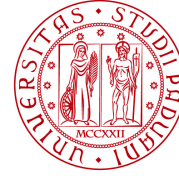




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UNIVERSITÀ
DEGLI STUDI
DI PADOVA

Appendix to Decree Ref. no.

Prot. no.

CALL FOR APPLICATIONS FOR REGIONE VENETO SCHOLARSHIPS A.Y. 2023/24

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1. PURPOSE OF THE CALL FOR APPLICATIONS

Within the framework of the Veneto Region's annual Plan for the implementation of the Right to University Education for the academic year 2023/24, the University of Padua issues this call for applications for the assignment of scholarships for capable and deserving students without means. The aim of the scholarship is to help cover the living expenses incurred by students over at least ten months in each course year.

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2. WHO CAN APPLY

Students enrolled for the 2023/24 academic year at the University of Padua, with suitable economic and merit requirements, may participate in the competition for regional scholarships.

Applications may be submitted by students who are:

- a. enrolled **for the first time in the first year of a bachelor's degree/master's degree/single-cycle master's degree programme**;
- b. enrolled **in subsequent years of a degree programme/master's degree/single-cycle master's degree programme** (those who obtain their bachelor's degree after the deadline of this call for applications and who intend to enrol in a master's degree programme during the year may also participate, in accordance with the same procedures and deadlines set out in Art. 3 of this call for applications);
- c. enrolled in a **PhD programme**, if they are not already receiving another scholarship.

Students can apply for a scholarship for a different number of years or semesters depending on the degree course they are enrolled in, and specifically:

- a. 7 semesters for students enrolled in **degree programmes** from the year of first enrolment (7 years for part-time students);
- b. 5 semesters for students enrolled in **master's degree programmes** from the year of first enrolment (5 years for part-time students);
- c. 11 semesters for students enrolled in **five-year single-cycle master's degree programmes** (11 years for part-time students);
- d. 13 semesters for students enrolled in **six-year single-cycle master's degree programmes** (13 years for part-time students);
- e. 3 years for students enrolled in **PhD programmes**.

This does not include students:

- a. who already hold a degree, obtained in Italy or abroad, of the same level or of a higher level than that of the course of study in which they are enrolled;
- b. who have received the scholarship in a previous course of study at the same level as the course of study they are currently enrolled in and have not repaid the enjoyed benefit (see Art. 12.b).

The regional scholarship cannot be combined with other scholarships disbursed with the purpose of education maintenance for any reason whatsoever. Regional scholarships may be combined with those granted by national or foreign institutions aimed at supplementing the training or research activities of scholarship holders by means of stays abroad (mobility scholarships).

If the student who has been awarded a regional scholarship has already obtained or is simultaneously awarded another scholarship for a similar purpose (with the exception of the mobility scholarship), he or she must opt for one or the other.

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3. HOW TO APPLY: TERMS AND DEADLINES

In order to apply for the scholarship, the **following steps must be followed**:

A. by 2 October 2023, also for those enrolling during the course of the year: **fill in and confirm the APPLICATION FOR BENEFITS (RdA)** in Uniweb;

B. by 2 October 2023, also for those enrolling during the course of the year: **apply** for the **ISSUANCE of the ISEE/Equivalent ISEE certificate** (ISEE means “*Equivalent Economic Situation Indicator*”) for **Benefits for the Right to University Education**;

C. by 30 September 2023 or, if enrolled in the first year, by the date indicated in the call for admission: **complete the enrolment for the 2023/24 academic year by paying the first instalment of the fees**.

A. The **RdA** is a self-certification that must be completed and confirmed online in order to apply for the scholarship. By doing so, you authorise the University to acquire your ISEE directly from the INPS database (or from the CAF affiliated with the University, in the case of an Equivalent ISEE (*ISEE Parificato*)).

- ✓ **WHERE TO SUBMIT IT:** the **RdA** is available exclusively **online, in your personal area in Uniweb**, under “Right to study - Certifications of disability/dyslexia, Summer courses - Application for Benefits”.
Entry of the RdA is possible after registration with Uniweb. For this purpose, only the tax code is required; it is not necessary to have already enrolled. **It follows that those who enrol during the year (enrolments in Master’s degrees, transfers from another University, etc.) are also required to comply with the deadlines indicated above.**
- ✓ **VERIFICATION TOOLS:** once completed, the application must be definitively confirmed, under penalty of invalidity. The interested party shall receive an email at their personal or institutional email address confirming receipt of the RdA. A second confirmation email will also be sent when the ISEE data has been acquired. The RdA may be amended directly by the user, using the same procedure, until 2 October 2023. **The RdA that has been saved in your personal area in UNIWEB constitutes the only proof of submission of the application, therefore we recommend that you make sure it is present.**

B. For the **ISSUANCE of the ISEE**, the student must submit and sign a Single Declaration in Lieu (Dichiarazione Sostitutiva Unica, DSU), electronically through the INPS website or personally at a Tax Assistance Centre (CAF) or other competent Body. Please note that the date of signature indicated on the receipt for submission of the Single Declaration in Lieu (DSU) and not the date of issue of the ISEE certificate will be valid.

