVERSITY".

- 4) **UPLOAD DOCUMENTS** in the appropriate section "UPLOAD DOCUMENTS" where any required documents must be entered (e.g. ISEE Parificato certificate...)

The ESU online services information system guarantees that the application for the competition is completed by **CONFIRMATION of the** application by the closing date and time indicated in the notice.



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The student, 24 hours after CONFIRMATION of the accommodation application, will be able to download the relevant summary with the application protocol number from the Student Desk area APPLICATIONS RECEIPT 2023/2024.

All communications relating to the Accommodation Competition and allocations will be sent to the student by e-mail and/or ticket to the address indicated in the application. It is the student's responsibility to check all communication channels, including the e-mail spam folder.

The data entered in the application is declared in accordance with Presidential Decree 445/2000; students who complete it are responsible for its veracity. By submitting the application online to the Portal (<https://myesupd.dirittoallostudio.it>), in the manner specified in the Announcement of Competition - either with access via SPID or with credentials issued by ESU - the accommodation application is considered digitally signed.

All information about the online application is available at the Student Desk <https://myesupd.dirittoallostudio.it>.

When completing the application, residences must be indicated in order of **preference**, but the **allocation of accommodation is not bound by the preference expressed**.

However, it is not possible to express a preference for a single or double room.

Applications submitted after the deadline will not be admitted to the competition.

2.2 - VERIFICATION OF REQUIREMENTS

Verification of the merit requirement for students enrolled in subsequent years will take place by telematic acquisition of the merit data from the University of Padova information system.

It will therefore be the student's responsibility to **ensure that all credits obtained by 10 August 2023 have been registered and are present in UNIWEB**.

Esu will acquire the merit data (referring to 10 August) for the last time on 7 September 2023.

Verification of the income requirement for students resident in Italy will be done by accessing the INPS database.

It is the student's responsibility to verify the correctness and completeness of all data entered.

In the event of incorrect entry of the ISEE protocol number, discrepancies in the ISEE presented or other errors that render the ISEE irregular, the student will be considered "not eligible" due to the absence of the income requirement.

Esu will verify the income data provided by students residing in Italy for the last time on 7 September 2023.

Esu will verify the income data provided by international students at the contracted CAF for the last time on 15 September 2023.

2.3 - DETERMINATION OF RANKINGS

The rankings for awarding the benefit to eligible students are drawn up according to the following criteria:

- **Students enrolled in subsequent years** according to the absolute merit coefficient:



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

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.

- **Students enrolled in the first years of all degree courses and students enrolled in specialisation courses (no medical area) and PhD courses**, based on increasing ISEE.
- **Non-EU international students enrolled in first years**, based on:
 - ISEE Parificato universitario crescente;
 - Increasing age at parity of ISEE Parificato universitario.

2.4 - RANKINGS

The following rankings will be drawn up, distinguishing between "Off site Students" and "Commuter Students":

- PhD student enrolled in the Years Following the First;
- Student enrolled in the Years Following the First;
- PhD student enrolled in first year;
- Non-EU PhD student enrolled in first year;
- Student enrolled in first year Master's degree;
- Student enrolled in the first year Bachelor's and Combined Bachelor and Master's degree;
- Non-EU student enrolled in the first year of a Master's degree, Bachelor's degree and Combined Bachelor and Master's degree;

Please note that commuter students can only be assigned after the ranking lists of Off site students have been exhausted, on any available places.

The student may result:

- **Beneficiary:** the student is eligible for the housing competition and has received an allocation;
- **Eligible for accommodation:** the student meets the requirements set out in the notice and has not received an allocation due to exhaustion of available places;
- **Suspension for assessment:** the student's application is still being assessed (e.g. students transferring from another university);
- **Not eligible accommodation:** the student does not meet the requirements set out in this Notice of Competition.

The ranking positions of the students who were successful in the competition, with an indication of those who were allocated a place, will be visible in the Student Desk in the portal <https://myesupd.dirittoallostudio.it>.

The ranking positions will be updated according to the periodic assignments.

2.5 - ALLOCATION AND ACCEPTANCE OF ACCOMMODATION

Students who are successful in the competition will be eligible for a first or second allocation on the dates indicated below.



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Assignments subsequent to the two indicated in the table below will be made every Tuesday with a deadline for acceptance on the following Friday, only if there are places available after the previous assignment.

Due to unforeseen needs, the allocation dates indicated may be subject to change. Notice will be given on the institutional website.

WARNING:

1) In the months following the opening of the residences, two types of communication may be sent to all eligible students still on the ranking list to enable the student to confirm or not their interest in the accommodation place. In particular:

- **Expression of NON-interest** with which the student no longer interested in accommodation will be asked to communicate this by ticket to <https://myesupd.dirittoallostudio.it> > Accommodation Competition. Students who communicate their non-interest will be excluded from the ranking. The "Expression of non-interest" communication may be sent several times from October until the "Expression of interest" communication is sent;
- **Expression of interest** requesting the eligible student still on the ranking list to confirm their interest in remaining on the list, pending possible assignment. **All students who do not confirm their interest will be excluded from the ranking list. The purpose of the "Expression of interest" is to exclude students no longer interested in accommodation from the list and to speed up the allocation of students still interested.** By way of information only, we would like to inform you that in the 2022/23 competition the "Expression of interest" was sent to off-site eligible students in mid-December.

2) Until allotments are made for vacancies by 30 November, offers for eligible off-site students will be sent considering the entire opening period of the residences, with payment of the fees for the entire allotment period.

From December onwards, allocations will be made considering the actual months from the date of allocation to the closing date of the residences.

Esu will notify the University of Padova of the names of the students assigned to residences through the Accommodation Competition, indicating the number of months of assignment

3) Confirmation of the allocated place is conditional on payment of the deposit in accordance with the deadlines set out below:



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| Students, PhD students, postgraduates | First assignment | Deposit Payment Deadline | Second assignment | Deposit Payment Deadline |
|---------------------------------------|------------------|--------------------------|-------------------|--------------------------|
| Subsequent years | 29 August 2023 | 1 September 2023 | 5 September 2023 | 8 September 2023 |
| Early years | 5 September 2023 | 8 September 2023 | 12 September 2023 | 15 September 2023 |

Once **the payment deadline has passed** without the student having paid the deposit, the student **forfeits the assignment** and the place is used for subsequent assignments.

The deposit will be converted into a security deposit once you take possession of the bed.

For details on the regulation of the deposit, see [Annex 1](#), an integral and essential part of this notice.