- ✓ **WHICH ISEE TO APPLY FOR**
The University may only acquire an **ISEE for Benefits for the Right to University Education issued to the benefit applicant** (in the case of members of the same family unit, the tax codes of all applicants must be provided). The ISEE must **be valid**, i.e. it must not have expired on the date of confirmation of the RdA in Uniweb. In the case of ISEE not issued for the right to university education, or ISEE that has expired upon confirmation of the RdA, a new certificate must be requested within the scheduled deadlines.
The student is also required to verify that **there are no comments on omissions/discrepancies** on the ISEE certificate.
If there are omissions/discrepancies resulting from filling in the Single Declaration in Lieu (DSU) incorrectly, a new DSU must be submitted, which must include the information previously omitted or otherwise expressed, within the deadlines set.

- ✓ **CURRENT ISEE**



This is an indicator calculated from an ISEE for the Right to University Education 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 relevant DSU must, in any case, be signed within the scheduled deadlines, and the certificate must possess the characteristics mentioned above. If it is used, the relevant certificate must be sent to benefici.studenti@unipd.it by the deadlines below.

✓ **EQUIVALENT ISEE FOR INTERNATIONAL STUDENTS**

It is a different certification required for:

- international students residing abroad (outside Italy), with a family unit residing abroad (outside Italy);
- international students residing in Italy, but with earned income of less than € 9,000.00 and with a family unit residing abroad (outside Italy);
- Italian students residing abroad and not registered in the Italian Register of Residents Abroad (AIRE).

Issuance of the Equivalent ISEE (*ISEE parificato*) **must be requested exclusively from the CAF affiliated** with the University, the details of which may be viewed at www.unipd.it/en/isee.

For the purpose of assessing the economic condition for the issuance of the ISEE, for students recognised as political refugees, stateless persons and persons enjoying subsidiary protection, only income and assets held in Italy are considered.

The data contained in the ISEE certificate, if valid, compliant and issued for the right to university education, will be acquired directly from the INPS database (or from the CAF affiliated with the University, in the case of an Equivalent ISEE) following confirmation of the RdA in Uniweb.

NB: taking into account the deadline of 30 November 2023 chosen by the MIUR for the conclusion of the procedures for issuing entry visas to Italy for international students, **as an extraordinary measure, international students enrolled for the first time in the 2023/24 academic year are allowed to submit their ISEE/Equivalent ISEE by 30 November 2023.** If these students confirm their RdA for the scholarship **by 2 October** and if they complete their Equivalent ISEE (*ISEE Parificato*) by November 2023, they will be assessed for the benefit when the second scholarship allocation is made public for the 2023/24 academic year.

C. In order to apply for the scholarship, it is also necessary to **finalise enrolment for the 2023/24 academic year by paying the first instalment of the fees** by the set deadlines (Art. 1 of the Call for Student Contributions and Exemptions). Any new enrolments finalised after the publication of the final ranking list and any late enrolments due to the cancellation of applications for qualifications that have already been finalised, will be automatically acquired and assessed no later than the second allocation, subject to the completion of the RdA and the issue of the ISEE by 2 October 2023 (or by 30 November 2023 for the Equivalent ISEE of international students enrolled for the first time in the 2023/24 academic year).

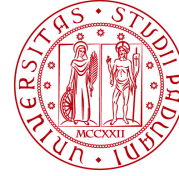
Failure or incorrect performance of even one of the above steps, including failure to pay the first instalment by the deadline, will result in exclusion from the competition.

The **Complete Guide to the Application for Benefits and Calculation of the ISEE** is available at www.unipd.it/en/isee.
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4. DEFINITION OF STATUS

1. For the purposes of defining the amounts of the benefit, the following definitions apply:

- a. **ON SITE:** the student resides in the municipality or in the area surrounding the venue of the course of study attended (within a distance of 40 km and/or 40 minutes' travel time by public transport); See the [tables of geographical distances](#) that serve as a reference for identifying status for regional scholarship purposes.
- b. **COMMUTER:** the student resides in a place that allows daily commuting to the venue of the course of study attended within a distance between 40 and 80 km and/or a travel time between 40 and 80 minutes



by public transport; See the [tables of geographical distances](#) that serve as a reference for identifying status for regional scholarship purposes.

- c. **OFF SITE:** the student resides in a place that is well away from the venue of the course of study attended (more than 80 km and/or more than 80 minutes' travel time by public transport to the course venue); for this reason, the student takes accommodation in the vicinity of the course venue (i.e. in the municipality where it is located or in a municipality classified as on site with respect to the course venue), using public residential facilities or private accommodation for a period of no less than ten months with reference to the 2023/24 academic year (i.e. between 1 October 2023 and 30 September 2024), until they obtain their degree in the case of a benefit acquired for the additional semester. In the absence of paid accommodation for the minimum number of months required, the student is considered a commuter. See the procedure for **checking paid accommodation under point 2.**

Please refer to the [tables of geographical distances](#) that serve as a reference for identifying status for regional scholarship purposes, except if proof to the contrary is provided by the student.