The student assigned accommodation will find the offer of accommodation on the portal <https://myesupd.dirittoallostudio.it> > Student Desk and in the Pago PA-MyPay section the amount of the deposit to be paid (**€ 380.00**) as well as the deadline for making payment.

For later requirements ESU may assign an **alternative bed space** to the student, or **postpone the opening of certain residences**. In the event of unavailability of a bed ESU will return the deposit to the student.

The student who has taken possession of the accommodation is required to comply with the **General Regulations for University Residences for A.Y. 2023/2024** published on the institutional website.

2.6 - ACCESS IN RESIDENCE

Students who have been successful in the competition, who have been assigned a place to stay - and who are regularly enrolled at the University of Padova in the 2023/2024 academic year (enrollees must prove their regular enrolment by 31/01/2024) - will be able to access the residences on the following dates

22/09/2023 > SUCCESSIVE YEARS (all degree courses, specialisation/research doctorate).

EXCLUDING allottees residences Carli, Copernico, Goito Minio and Nord Piovego

26/09/2023 > FIRST YEARS (all degree courses, specialisation/research doctorate).

INCLUDING all assignees residences Carli, Copernico, Goito Minio and Nord Piovego

Before entering the residency, assignees will receive a link to a video presentation and information on residency services.

PLEASE NOTE: it will only be possible to check in at the residences during the opening hours of the porters' lodge which, in some residences, will not be open 24 hours a day (see Annex 1, an integral and essential part of this notice).

Allottees must show their identification document when entering the residence.

By signing the room key collection form, the assignee accepts the room and the General Regulations of the University Residences.



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Students will have access to the Residences until 10 a.m. on 26/07/2024.

Students who do not plan to arrive on the above-mentioned residence dates must notify their arrival date by opening a ticket on the portal <https://myesupd.residenze.it> > Residenze > Informazioni Generali by 26/09/2023.

2.7 - FIRE SAFETY MANAGEMENT SUPPORT ACTIVITIES

Interested students will be able to give their availability to support the reception and the house manager with regard to fire alarm management.

Up to 5 students per residence will be selected. The selected students will have to participate in an 8-hour medium-risk fire-fighting training course, to be held in person and with the issue of a certificate after passing a final test. The certificate must be obtained by 15 November 2023. The course will be organised by Esu di Padova and there will be no charge for the students.

Selected students will be required to attend the course on pain of exclusion from the fire-fighting support activity.

The students will be selected by the Residences Sector in an unquestionable manner on the basis of certain requirements such as:

- Excellent knowledge of the Italian language;
- Non-participation in international mobility programmes, off-site placements or other activities involving the renunciation of accommodation during the year or prolonged absence (excluding holidays);
- Not expected to graduate by 26/04/2024.

Selected students will enjoy a 10% discount on the annual cost of their place.

Students will be able to apply by filling in the form via the link that will be sent with the assignment confirmation.

The selection will be made by 30 September 2023 and interested parties will be notified.

2.8 - RENUNCIATION OF STUDIES AFTER ASSIGNMENT

A student who renounces his or her studies after the allocation of accommodation will have to leave residence as he or she is no longer enrolled at the University. The student will pay the tuition fee for the period of use at the "Eligible Accommodation" rate. If the student was the beneficiary of a scholarship with withholding for accommodation, he/she will have to return to the University the amount of the withholding used to pay his/her tuition. For information on how to withdraw from the career and study grants, the student should contact the Student Services Office - Financial Benefits of the University of Padova.

WARNING:

In order to participate in the 2023/2024 Accommodation Competition, students who have renounced their studies and who had been the beneficiary of a scholarship and assigned accommodation as "eligible accommodation", must have returned the scholarship and the fees for services used **calculated at the non-eligible rate. In this case**, the student must necessarily contact the Residences Sector to calculate the amount



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due and check the requirements for participation in the competition. Any balance must be paid before check-in.

2.9 - ASSIGNMENT OF NOT ELIGIBLE STUDENTS

Once the allocations of eligible students have been exhausted, the rankings lapse for all purposes.

Any available accommodation may be assigned to students who submit an application on the appropriate form ("Application for non-competition place" area) at the Student Desk in accordance with the procedures that will be published on the website after 1 December 2023. These students, if assigned, will be charged the "Non-eligible" rate. We would like to point out, by way of indication only, that in 2022/23 it has been possible to assign "Extra Competition" beds from February 2023.

3 - OTHER INFORMATION

3.1 - VERIFICATION OF ECONOMIC CONDITIONS (ART. 71 PRESIDENTIAL DECREE NO. 445/2000)

For the purpose of ascertaining the economic conditions, ESU of Padova verifies on a sample basis - even after the allocation of the benefit - the actual condition of the student and, if it finds that the declarations are not true, it will immediately revoke the accommodation place assigned (or request the payment of the monetary value of the benefit enjoyed) as well as apply the sanctions provided for by law.

To this end the ESU of Padova may carry out, by any means at its disposal, the investigations it deems appropriate also by requesting information from the Administrations concerned. The ESU of Padova may carry out checks on databases (SIATEL, INPS ...) and carry out tax audits. In addition, it may send to the requesting institutions the data on students benefiting from the Right to University Studies, as well as to INPS and the Provincial Command of the Guardia di Finanza the lists of students granted accommodation at reduced or full rates.

Anyone who, without fulfilling the conditions laid down by the relevant laws, uses the service referred to in this notice of competition as a result of untruthful declarations made by themselves or their relatives, shall lose the right to obtain all the benefits and/or services provided by ESU, for the duration of the course of study, without prejudice in any case to reporting the matter to the judicial authorities (Art. 75 and 76 D.P.R. no. 445/2000) , if an offence is detected, and is subject to an administrative penalty consisting of the payment of a sum three times the amount due (art. 10 D.Lgs. 68/2012).

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

Pursuant to Article 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 drawing up the lists and rankings of students for the allocation of university accommodation as per L.R. no. 8/1998.

The provision of data is necessary for participation in the competition; failure to submit it 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 for compliance with the law.



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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.

The data collected may be used for statistical purposes for the production of studies and research on the right to study or, in any case, for in-depth studies relating to the institutional competences of Esu.

They may also be used to inform students about initiatives and projects carried out by Esu or entities collaborating with Esu.

Data subjects are granted the rights provided for in the Regulation, in particular: access to personal data; rectification/deletion/limitation of processing (Articles 16-17 and 18 of the GDPR); objection and proposal of complaint (pursuant to Article 77 of the GDPR) to the Data Protection 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, in any case for a period not exceeding 10 years. The data will not be transferred outside the territory of the European Union.