If the duration of the accommodation contract in the vicinity of the venue of the course of study attended is less than 10 months, this does not preclude off-site status if, in the same academic year, the students attend a **mobility programme abroad** (including internships and traineeships that are useful for obtaining a degree) promoted by the University, provided that they also take accommodation abroad for a total period of no less than ten months (also including the period spent in Italy).

See the procedure for **checking paid accommodation under point 2.**

In order to have access to the benefits, **international students** will be considered as off-site students regardless of their place of residence in Italy, unless their family unit (consisting of the members of the registered family on the date of submission of the DSU) resides in Italy. In order to be considered as off-site, international students must take paid accommodation in the Municipality where the university venue attended is located (or in a Municipality classified as on-site with respect to said venue) for a period of no less than ten months with reference to the 2023/24 academic year (or until they obtain their degree, only in the case of a benefit acquired for the additional semester). In the absence of paid accommodation for the minimum number of months required, the student is considered a commuter.

See the procedure for **checking paid accommodation under point 2.**

So-called "independent" students who, regardless of the distance between their place of residence and the venue of the course of study attended, have been living outside their original family home for at least two years since the date of submission of their DSU, in a property not owned by a member of their family, taking paid accommodation for a period of no less than ten months, and whose income from employment or similar activities has been declared for at least two years to be not less than € 9,000.00 per year, **shall be considered to be off-site students.** See the procedure for **checking paid accommodation under point 2.**

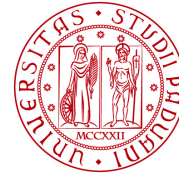
2. The procedure for checking paid accommodation is described below.

Students who have confirmed that they meet the requirements for "off site" status in the RdA will need to enter in the appropriate procedure for **Checking paid accommodation** available under Initiatives on **Uniweb** the documentation attesting their role as a tenant in paid accommodation that they will be using for a total of at least ten months during the academic year.

Specifically, they will need to submit:

- the receipt for the registration or take over (and any extension) of the rental agreement with the Revenue Office, in the case of private accommodation in Italy;
- the hospitality contract, in the case of accommodation at a university or religious college;
- the rental agreement concluded abroad, in the event of taking part in mobility programmes.

Beneficiaries of accommodation at ESU residential facilities do not have to upload any documents.



The outcome of the checks will be available to view within 20 days after uploading (from September 2023), by accessing the RdA again and clicking on *Proceed - View data from submitted Application*.

Those who correctly upload the documentation in the online procedure **by 2 October 2023** will receive the scholarship for the amount due for those with “off site” status by the first allocation.

In the event of failure to upload the documentation by the deadline, or in the case of incomplete or non-compliant documentation (including a temporary inability to certify the ten months’ fees), the amount that will be provided in the first allocation **will only be the amount for those with “commuter” status**. The online procedure will reopen from **20 November 2023 to 30 April 2024** and any supplement will be paid within the month following the month in which the uploaded documentation is approved.

FAQs for the procedure are available at www.unipd.it/en/veneto-region-scholarship

3. Students are required to promptly notify any change that occurs during the course of the year with regard to the requirements for the definition of their status.

If a student does not meet the above-mentioned requirements, also as a result of any early termination or take overs during the year of the contracts for paid accommodation, he or she shall forfeit any benefit that he or she may have received and shall be required, in addition to the return of any undue amounts received, to pay the assessment fee and the related administrative penalty. Please note that anyone making untrue declarations, forming false documents or making use thereof, shall be punished in accordance with the Criminal Code and the special laws on the subject.

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5. FUNDING AND AMOUNTS

The funds for the disbursement of regional scholarships for the 2023/24 academic year result from:

- a. the proceeds of the regional fee for the right to university education;
- b. the share of the state supplementary fund specifically established pursuant to D.Lgs. (Italian Legislative Decree) No. 68/2012 and the DPCM (Decree of the President of the Council of Ministers) of 9 April 2001;
- c. the Veneto Region’s own resources pursuant to D.Lgs. (Italian Legislative Decree) No. 68/2012;
- d. the resources of the National Recovery and Resilience Plan (NRRP): EU-funded Next Generation EU initiative and mission 4, component 1, investment 1.7.

The resources derived from the proceeds of the regional fee for the right to university education are distributed using the following criteria:

- a. **30% to students enrolled for the first time in the first year of a bachelor’s degree, master’s degree and single-cycle master’s degree**, of which only 5%, as a maximum limit, is reserved for non-EU students enrolled for the first time in the first year of a bachelor’s degree programme and a single-cycle master’s degree programme;
- b. **70% to students enrolled in years subsequent to the first year of all courses.**

Eligible students in the regional scholarship ranking lists enrolled in regular years are granted full or partial exemption in accordance with the Call for Student Contributions and Exemptions for the 2023/24 academic year.

With reference to D.M (Ministerial Decree) 1320/2021, which on the one hand introduces a 15% increase in the scholarship for students whose ISEE is less than or equal to **€13,153.11**, and on the other confirms that the amount of the study grant is paid in full to students whose ISEE is less than or equal to **€17,537.50**, in compliance with the principle of the progressiveness of the value of the scholarships, a table is shown below that illustrates the value according to the ISEE band of reference.

For full-time students:



Status	Scholarship amount for ISEE of less than €13,153.12	Scholarship amount for ISEE of between €13,153.12 and €17,537.50	Minimum scholarship amount for an ISEE above €17,537.50 (gradually reduced to)
Off site	€ 7654.99	€ 6656.52	€ 3328.26
Commuter	€ 4473.48	€ 3889.99	€ 1944.99
On site	€ 3085.18	€ 2682.77	€ 1341.38

For students enrolled on a part-time basis:

Status	Scholarship amount for ISEE of less than €13,153.12	Scholarship amount for ISEE of between €13,153.12 and €17,537.50	Minimum scholarship amount for an ISEE above €17,537.50 (gradually reduced to)
Off site	€ 3827.49	€ 3328.26	€ 1664.13
Commuter	€ 2236.73	€ 1944.99	€ 972.49
On site	€ 1542.58	€ 1341.38	€ 670.69

A student who has received a scholarship on a part-time basis and whose part-time study scheme is subsequently cancelled or revoked shall not be entitled to any additional scholarship.

For students enrolled in PhD programmes:

PhD programme	Scholarship amount for ISEE of less than €13,153.12	Scholarship amount for ISEE of between €13,153.12 and €17,537.50	Minimum scholarship amount for an ISEE above €17,537.50 (gradually reduced to)
	€ 7654.99	€ 6656.52	€ 3328.26

Part of the **scholarship is provided in services** (food and accommodation): On an annual basis, in relation to the months in which the services are actually provided, a fee of € 1600.00, corresponding to the standard fee due for the accommodation service, and a fee of **€ 760.00** corresponding to the catering service (one meal per day) is deducted from the **off-site** students who use the residential facilities of the Padua ESU. The ESU provides **commuter** students or students enrolled in a PhD programme with a catering service (one meal per day) for which a fee of **€540.00** is deducted (on an annual basis, in relation to the months in which the services are actually provided).

	DEDUCTIONS FOR SERVICES	
	CATERING	LODGING
off site/independent	€760.00 (1 free meal per day)	€1,600.00**
commuter	€540.00 (1 free meal per day)	€ 0.00

* only to those using ESU residences

Students enrolled on a part-time basis in bachelor's, master's and single-cycle master's degree programmes may access the catering service by paying a €5.70 fee.

The amount of the scholarship that is paid in cash to students will therefore be net of deductions for services, which cannot be claimed in cash, even if the services are not used.



The ESU provides PhD students with a catering service (one meal per day) for which a fee of €540.00 is deducted (on an annual basis, in relation to the months in which the services are actually provided).
In the event that the scholarship is awarded for the additional semester beyond the duration of the course, the amounts of the scholarship and service charges are reduced by 50%.

In order to further promote the access of women students to higher education in science subjects and to reduce the so-called gender gap in this area, female students enrolled in S.T.E.M.(Science, Technology, Engineering and Mathematics) courses receive a scholarship amount that is increased by 20%. This increase cannot be cumulated with the 15% increase provided for an ISEE less than or equal to € 13,153.11. For the identification of S.T.E.M. courses, reference should be made to the table published in [USTAT](#).

Increased scholarship amounts for full-time STEM students:

Status	Scholarship amount for ISEE of between €0 and €17,537.50	Minimum scholarship amount for an ISEE above €17,537.50 (gradually reduced to)
Off site	€ 7987.82	€ 3993.91
Commuter	€ 4667.99	€ 2333.99
On site	€ 3219.32	€ 1609.66

Increased scholarship amounts for female STEM students enrolled on a part-time basis:

Status	Scholarship amount for ISEE of between € 0 and € 17,537.50	Minimum scholarship amount for an ISEE above €17,537.50 (gradually reduced to)
Off site	€ 3993.91	€ 1996.96
Commuter	€ 2333.99	€ 1167.00
On site	€ 1609.66	€ 804.83

Students **enrolling at the same time in two degree programmes** shall identify one of the two enrolments as the reference for accessing the benefits provided for by current legislation on the right to university education. The choice, which cannot be changed, will last for the entire period of simultaneous enrolment in the two degree programmes. Students who are already enrolled in a degree programme for years subsequent to the first year may not identify the second enrolment as the reference for entitlement to benefits for the right to university education.