The General Information Notice can be found on the website <https://www.esu.pd.it/it/Pagine/privacy.aspx>

The data **controller of** personal data collected by ESU is ESU of Padova - AZIENDA REGIONALE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO

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

Data Protection Officer (DPO), pursuant to Article 37 of the GDPR, who can be contacted at the following address: dpo@esu.pd.it

3.3 - NORMATIVE REFERENCES

1) Right to University Studies

- Prime Minister's Decree of 9 April 2001 "Uniformità di trattamento sul diritto agli studi universitari", pending the determination by the State of the essential levels of services on the subject of the Right to University Studies and without prejudice to the application of subsequent different provisions on the subject for those enrolling in the 2022/2023 academic year;
- Regional Law No. 8 of 7 April 1998 "Norme per l'attuazione del diritto allo studio universitario";
- D. Legislative Decree No. 68 of 29 March 2012 to the extent applicable;
- MUR Decree No. 1320 of 17-12-2021
- Annual resolution of the Veneto Regional Council approving the Plan for the implementation of the Right to University Studies (DSU) for the academic year 2022/2023

2) Single Substitute Declaration

- Presidential Decree No. 445 of 28 December 2000
- Prime Ministerial Decree No. 159 of 5 December 2013
- DM of 7 November 2014
- INPS Circular No. 171 of 18 December 2014, as amended.
- DL 28 January 2019 No. 4, converted into Law No. 26/2019



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For all matters not covered by this notice, please refer to the relevant laws and regulations in force, to the annual Veneto Regional Decree on the Right to Study, and to the General Regulations for Residences.

Administrative Procedure Manager (art. 4 Law no. 241/1990 and subsequent amendments and additions):
Mr. Stefano Pedron

N.B. This notice is also translated into English for dissemination purposes only.

For the application and settlement of all disputes and for all legal effects only the English version shall be valid.

This measure may be challenged before the Regional Administrative Court within 60 days of its publication or, alternatively, appealed to the Head of State within 120 days of its publication.

3.4 - INFORMATION

For information on services and facilities for the right to study, contact the Right to Study Department by online, telephone, by appointment, by booking from your personal area in ESU-Sportello Studente.

Right to Study Sector

Via Ospedale, 19 - Padova

ticket: <https://myesupd.dirittoallostudio.it> > Accommodation Competition

Telephone: 0497430610 /0497430611

| TELEPHONE RECEPTION HOURS | Monday | Tuesday | Wednesday | Thursday |
|---------------------------------|---------------|---------------|---------------|--------------|
| morning | 9:00 - 11:00 | 9:00 - 11:00 | 9:00 - 11:00 | 9:00 - 11:00 |
| afternoon | 15:00 - 17:00 | 15:00 - 17:00 | 15:00 - 17:00 | |

Padova, .04/07/2023

The Director
Dr Gabriele Verza



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ANNEX 1 - RESIDENCES: OFFER AND ACCESSIBILITY

LIST OF COMPETING ESU RESIDENCIES

| Residence | Address | Type (genre) | Reserve places (students with disabilities) |
|--------------------|---|---------------|---|
| Agripolis | Viale dell'Università, 12 - Legnaro | mixed | 1 |
| Camplus Delù | Via Delù, 8 - Padova | mixed | |
| Carli | Via Martiri Giuliani Dalmati, 25 - Padova | mixed | |
| Ceccarelli | Via Monte Cengio, 19 - Padova | mixed | 6 |
| Colombo | Via L. Einaudi, 10 - Padova | mixed | 4 |
| Copernico | Via G. B. Tiepolo, 54 - Padova | mixed | 6 |
| Copernico Villette | Via G.B. Tiepolo, 54 - Padova | mixed | |
| Cornaro | Via Curzola, 10 - Padova | mixed | |
| Gattamelata | Via Gattamelata, 29 - Padova | mixed | |
| Goito | Via Goito, 70 - Padova | mixed | |
| Minio | Via Tiziano Minio, 38 - Padova | mixed | |
| Nievo | Via C. Moro, 4 - Padova | mixed | |
| Rovigo* | Via Vincenzo Chiarugi, 115 - Rovigo | to be defined | |
| San Raffaele* | Viale Dieci Giugno, 10 - Vicenza | mixed | |

Available in Competition only for students with disabilities

| | | | |
|--------------|--------------------------|-------|----|
| Nord Piovego | Via Venezia, 20 - Padova | mixed | 10 |
|--------------|--------------------------|-------|----|

ATTENTION

1) *Students enrolled on a course based in Vicenza or Rovigo will be assigned to the San Raffaele and Rovigo residences, regardless of the preference expressed and subject to availability.

Any assignment in residence in Padova resulting from an incorrect declaration by the student regarding the place of study will result in an ex officio transfer to Vicenza or Rovigo within the limits of availability.

In the event of unforeseen management needs, Esu may remove some residences and/or add additional places for students with disabilities from the competition availability.



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2) It will only be possible to check in at the residences during the opening hours of the gatehouses, which are:

| Residence | Concierge opening hours |
|---|---|
| Ceccarelli - Colombo - Copernico - Copernico Villette - Nord Piovego | 24h - 7 days a week |
| Carli - Cornaro - Goito - Nievo - Gattamelata - San Raffaele | 8 am to 3.30 pm - 7 days a week |
| Agripolis - Camplus Delù - Rovigo | No concierge service, key pick-up to be agreed with Residential Sector by sending ticket |
| Minio | No concierge service, key collection in Cornaro during concierge opening hours |

TARIFFS

Type of accommodation and Monthly Rates

| Type of accommodation | Scholarship Eligible non Beneficiary (Off-Site) Reduced fare | Scholarship Holder (Offsite) Full fare | Eligible Commuter Full fare + 30,00 € | Not Eligible |
|-----------------------|---|---|---|--------------|
| Single room | 68,00 € | 136,00 € | 166,00 € | 260,00 € |
| Double room | 55,00 € | 110,00 € | 140,00 € | 210,00 € |

For details on the allocation of tariffs see section 1.5.