Students enrolled at the same time in more than one degree programme may obtain and maintain the scholarship, with a 20% increase, if they meet and maintain the merit requirements set out in this call for applications for the entire duration of the courses. Those wishing to take advantage of this supplement must make their double enrolment known by email to benefici.studenti@unipd.it within one week of the date of publication of the final ranking list. The 20% increase is not due if the student loses eligibility for the scholarship with regard to the course of study identified as a reference by the student for the aforementioned increase.

Scholarship increases for female students enrolled in STEM courses and for students enrolled in more than one degree programme cannot be combined with each other or with the increases due to the independent student.

Independent students are awarded the scholarship given to off-site students, to whom they are considered equivalent, pursuant to Article 3, paragraph 2, letter a) of D.M. (Ministerial Decree) No. 1320 of 17/12/2021; the maximum amount of the scholarship is €6656.52.

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6. CRITERIA FOR ASSESSING ECONOMIC CONDITIONS

A student's economic conditions are identified on the basis of ISEE and ISPE, calculated in accordance with the procedures set out in the DPCM (Decree of the President of the Council of Ministers) No. 159 of 5 December 2013, as amended and supplemented.

To gain access to the benefit:

- a. **the ISEE for Benefits for the Right to University Education must not exceed the limit of €26,306.25.**
Any scholarship received in the calendar year 2021 must be declared in the ISEE calculation. For the sole purpose of ascertaining eligibility for the competition, the University will not take this amount into account. Those who received their scholarship at another university during the 2021 calendar year must produce the relevant Single Certification (*Certificazione Unica*) indicating the amount of the scholarship received from their original University, and send it to the Student Service Office by email to benefici.studenti@unipd.it.
- b. **ISPE (*Indicatore della Situazione Patrimoniale Equivalente*) must not exceed the limit of €40,031.27.** The ISPE value will be calculated directly by the University (ISP/equivalence scale).

The economic conditions of international students resident abroad with a family unit resident abroad, or resident in Italy but with an earned income of less than €9,000.00 and with a family unit resident abroad, must be defined by issuing the ISEE and Equivalent ISPE, according to the guide available at www.unipd.it/en/isee.

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7. CRITERIA FOR DETERMINING MERIT

For students enrolled for the first time, in the first year:

- a. **of a bachelor's degree, master's degree and single-cycle master's degree**, the scholarship is awarded solely on the basis of financial requirements, while the merit requirement is assessed ex post, taking into account the credits accrued during the academic year in question.
The grant is paid in two instalments in accordance with the procedures and deadlines set out in Article 10 of this Notice; the second instalment of the scholarship is paid only if the student obtains at least **20 CFUs** (10 CFUs if enrolled on a part-time basis), without recognition from previous careers, **by 10/08/2024**.
N.B. If the above-mentioned merit requirements are met after 10/08/2024 but by 30/11/2024, only the first instalment of the scholarship will be maintained. If the above-mentioned merit requirements are not even met by 30/11/2024, the scholarship will be permanently revoked. If the scholarship is revoked, students will have to **return the full amount** of the scholarship, of the regional fee and the amount relating to the value of the services actually used for accommodation and catering.
- b. With regard to **PhD programmes**, the only requirement for access to the benefit is the admission to the courses in accordance with the procedures set out in the respective Course Regulations.

For students enrolled in years subsequent to the first year:

- a. **of a bachelor's degree, master's degree and single-cycle master's degree programme**, the benefit is only granted if the student meets the following merit requirements **by 10/08/2023** in relation to the years of his/her career, including the year for which he/she is applying, **as well as the fulfilment of any educational obligations** where envisaged at the time of admission to the courses (he/she must also be admitted to attend the course year for which the benefits are requested, based on the Course Regulations):

DEGREE PROGRAMMES

<i>(full-time)</i>	
YEAR OF ENROLMENT	MINIMUM CFUs REQUIRED
2	25

<i>(part-time)</i>	
YEAR OF ENROLMENT	MINIMUM CFUs REQUIRED
2	12



3	80
Last semester	135

3	25
4	60
5	80
6	110
7	135

MASTER'S DEGREES

<i>(full-time)</i>	
YEAR OF ENROLMENT	MINIMUM CFUs REQUIRED
2	30
Last semester	80

<i>(part-time)</i>	
YEAR OF ENROLMENT	MINIMUM CFUs REQUIRED
2	15
3	30
4	60
5	80

SINGLE-CYCLE MASTER'S DEGREE PROGRAMME

Duration: 5 years <i>(full-time)</i>	
YEAR OF ENROLMENT	MINIMUM CFUs REQUIRED
2	25
3	80
4	135
5	190
Last semester	245

Duration: 6 years <i>(full-time)</i>	
YEAR OF ENROLMENT	MINIMUM CFUs REQUIRED
2	25
3	80
4	135
5	190
6	245
Last semester	300

Duration: 5-6 years <i>(part-time)</i>	
YEAR OF ENROLMENT	MINIMUM CFUs REQUIRED
2	12
3	25
4	60
5	80
6	110
7	135
8	165
9	190
10	220
11	245
12	275
13	300

- b. With regard to **PhD programmes**, the requirement for access to the benefit is meeting the necessary requirements for enrolment in the subsequent years in accordance with the procedures set out in the respective Course Regulations.

N.B.: in the case of **registration with career shortening**, students enrolled in years subsequent to the first year of degree programmes, master's degrees and single-cycle master's programmes are always required to obtain at least 55 CFUs for each year of enrolment before the 2023/24 academic year, and they must be obtained by 10/08/2023.

To meet the minimum merit requirements, a **bonus** is applied in addition to the credits actually earned. **It is applied automatically by the office without any prior request from the student.**

This bonus is only used once during the entire university course of study and has a different value depending on the course year in which it is applied:



- it is worth 5 CFUs if used to obtain the benefit for the second academic year of degree programmes and single-cycle master's degree programmes;
- it is worth 12 CFUs if used to obtain the benefit for the third academic year of degree programmes and single-cycle master's degree programmes;
- it is worth 15 CFUs if used to obtain the benefit for subsequent academic years, for the additional semester and for the Master's degree.

If the bonus is only partly used, the remaining portion can be used in subsequent years, even in one of the years attending the master's degree.

When enrolling in a Master's degree programme, it is necessary to specify any bonus used in the degree programme at another University by sending an email to benefici.studenti@unipd.it.

The bonus does not apply to students enrolled on a part-time basis and those enrolling in a Master's degree programme whose entry qualification is a degree obtained abroad, starting with the 2023/2024 cohort.

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8. PREVIOUS CAREERS AND VALID UNIVERSITY CREDITS

Only university credits that are useful to obtain the qualification and that are included in the study plan of the course for which the students are applying for the benefit are considered valid for the purposes of eligibility for the scholarship, albeit different from the previous year.

Validated credits from training activities carried out outside the university (vocational training courses, seminars, traineeships, language certificates, etc.) and validated credits from previous completed courses of study **do not count** towards determining the merit considered for the purposes of eligibility for the scholarship.

All years in which the student has been enrolled in any course of study, at this or another university, are considered career years. A student who, following a previous withdrawal from studies or forfeiture of studies, enrolls in another university course, is considered enrolled for the first time for the purposes of the merit requirement set out in this notice, and does not accumulate the years of any previous enrolment, starting from the date of his or her first enrolment in the university system, provided that he or she has not received any scholarship during the previous enrolment (or, if received, has renounced the same and consequently returned it at the time of submitting the application). Any university credits acquired during the previous career may not be counted for merit for the purposes of the award of the scholarship during the new career.

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9. PUBLICATION OF THE RANKING LISTS

Students are required to consult the ranking lists that will be published at www.unipd.it/graduatorie-borse-studio-regionali.

✓ TYPES OF RANKINGS: four different ranking lists are envisaged, drawn up as follows:

- a. For students with **EU citizenship enrolled in the first year** of all degree programmes, single-cycle master's degree and master's degree programmes and for those with non-EU citizenship enrolled in the first year of all master's degree programmes, a single ranking list of eligible students will be approved, without differentiation between courses, defined in ascending order on the basis of the ISEE for Benefits for the Right to University Education (*ISEE per Prestazioni Agevolate per il Diritto allo Studio Universitario*). If the ISEE ratings are the same, then the high school graduation mark will be considered.
- b. For students with **non-EU citizenship enrolled in the first year** of all degree programmes and single-cycle master's degree programmes, a single ranking list of eligible students will be approved, without differentiation between courses, defined in ascending order on the basis of the ISEE for Benefits for the Right to University Education (*ISEE per Prestazioni Agevolate per il Diritto allo Studio Universitario*). If the ISEE ratings are the same,



then the high school graduation mark will be considered. Non-EU students in this ranking list are allocated (as a maximum limit) 5% of the total resources reserved for freshmen.

- c. For students **enrolled in the second year and subsequent years**, of all degree programmes, single-cycle master's degree and master's degree programmes, a single ranking list of eligible students will be approved, without differentiation between courses, according to the merit coefficient as defined below. Where the merit coefficient is equal, preference is given to students with a lower ISEE.
- d. For students **enrolled in PhD programmes and schools** who do not already benefit from a ministerial scholarship, a single ranking list of eligible students will be approved, defined in ascending order on the basis of the ISEE for Benefits for the Right to University Education (*ISEE per Prestazioni Agevolate per il Diritto allo Studio Universitario*).

The merit coefficient is calculated by adding the percentage change in the credits accrued by the student by 10 August 2023, compared to the defined average for that course/system (V%Exams), and the percentage change in the weighted average grade of the student for the exams compared to the defined average for that course/system (V%Grades), all divided by 2.