* subject to different regional provisions following the approval of the Plan for the Implementation of the Right to University Studies (DSU) for the academic year 2023/2024



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Monthly surcharges for services offered

| Residence | Single S (private bathroom) | Single (shared bathroom) | Double |
|--------------------------------|--------------------------------|-----------------------------|-----------------|
| Agripolis | | 105,00 € | |
| Camplus Delù | | | 160,00 € |
| Carli | 130,00 € | 105,00 € | |
| Ceccarelli A/B | | | 80,00 € |
| Ceccarelli C/D/E | 130,00 € | | - € |
| Colombo A | | 80,00 € | 80,00 € |
| Colombo B | 160,00 € | 105,00 € | |
| Copernico | 130,00 € | 105,00 € | 80,00 € |
| Copernico Villette | | 105,00 € | 80,00 € |
| Cornaro | 130,00 € | 105,00 € | 80,00 € |
| <i>Galilei (not allocated)</i> | | <i>160,00 €</i> | <i>130,00 €</i> |
| Gattamelata | 130,00 € | | 80,00 € |
| Goito | | 105,00 € | |
| Minio | 160,00 € | | 130,00 € |
| Nievo | | 80,00 € | 80,00 € |
| San Raffaele | 130,00 € | 105,00 € | 80,00 € |
| Rovigo | | 130,00 € | 105,00 € |

| Available in Competition only for students with disabilities | | | |
|--|----------|--|----------|
| Nord Piovego | 160,00 € | | 130,00 € |



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Summary of annual rates by residence, room type and student status (for 10 months)

| Residence | Scholarship eligible (off-site) | | | Scholarship holder (off-site) | | | Eligible (commuter) | | | Not eligible | | |
|--------------------|---------------------------------|---------|---------|-------------------------------|---------|---------|---------------------|---------|---------|--------------|---------|---------|
| | Single S | Single | Double | Single S | Single | Double | Single S | Single | Double | Single S | Single | Double |
| Agripolis | | 1.730 € | | | 2.410 € | | | 2.710 € | | | 3.650 € | |
| Camplus Delù | | | 2.150 € | | | 2.700 € | | | 3.000 € | | | 3.700 € |
| Carli | 1.980 € | 1.730 € | | 2.660 € | 2.410 € | | 2.960 € | 2.710 € | | 3.900 € | 3.650 € | |
| Ceccarelli A/B | | | 1.350 € | | | 1.900 € | | | 2.200 € | | | 2.900 € |
| Ceccarelli C/D/E | 1.980 € | | | 2.660 € | | | 2.960 € | | | 3.900 € | | |
| Colombo A | | 1.480 € | 1.350 € | | 2.160 € | 1.900 € | | 2.460 € | 2.200 € | | 3.400 € | 2.900 € |
| Colombo B | 2.280 € | 1.730 € | | 2.960 € | 2.410 € | | 3.260 € | 2.710 € | | 4.200 € | 3.650 € | |
| Copernico | 1.980 € | 1.730 € | 1.350 € | 2.660 € | 2.410 € | 1.900 € | 2.960 € | 2.710 € | 2.200 € | 3.900 € | 3.650 € | 2.900 € |
| Copernico Villetta | | 1.730 € | 1.350 € | | 2.410 € | 1.900 € | | 2.710 € | 2.200 € | | 3.650 € | 2.900 € |
| Cornaro | 1.980 € | 1.730 € | 1.350 € | 2.660 € | 2.410 € | 1.900 € | 2.960 € | 2.710 € | 2.200 € | 3.900 € | 3.650 € | 2.900 € |
| Galilei | | 2.280 € | 1.850 € | | 2.960 € | 2.400 € | | 3.260 € | 2.700 € | | 4.200 € | 3.400 € |
| Gattamelata | 1.980 € | | 1.350 € | 2.660 € | | 1.900 € | 2.960 € | | 2.200 € | 3.900 € | | 2.900 € |
| Goito | | 1.730 € | | | 2.410 € | | | 2.710 € | | | 3.650 € | |
| Minio | 2.280 € | | 1.850 € | 2.960 € | | 2.400 € | 3.260 € | | 2.700 € | 4.200 € | | 3.400 € |
| Nievo | | 1.480 € | 1.350 € | | 2.160 € | 1.900 € | | 2.460 € | 2.200 € | | 3.400 € | 2.900 € |
| Nord Piovego | 2.280 € | | 1.850 € | 2.960 € | | 2.400 € | 3.260 € | | 2.700 € | 4.200 € | | 3.400 € |
| Rovigo | | 1.980 € | 1.600 € | | 2.660 € | 2.150 € | | 2.960 € | 2.450 € | | 3.900 € | 3.150 € |
| San Raffaele | 1.980 € | 1.730 € | 1.350 € | 2.660 € | 2.410 € | 1.900 € | 2.960 € | 2.710 € | 2.200 € | 3.900 € | 3.650 € | 2.900 € |

*Short stays (up to three months and 'Not eligible' rate only):
add € 50.00 per month for a place in a single room and € 30.00 per month for a place in a double room*



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Off-site students who, after taking part in the Accommodation Competition, have been found eligible for a regional grant but are not beneficiaries due to a lack of funds, are subject to the reduced fee set out in point 1.5 added to the specific surcharge relating to the assigned residence.

Please note that utilities (e.g. water, electricity, gas, etc.) are included in the monthly fee; any abnormal consumption, caused by improper behaviour, will be charged to the assignees, even if the author of the abnormal consumption is not identifiable.

With the allocation of the bed space, the conventional room furnishings are guaranteed, **excluding bed linen** (sheets, pillowcases, towels and pillow), which must be provided by the assignee (General Rules of the Residences).

In accordance with the General Rules, the assigned student is required to participate in courses and activities on safety in the residence hall and any other training events deemed of interest for particular activities (e.g. on inclusion and disability, etc.). Assigned students are also required to sort their waste correctly, as per the Rules and Regulations, with a view to environmental sustainability.

DEPOSIT AMOUNT

Confirmation of the assigned place is conditional on the payment of the deposit within the terms indicated in point 2.5. The amount of the deposit is set at **€ 380.00**.

The deposit will be converted into a **security deposit once you** take possession of the bed.

RENUNCIATION OF THE BED AND RETURN OF THE DEPOSIT/DEPOSIT

The return of the deposit in the event of cancellation is regulated as follows:

1) Waiver by 31-10-2023:

- If the place is cancelled before 30 September and without the student having collected the room key, the deposit will be refunded in full;
- If the renunciation occurs between 1 and 15 October and without the student having collected the room key, half a month's rent will be deducted from the deposit at the "not eligible" rate;
- If cancellation occurs after 15 October and without the student having collected the room key, the deposit will be retained in full;
- If the student has withdrawn the room key, the deposit will be retained in full regardless of the date on which the withdrawal was notified.

2) Renunciation after 31-10-2023:

- It is only permitted for valid and documented reasons with notification to be sent by opening a ticket on the portal <https://myesupd.residenze.it> > Residence > Renunciation at least 30 days prior to departure and in any case no later than 28 February. (for details see art. 7 of the General Regulations for Residences).

METHOD OF PAYMENT OF DEPOSIT AND TUITION FEES

Payment of the deposit must be made via the PagoPa-MyPay procedure, by logging on to <https://myesupd.dirittoallostudio.it>, as stated in the General Rules of the Residences.

Accommodation fees will be paid in the same way, according to the deadlines specified in the General Regulations for University Residences.



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Other payment methods (e.g. bank transfer) may only be permitted in exceptional cases, upon justified request, sent via ticket in the portal <https://myesupd.residenze.it> > Residence > General Information.

For further details, please refer to the General Regulations for University Residences A.A. 2023/2024.



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ANNEX 2 - STUDENTS WITH DISABILITIES

Students with disabilities, recognised pursuant to art. 3, paragraph 1 of Law no. 104 of 05/05/1992, or with a disability recognised by the National Health Service at $\geq 66\%$ and duly documented, are subject to special treatment procedures:

- Students with a **mobility or visual impairment** can participate in the accommodation competition regardless of status (Off-site, Commuter, On-site).
- In consideration of the number of years for which they can compete for the benefit. Students with disabilities between 66% and 100% may apply for a different number of years/semesters, starting from the year of enrolment, according to the following table:

| Degree Course | Number of years |
|------------------------------|---------------------------|
| Triennial | 5 years |
| Magisterial | 4 years |
| Single-cycle master's degree | Legal course duration + 2 |

- In the determination of merit to be acquired by 10 August 2023 according to the following tables:

Bachelor's Degree

| Year since registration | Disability between 66% and 80% | Disability between 81% and 100%. |
|-------------------------|--------------------------------|----------------------------------|
| Second year | 20 credits | 15 credits |
| Third year | 64 credits | 48 credits |
| Fourth year | 108 credits | 81 credits |
| Last semester | 144 credits | 108 credits |

Master's Degree

| Year since registration | Disability between 66% and 80% | Disability between 81% and 100%. |
|-------------------------|--------------------------------|----------------------------------|
| Second year | 24 credits | 18 credits |
| Third year | 64 credits | 48 credits |
| Last semester | 96 credits | 72 credits |



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Single-cycle Master's Degree

| Year since registration | Disability between 66% and 80% | Disability 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 |
| Last semester | 288 credits | 216 credits |

In order to meet merit requirements, students with disabilities may use, in addition to the credits actually earned, a bonus accrued on the basis of the course year attended. This bonus can only be used once during the entire course of study and is of different value depending on when it is used, according to the table below:

| Year since registration | Disability between 66% and 80% | Disability 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 is not used in full, the surplus can be used in subsequent years.

The portion of the bonus not used during attendance at a Bachelor's degree may also be used in one of the years of attendance at a Master's degree.

For students lacking CFUs (university credits) to reach the merit threshold for eligibility for the benefit, application of the bonus is automatic.

Students enrolled in years subsequent to the first year of a Master's degree who have obtained a Bachelor's degree at another university **must notify** any bonus used in the Bachelor's degree course as well as the university of previous attendance by opening the ticket at the Student Desk <https://myesupd.residenze.it> > Accommodation competition.

BED VERIFICATION

The student with disabilities or his/her delegate, before taking possession of the accommodation, must issue an appropriate declaration of nihil obstat to be accommodated in the accommodation assigned and must also declare how he/she intends to provide personal services on a 24-hour basis if the student is unable to do so independently. In the event that they find elements incompatible with their state of disability that the Institution cannot remove and do not have, as an



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alternative, suitable rooms to propose, the benefit cannot be granted. Inspection arrangements can be made by opening a ticket at the Student Desk <https://myesupd.residenze.it> > Residence > General Information.

ASSISTANT REQUEST

Students with disabilities who require one or two Assistant for accommodation must indicate this in the online application and notify the ESU Residence Department of the names of their assistant, if any, by opening a ticket at the Student Desk <https://myesupd.residenze.it> > Residence > General information.

Any notice of appointment or change of accompanying person must be sent at least 7 days prior to the date of the accompanying person's check-in so that the necessary registration procedures can be carried out, the accommodation offer sent, the security deposit paid and the registration process carried out.

For students without an accompanying person, ESU makes available to interested parties the list of students who have indicated their willingness to act as an accompanying person in the online application.

Only students with an established motor disability may have 2 assistant.

All students with disabilities must contact the Residence Sector for special needs related to community living **by 6 September 2023.**

The Diritto allo studio Office may request documentation proving the disability status for possible checks.

A student with disabilities who is eligible for the ESU Housing Competition is not required to pay additional fees for the accommodation of an accompanying person.

STUDENTS WITH DISABILITIES NOT ELIGIBLE FOR THE COMPETITION

ESU may admit to the accommodation **students with disabilities who are not eligible for the competition**, by way of derogation from the allocation of places and within the limit of the available equipped places, with a **"Not Eligible" rate**. It is compulsory to submit the application within the deadlines set out in this Notice of Competition.

The rate for the assistant's bed will be the same as for the student with a disability who is not eligible for the competition.

ESU will grant the disabled student who is not eligible for the competition a contribution based on his/her ISEE indicator for each assistant, according to the following table:

| ISEE (student with disabilities) | Esu Contribution for Assistant |
|--------------------------------------|--------------------------------|
| ≤ of €26,306.25* | 100% tuition due for assistant |
| > of €26,306.25 and ≤ of €70,000.00* | 50% tuition due for assistant) |
| > of 70,000.00 €* | No contribution |

* subject to different regional provisions following the approval of the Plan for the Implementation of the Right to University Studies (DSU) for the academic year 2023/2024

Assistant will benefit from free catering (lunch and dinner) throughout the activity period.



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It is the responsibility of the student with a disability, who uses an assistant, to inform the Residence Department in good **time of** their name(s) or any substitutions by opening a ticket on the portal <https://myesupd.residenze.it> > Residence > General Information.



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ANNEX 3 - ISEE FOR RESIDENTS WITH HOUSEHOLD AND INCOME IN ITALY

ATTENTION

It will not be possible to accept Ordinary and Parified ISEE (ISEE Parificato) Certificates referring to DSU (Dichiarazione Sostitutiva Unica) submitted after the application deadline. The "Income Data Completion" area remains active even after the application deadline. The student may therefore complete the ISEE data even after the application deadline, as long as the DSU has been presented by the application deadline and the relative data has been reported in the "HOUSING FOR STUDENTS OF PADOVA UNIVERSITY".