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

The average of exams or exams of the degree programme/system is calculated as the sum of the number of credits passed by students by 10 August 2022, taking into account the number of enrolments of each, divided by the number of students enrolled in the degree programme. Students must be enrolled in the same degree programme/system for a number of times not exceeding the stipulated duration + 1; students with zero examinations are excluded.

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

✓ TIMINGS

Students are required to consult the (provisional and final) ranking lists on the University website.

By 20 October 2023, the PROVISIONAL RANKING LISTS will be published at www.unipd.it/graduatorie-borse-studio-regionali, indicating the eligibility assessment, the declared status and any reasons for exclusion.

Any remarks or corrections must be submitted **within 15 days** of the publication of the provisional ranking list, by sending the report form that will be made available together with the ranking list itself at www.unipd.it/graduatorie-borse-studio-regionali.

Starting from 15 November 2023, the FINAL RANKING LISTS will be published at www.unipd.it/graduatorie-borse-studio-regionali

The position in the final ranking list determines the priorities for awarding scholarships.

By March 2024, ADDITIONAL RANKING LISTS will be published for the awarding of scholarships reserved for students who enrolled after the first awarding and for international students with an Equivalent ISEE (*ISEE parificato*) issued by 30 November 2023 (subject to compliance with the procedures and deadlines for submitting the scholarship application, as set out in point 3).

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10. SCHOLARSHIP PAYMENT PROCEDURES

Scholarship payments may involve a number of instalments depending on the availability of additional resources provided by the Veneto Region and the MIUR (State Supplementary Fund).



Students **enrolled in the first year** of bachelor's degree, master's degree and single-cycle master's degree programmes shall receive:

- a. the first instalment of the scholarship **by the end of December 2023**
- b. the second instalment **by the end of the month after obtaining 20 CFUs** (10 CFUs for students enrolled on a part-time basis) In any case, the student must obtain 20 CFUs by 10 August 2024.

Students **enrolled in years subsequent** to the first year and in a **PhD programme** receive the scholarship in a single instalment **by the end of December 2023**.

The scholarship will be credited exclusively to the bank details (IBAN) of the student's current account (held individually or jointly), or prepaid card, which must be entered by the student in the Uniweb personal area, under the heading "Home, Master Data, Refund methods, Edit Bank Account Refund Data" **by 31 October 2023** (bank details of third parties, including parents, cannot be accepted).

One can also enter the IBAN of the Flash Card received at the end of the registration procedures, only after having visited any Intesa Sanpaolo branch to request its upgrade to a nominative prepaid "Flash Up Studio" card.

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

Failure to indicate this will result in the scholarship being suspended until such time as it has been entered and the subsequent mandatory communication has been made to the Student Service Office (benefici.studenti@unipd.it) by the student.

The service fee amounts are retained and paid by the University to the ESU, which manages the catering and accommodation.

By the end of March of the calendar year following the year in which one or more instalments of the scholarship are paid, the Taxation Office will send by email the link for downloading the Single Certification valid for tax purposes.

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11. STUDENTS WITH DISABILITIES

Students with a **disability equal to or greater than 66%**, recognised by the National Health Service, or **with a disability recognised as per art. 3, par. 1 of Law No. 104 of 05/02/1994**, who are enrolled in degree programmes, are granted benefits for the following periods:

- a. 9 semesters for bachelor's degree programmes;
- b. 7 semesters for master's degree programmes;
- c. 13 semesters for five-year single-cycle master's degree programmes;
- d. 15 semesters for six-year single-cycle master's degree programmes.

In order to receive the scholarship, students with disabilities, **enrolled in years subsequent to the first year**, must have accrued the number of credits indicated in the table by 10 August 2023:

Year since registration	Disability between 66% and 80%	Disability between 81% and 100% or recognition under Article 3(1) of L. (Law) No. 104 of 05/02/1994:
second year	20 credits	15 credits
third year	64 credits	48 credits
fourth year	108 credits	81 credits
last semester	144 credits	108 credits

In order to receive the scholarship, students with disabilities, **enrolled in master's degree programmes**, must have accrued the number of credits indicated in the table by 10 August 2023:



Year since registration	Disability between 66% and 80%	Disability between 81% and 100% or recognition under Article 3(1) of L. (Law) No. 104 of 05/02/1994:
second year	24 credits	18 credits
third year	64 credits	48 credits
last semester	96 credits	72 credits

In order to receive the scholarship, students with disabilities, **enrolled in single-cycle master's degree programmes**, must have accrued the number of credits indicated in the table by 10 August 2023:

Year since registration	Disability between 66% and 80%	Disability between 81% and 100% or recognition under Article 3(1) of L. (Law) No. 104 of 05/02/1994:
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

To meet the minimum merit requirements, a **bonus** is applied in addition to the credits actually earned. This bonus is only used once during the entire university course of study and has a different value depending on the course year in which it is applied:

Year since registration	Disability between 66% and 80%	Disability between 81% and 100% or recognition under Article 3(1) of L. (Law) No. 104 of 05/02/1994:
second year	4 bonus credits	3 bonus credits
third year	9 bonus credits	7 bonus credits
subsequent years	12 bonus credits	9 bonus credits

If the bonus is only partly used, the remaining portion can be used in subsequent years, even in one of the years attending the master's degree. It is applied automatically by the office without any prior request from the student.