WHO TO CONTACT

In order to obtain the ISEE certificate for subsidised benefits for the Right to University Studies, it is necessary to contact a CAF/professional or through the INPS website, after filling out the **Dichiarazione Sostitutiva Unica (DSU)** made by the student to the CAF, or Inps (by connecting to the website <https://servizi2.inps.it/servizi/lseeriforma/home.aspx>) for the determination of the economic situation of the family unit of the applicant for subsidised social benefits, in accordance with Prime Ministerial Decree n. 159 of 5/12/2013 and subsequent modifications and additions.

Once the DSU has been submitted, the declarant is given a receipt of submission, but not the calculated ISEE. For the ISEE calculation, the acquisition of the other data by INPS and the Agenzia delle Entrate must be completed.

DEFINITION OF HOUSEHOLD FOR ISEE PURPOSES

ISEE (Indicator of Equivalent Economic Situation) is the indicator that summarises the economic and financial situation taking into account income, assets and the size of one's household.

The declarant's family unit is made up of the members of the registered family on the date on which the Dichiarazione Sostitutiva Unica is submitted, but the student is part of his parents' family unit, even if he does not live with them on a registered basis, pursuant to Article 8 of Prime Ministerial Decree no. 159/2013.

An ISEE certificate referring only to the student concerned is only admissible if the student is an independent student.

Independent student status, whose household does not include family members of origin, is granted if both of the following requirements are met:

- residence outside the housing unit of the family of origin, for at least two years from the date of submission of the application, in accommodation not owned by one of its members;
- tax-declared income from employment or assimilated work for the last year ascertained by means of an Income Tax Declaration for the 2022 tax period, not less than EUR 9,000.00 per year, with reference to a household of one person.

If both the above-mentioned requirements are not met, the applicant's household is integrated with the original household, and the incomes are added together for the purpose of calculating the ISEE, therefore the income received by the members of the original household must also be indicated in the ISEE statement.



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For the composition of the family unit of students enrolled in PhD courses, please refer to Article 8 paragraph 4 of the aforementioned Prime Ministerial Decree no. 159/2013.

A married student who does not have adequate personal income capacity may be considered independent if his or her income, added to his or her spouse's income, is not less than €9,000 per year, and if the requirement, set out in point a) above, of residence outside the family unit of origin is also met; otherwise, the student must also indicate in the ISEE certificate the income received by members of his or her family of origin.

CASES OF STUDENT-ONLY HOUSEHOLDS

Persons living in a registered partnership, or cohabiting for religious, care, military, prison or similar reasons, constitute a separate family unit.

A student who does not qualify as independent under section 2.1 above may nevertheless submit an ISEE certificate relating to his or her financial situation if he or she is the orphan of both parents.

If the student is in one of the following situations: orphan or person in a registered partnership, he/she must indicate this condition via ticket from the Student Desk. In the event that the student has been established to be estranged from a parent in terms of emotional and financial relations, the student concerned must produce a copy of the order issued by the judicial authority or social services attesting to the estrangement or abandonment by the parent.

ISEE REQUIREMENTS

The ISEE to be applied for is the one for subsidised benefits for the Right to University Studies, valid on the date of entry and confirmation of the application;

Any omissions and/or discrepancies in the ISEE certificate must be rectified by requesting and obtaining the issue of a new certificate by the application deadline.

The ISEE certificate, issued during a given calendar year, is valid until 31 December of the same year and refers to income and assets of the student's household for the previous two years (Example: ISEE certificate issued during 2023 expires on 31 December 2023, and refers to income received in 2021 and assets owned as at 31/12/2021)

WHICH ISEE TO APPLY FOR

- **ORDINARY ISEE:** They must apply for ORDINARY ISEE:
Italian students resident in Italy;
International students with residence in Italy and an earned income of more than 9,000.00 Euro).
- **ISEE PRECOMPILATO** With the ISEE pre-filled online service, it is possible to telematically send the Dichiarazione Sostitutiva Unica (DSU) to INPS and obtain the pre-filled ISEE certificate, avoiding going to the CAF.
- **CURRENT ISEE:** this is an indicator calculated from an ISEE for the Right to University Study



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with the above-mentioned requirements, but referring to income over the last twelve months, and can only be requested if the conditions imposed by the relevant regulations are met (for more information, contact a CAF/professional). The relative DSU must in any case be signed by the deadline and the certificate must have the above-mentioned characteristics.

- **ISEE PARIFICATO FOR INTERNATIONAL STUDENTS:** a different certification is required for:
 - international students residing abroad with a family unit residing abroad (SEE ANNEX 4);
 - international students resident in Italy, but with an earned income of less than €9,000.00 and with a household resident abroad;
 - Italian students resident abroad, whether or not they are registered with the Registry of Italian Residents Abroad (AIRE).

ATTENTION

The timeframe for issuing the ISEE certificate for subsidised benefits for the right to university study is expected to be approximately 15 to 20 working days from the time the DSU is submitted.

It is the responsibility of the interested party to obtain the ISEE in time for the deadline for participation in the Accommodation Competition.

DOCUMENTS TO BE SUBMITTED

The documents to be submitted to the CAF for the ISEE calculation are as follows:

- Valid identity document;
- Tax code issued by the Internal Revenue Service;
- Possible certificate of disability of the student recognised as over 66% (medium, severe, non-self-sufficient disability).
- University of Padova matriculation number (if already enrolled) and degree course.
- For foreign students resident in Italy, DSU and ISEE certificate
- The amount of any scholarship received in the year 2021 only if received outside Unipd; any certificates attesting the death of one or both parents any divorce certificate;
- Family status/ composition of the student's household on the date of submission of the DSU (relating to the year 2022) indicating the surname, first name, date of birth and relationship of all persons belonging to the household.
- Income received by each member of the household, referring to the year 2021;
- Any other sums received from public administrations by way of welfare, social security and allowances;
- Amounts received or paid as child support in case of legal separation or divorce.



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- Real estate assets relating to buildings owned in Italy and/or abroad (the absence of assets must be expressly specified in the documentation).
- If the household resides in rented accommodation, document the value of the annual rent stipulated in the rental contract.
- Securities assets, consisting of the balance as at 31/12/2021 and average balance for the year 2021, of current accounts, deposits, passbooks, bank and/post office accounts held abroad and in Italy and balance as at 31/12/2021 for any other type of investment (securities, shares, life insurance, etc.).