The bonus does not apply to students enrolled on a part-time basis and those enrolling in a Master's degree programme whose entry qualification is a degree obtained abroad, starting with the 2023/2024 cohort.

Students with disabilities who are eligible in the ranking list are nevertheless guaranteed payment of their scholarship. The revocation for first-year students who do not achieve at least 20 CFUs by 30 November does not apply.

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12. REVOCATION OF ELIGIBILITY AND RETURN OF THE SCHOLARSHIP

a) Students enrolled for the first time in the first year of study:

Eligibility and any scholarship received (including fees for services enjoyed) shall be revoked for any student enrolled for the first time in the first year of any course of study who, **by 30 November 2024, has not obtained at least 20 CFUs** (10 CFUs for students enrolled on a part-time basis), considered valid for the course of study they



are enrolled in (for activities included in the study plan), or, alternatively, for the course of study they will enrol in during the 2024/25 academic year, even if different from the previous one.

For exceptional and documented reasons, the deadline for obtaining credits may be deferred by up to three months. The request, together with the relevant supporting documents, must be sent to the Student Service Office, by email to benefici.studenti@unipd.it, no later than 30 November 2024.

b) Other cases of revocation:

- Anyone who makes or has made a false declaration in previous years (the exclusion from benefits shall apply throughout the course of studies);
- PhD students without a scholarship who subsequently become recipients pursuant to L. (Law) 210/98;
- Students who obtain their degree in the extraordinary session of the 2022/23 academic year, by December 2023 (since they are not entitled to the scholarship for the 2023/24 academic year);
- Students who transfer to another University or withdraw from their course during the 2023/24 academic year;
- Students who withdraw from their studies and later wish to apply once more for a scholarship for a course at the same level as the one from which they withdrew, will need to submit an explicit request to benefici.studenti@unipd.it seeking to renounce the benefit and to return the scholarship received (including the service fees enjoyed) and pay the regional tax and university fee due for the 2023/24 academic year, to the extent provided for by the current administrative provisions adopted by the University.

Generally, if the benefit is revoked, the monetary amount of the scholarship and of the regional fee and the sum corresponding to the value of any ESU food and accommodation services enjoyed will need to be refunded, in the manner and within the timeframe established by the University.

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13. DECLARATIONS: CORRECTIONS, CHECKS AND SANCTIONS

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

The University is obliged to check the truthfulness of the self-certification produced by the student by means of random or targeted checks, should reasonable doubts arise as to the truthfulness of the documents acquired or the content of the declarations made, which annually involve at least 20% of those eligible for services and interventions not intended for general students; in carrying out these checks the University may request suitable documentation to demonstrate the completeness and truthfulness of the declared data, also in order to correct any material errors. Checks aimed at ascertaining the truthfulness of the information provided may be carried out also by the Guardia di Finanza (Tax Police), at banks and other financial intermediaries that manage movable assets, pursuant to Article 11(6) of DPCM (Decree of the President of the Council of Ministers) No. 159 of 5 December 2013; checks may also be carried out on the truthfulness of the declared family situation and analyses of income and asset data.

Please note that, pursuant to Article 10 of D.lgs (Italian Legislative Decree) No. 68/2012: "*whoever [omissis] submits untruthful declarations [omissis] shall be subject to an administrative penalty consisting in the payment of a sum three times the amount received, or the value of the services unduly used, and shall lose the right to obtain other grants for the duration of the course of study, without prejudice to the application of the sanctions set out in Article 38, paragraph 3, of Decreto Legge (Decree Law) No. 78 of 31 May 2010, converted, with amendments, by Legge (Law) No. 122 of 30 July 2010, as well as the criminal provisions for any deeds constituting a crime*".

Payment of the administrative penalty must be made in accordance with the applicable laws.

Students must promptly inform the Student Service Office of any event (e.g. adjustments to the ISEE, change of status, etc.) occurring after the date of submission of the application that may be relevant for the purposes of payment or revocation of the scholarship.

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14. FINAL RULES

Pursuant to article 4 of Legge (Law) No. 241 of 7 August 1990 (*Nuove norme in materia di procedimento amministrativo e di diritto di accesso ai documenti amministrativi*, New rules on administrative procedures and on the right of access to administrative documents) and subsequent amendments, the Director of the Student Service Office, Alessandra Biscaro, will be appointed as the Person in Charge of the Administrative Procedure.

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

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

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

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

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For further information:

STUDENT SERVICE OFFICE
Via Portello 19 – 35129 PADUA
Tel. 049.827 3131
email: benefici.studenti@unipd.it

Padua, date of registration

The Rector
Prof. Daniela Mapelli

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

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