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ANNEX 4 - INTERNATIONAL AND ITALIAN STUDENTS LIVING ABROAD

Students in the following conditions:

- Foreigners with a family nucleus not resident in Italy;
- Foreigners resident in Italy (but with a salaried income of less than € 9,000.00) and with a household resident abroad;
- Italians resident abroad, whether or not registered with the Italian registry office resident abroad (AIRE)

for the purpose of certifying the income requirement, they can apply for the **ISEE PARIFICATO UNIVERSITARIO** to the CAF affiliated with ESU and the University of Padova with an exclusively online procedure.

CAF CIA PADOVA

E-mail: caf-iseeunipd@ciapadova.it

The ISEE Parificato is an official certificate indicating the student's economic situation in a given year based on family status, income, assets and expenses. The student must provide information and documentation on his or her and your family's annual income and assets.

The student must follow the instructions that will be available on the University page <https://www.unipd.it/isee>.

Access to the office in presence, which is quite exceptional, must be authorised in advance by the CAF itself.

The student, with the complete documentation including the proxy, must **first** upload the documents on the CAF CIA portal.

To access the portal, students must request credentials by communicating their tax code and telephone number by e-mail to caf-iseeunipd@ciapadova.it.

Exceptionally, international students enrolled in a first-year course may supplement their application for accommodation by submitting a university-approved ISEE by 30/11/2023. These applications will be assessed - at a later date - according to the criteria already established for first-year students and accommodation will be allocated on the basis of any remaining available beds.

We would like to point out that for non-EU students enrolled/enrolling in the first year, the number of available places is very limited and they are usually exhausted in the first allocation; consequently, the ISEE Parificato presented after the first allocation largely reduces the possibility of receiving an offer.

ATTENTION

It will not be possible to accept Ordinary and Parified ISEE Certificates referring to DSUs submitted after the application deadline. The "Income Data Completion" area remains active even after the application deadline. The student may therefore complete the ISEE data even after the application deadline, as long as the DSU has been presented by the application deadline and the relative data has been reported in the "HOUSING OF STUDENTS OF PADOVA UNIVERSITY".



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The time required to issue the ISEE PARIFICATO certificate can be very long. It is the responsibility of the interested party to receive the ISEE and necessary information/documents in time to meet the deadlines for participation in the Accommodation Competition.

ESU accepts no liability for erroneous or late PARIFIED ISEEs.

DOCUMENTS REQUIRED FOR THE PROCESSING OF THE UNIVERSITY-APPROVED ISEE

Pursuant to Article 8, paragraph 3, of Legislative Decree no. 68 of 29/03/2012, the economic status of foreign students or Italian students resident abroad is defined by means of the Indicator of the Equivalent Economic Situation abroad, calculated as the sum of the income received abroad and 20 per cent of the assets owned abroad, assessed in the same way and on the basis of the average euro exchange rate in the reference year, defined by decree of the Ministry of Finance pursuant to Article 4, paragraph 6, of Italian Decree no. 227 of 04/08/1990.L. 28/06/1990, no. 168, converted, with amendments, by L. 04/08/1990, no. 227.

In addition to documentation on any income and assets produced and held in Italy, the following documents are required

- A certificate defining the composition of the household with the personal data of each member (in the case of divorce or death, a copy of the judgment or death certificate is required);
- The certification of the total income received in 2021 by all household members aged 18 and over or the unemployment certificate;
- The certification of the movable and immovable assets owned as at 31.12.2021 by all members of the household, in particular in the case of ownership of dwellings, the square footage of these;
- Possible rental contract for property used as the main residence of the family unit, valid on the date of the ISEE application.

Tables on the average euro exchange rate are available at: <http://www.unipd.it/borse-studio-alloggi>.

All documents must be issued by the competent authorities of the country where the income was generated and the assets held and translated, in Italian, by the competent Italian diplomatic authorities (Embassies or Consulates) in the country of origin.

Students from countries where there are difficulties in obtaining the documentation from the Italian Embassy or Consulate abroad may request it from the foreign diplomatic or consular representations in Italy, and have it legalised by the Prefecture.

ATTENTION

For foreign students, the above documents must be legalised.

SPECIAL CASES

- 1) Students from countries with low human development (a list of these countries is published on the University of Padova website <https://www.unipd.it/borse-studio-alloggi>) may also submit certification that they do not belong to a family known to be of high income and high social status.



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Certification must be requested:

- To the Italian Diplomatic Authorities (Embassies or Consulates) in the country of origin.
 - If the student is enrolled at a University in his/her country of origin, connected by Agreements or Conventions with the University of Padova, also at the University from which he/she comes.
 - For students enrolling in the first year of degree courses only, to Italian organisations authorised to provide a guarantee of financial coverage; in this case, the organisation issuing the certificate undertakes to return the grant on behalf of the student in the event of withdrawal. The student is in any case obliged to declare any income and assets held in Italy by his household.
- 2) For students recognised as POLITICAL OR APOLID REFUGEES, only income and assets possibly held in Italy are taken into account.

For details <https://www.unipd.it/isee> - Documents to be submitted to the CAF for the ISEE PARIFICATO calculation.

ATTENTION

For the purposes of checks, Esu may ask the student to provide the documentation made available to the CAF.

OTHER DOCUMENTS

Students with political or complementary refugee status (subsidiary protection...) or stateless persons must enter "LOAD DOCUMENTS" in the appropriate area of the Student Desk:

- pdf of the certification of its condition (Dir. 2004/83 EC of 29/4/04 - Legislative Decree 251/2007).
- pdf of the valid residence permit.

For the purposes of access to benefits:

- 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;
- foreign students with a family nucleus resident in Italy, in order to be considered off-site, must meet all the "off-site" requirements set out in Article 4, paragraph 8, letter c) of the Prime Ministerial Decree 9/4/2001, i.e. they must reside in municipalities/locations more than 80 km away from the course venue attended and/or with travel times (by public transport) of more than 80 minutes (for distances or travel times between 40 km/minutes and 80 km/minutes the status is that of commuter - see point 1.1 of this notice of competition).

Non-EU foreign students must be in possession of a valid residence permit and registration with the university for the purpose of admission.

With regard to the provisions of the Consolidation Act on Immigration (Article 4 of Legislative Decree 286/1998), with particular reference to the minimum means of subsistence provided for by the Directive of 1 March 2000, they are understood to be fulfilled with the possession of a residence permit issued by the competent Questura.

Students who fail to submit complete documentation and/or self-certify false data are not eligible for ESU accommodation at the reduced/full rate and may be subject to penalties under the law.



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ANNEX 5 - EXTRACT FROM THE GENERAL REGULATIONS FOR UNIVERSITY RESIDENCES

Article 1 - Allocation of accommodation

You must be enrolled or in the process of enrolling at the University of Padova and present a valid identity document at the time of allocation.

When signing the **Key Withdrawal Form**, the student subscribes that he/she has read and undertakes to **accept the rules set out in these "General Regulations for University Residences"**.

Students taking part in the competition, if they do not accept the accommodation place allocated by ESU within the deadline set out in the notice, renounce the benefit for the academic year in question.

Failure to take **possession of the accommodation place on the days scheduled for acceptance** must be communicated and justified by opening a ticket to "RESIDENCE - General Information" at <https://myesupd.dirittoallostudio.it> **by the day before the day of acceptance**. ESU may authorise late admission, which is permitted **up to 15 consecutive days from the date of the opening of the residences** or of allocation (if admission is during the year).

Beyond this deadline, failure to enter **results in forfeiture of the accommodation place and loss of the deposit**.

Article 2 - Access to accommodation

Upon arrival at the residence, the assignee **receives and signs the handover report of the key and the room**, containing information on the condition of the room/apartment and the assigned furniture. **Within forty-eight hours of arrival at the residence, the assignee** must return the handover report indicating any non-conformities found.

The person in charge of the residence will verify the discrepancies found by countersigning the report.

Damage or reports found after the above deadlines will be considered to have been caused by the assignee.

Failure to sign the handover report implies automatic acceptance of the good condition of the delivered accommodation and furnishings.

With the assignment of a bed place, the conventional room furnishings and the room kit consisting of blankets, bedspread, mattress cover are guaranteed. Bed linen and personal room equipment (sheets - pillowcases - towels - pillow) will be provided by the assignee himself/herself.

Art. 7 - Renunciation and forfeiture due to loss of eligibility

Renunciation of the berth of competition winners and "Other users": is only permitted for valid and documented reasons.

The renunciation must be submitted at least thirty days before departure, but no later than 28 February. The accommodation must be released no later than 31 March. The contract will always be closed at the end of the month.



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After 28 February, withdrawals are only accepted if the reason is academic in nature (e.g. participation in internships, traineeships, study programmes or other equivalent cases at other universities, cities, regions, foreign states, authorised by the university at any time during the academic year).

If the waiver is not for the valid reasons listed above or is submitted after the deadline, **Esu will retain the security deposit.**

N.B: In order to receive the grant as a student away from home, it is necessary to prove that you have an accommodation contract of at least 10 months' duration (a parameter subject to change according to the "Annual Regional Plan of Interventions for the Implementation of the Right to Study"). **The renouncing student assumes all responsibility for any revocation of the grant resulting from his/her renunciation.**

Forfeiture due to graduation: if the assignee terminates his/her studies before the end of the contract, he/she must leave at the end of the month in which he/she graduated and pay the full month's salary. It is possible to request to **remain** in the residence even **after graduation**. In this case, ESU may authorise him/her to use the accommodation until the expiry date specified in the notice, **with the application of the "not eligible" rate.**

ALL REQUESTS SHOULD ALWAYS BE SUBMITTED BY TICKET TO "RESIDENCY - Waiver of bed space" or "RESIDENCY - Notification of graduation" at <https://myesupd.dirittoallostudio.it>.

Article 8 - Payment Modalities

The assignee undertakes to pay the envisaged accommodation fee for the entire period of assignment according to the different statuses and prices defined in the notice of competition by means of the PAGOPA procedure at <https://myesupd.dirittoallostudio.it>.

In exceptional cases of technical impossibility to use the PAGOPA portal, reported by ticket to "RESIDENCE - General Information" at <https://myesupd.dirittoallostudio.it> it will be possible to pay the accommodation fee by other indicated systems.

The deadlines for payments are as follows:

- **Eligible off-campus students: payment in three instalments**
 - First instalment: by 31 December in an amount equal to 35% of the annual fee;
 - Second instalment: by 28 February for an amount equal to 35% of the annual fee;
 - Third instalment: by 30 April in full, equal to 30% of the annual fee.
- **Eligible commuter students, eligible doctoral students and all other users: payment in monthly instalments in advance.**

The amount corresponding to the monetary value of the service, the amount of which is defined by the Veneto Regional Council with the approval of the Plan for the implementation of the Right to University Study (DSU) for the academic year 2022/2023 (reduced by 50% for students enrolled in the last semester) will be withheld by the University from the student away from home who is the beneficiary of a study grant, and ESU will therefore only request payment of the portion of the fee in excess of the amount withheld.



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A late payment penalty of €25.00 shall be applied for each late payment. If the late payment continues beyond 30 days, an administrative penalty of €50.00 shall be applied as per Art. 18.

Tariffs are monthly and cannot be fractioned; if the assignee - other than the winner of the competition - becomes available after the 16th of the month, the tariff for the first month will be halved. No reduction will be made if the accommodation is made available on or before the 16th and if the assignee vacates the accommodation before the end of the month.

Requests for instalments are only considered if they are sent by opening a ticket to 'RESIDENZA - General Information' at <https://myesupd.dirittoallostudio.it> before the instalment is due, in order not to incur late payment.

Art. 9 Release of accommodation

The accommodation place must be vacated no later than 10 a.m. on the last day of allocation.

The assignee undertakes to notify the Residence Manager by ticket, with advance notice of minimum of 7 days, the date of one's departure. This notice is necessary in order to organise the joint inspection, during which the assignee will sign the "release report" and hand over the room keys. The premises in use must be returned free of all personal belongings and in a clean condition such as to allow other people to enter; in particular: remove the linen from the mattress, thoroughly clean furniture and floors, bathrooms and kitchens (including electrical appliances) if present. Otherwise the deposit will be retained. Any damage must be paid for before departure, otherwise the deposit will be retained in full.

Art.10 Release of security deposit

The deposit paid shall be released only after

- a. Verification of tuition fees and any overdue payments/sanctions;
- b. Verification of the carried out procedure for the release of the accommodation (room of pertinence and common rooms) by the service staff in accordance with Article 9;
- c. Riconsegna of keys and equipment by the assignee.

The deposit will be returned within 60 days from the deadline in the assignment form by bank transfer, **net of bank charges**, to the Iban / account indicated by the assignee.

In exceptional and justified cases and only in the case of releases made from Monday to Friday (on weekdays) by opening a ticket in "RESIDENCE - General Information" at <https://myesupd.dirittoallostudio.it> other return methods will be possible.