



UNIVERSITÀ
DEGLI STUDI
DI PADOVA

Application to be granted a regional scholarship reserved for enrolled students for the 2017/18 A.Y.

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Subject: Application to be granted a regional scholarship reserved for enrolled students for the 2017/18a.y.

ART. 1 PURPOSE OF THE ANNOUNCEMENT

1. As part of the Veneto Region's annual action Plan to implement the Right to university education for the 2017/2018 academic year, the University of Padua is running an application process to grant Scholarships to able and deserving students who are lacking in financial resources. Assigning Scholarships is a step towards the goal of contributing towards students' living expenses over at least ten months of each year of their course.

ART. 2 TYPES OF STUDENTS WHO CAN APPLY

1. Students enrolled with the University of Padua for the 2017/18 A.Y., who meet set requirements in terms of economic standing and merit, can apply to be granted a regional scholarship. Students can apply for a scholarship for numerous years or semesters, depending on their degree course. More specifically:
 - a. **7 semesters** for those enrolled on a degree course starting from the first year of enrolment (seven years for students enrolled on a part time course);
 - b. **5 semesters** for those enrolled on a second-cycle degree course starting from the first year of enrolment (five years for students enrolled on a part time course);
 - c. **11 semesters** for those enrolled on a 5-year single-cycle degree course (eleven years for students enrolled on a part time course);
 - d. **13 semesters** for those enrolled on a 6-year single-cycle degree course (thirteen years for students enrolled on a part time course);
 - e. **3 years** for those enrolled on a PhD course as long as they haven't won other scholarships.
2. All years that a student has been enrolled on any course, at this University or another, are taken into consideration. In order to calculate the merit requirements for this application process, students who have previously withdrawn from their studies and have since enrolled on another university course shall be considered as enrolled for the first time, and the years of the course they were previously enrolled on, starting from the date of their first enrolment in the university system, will not be counted, as long as said students did not receive any scholarships during their previous enrolment (or, if they did receive one, that they gave it up and subsequently returned it when they filed their request).
3. Any university credits obtained during previous studies will not be taken into consideration for the merit requirement in order to grant a scholarship for the new course of studies.
4. Scholarships can only be granted for the student's first qualification for each level of study.
5. Benefits may be granted to students who meet the set application requirements for the course in question, regardless of the number of years that have passed since they were awarded their previous qualification.

ART. 3 HOW TO APPLY: PROCEDURE AND DEADLINE FOR SUBMITTING APPLICATIONS

1. Students who fulfil one of the following criteria for the 2017/18 academic year may submit a request:
 - a. enrolled, **for the first time, in the first year of a degree/second-cycle degree/single-cycle degree course;**

b. enrolled in **subsequent years of a degree/second-cycle degree/single-cycle degree course.**

Students graduating after 30th September 2017 may also apply if they intend to enrol on a second-cycle degree course during the year, respecting the same procedures and deadlines stated by the following point.

c. enrolled **on a PhD course.**

2. In order to apply for a Scholarship, students must complete the following steps, by the unpostponable deadline of 23:59 on 30th September 2017:

a) **request a valid 2017 ISEE certificate for “reduced-rate services provided for the right to university education”.** It is possible to request the 2017 ISEE calculation directly online from INPS (*Italy's National Social Security Institution*) or from a ‘CAF’ (Tax Advice Centre) or any other authorised organisation, in accordance with the content of the relative self-certification (known as the ‘Dichiarazione Sostitutiva Unica’ - ‘DSU’). If there are two (or more) students belonging to the same family, then the ISEE certificate must indicate that it applies to the reduced-rate services provided for the right to university education, in favour of each student, indicating their individual tax codes. Foreign students or Italian students living abroad must comply with article 8 and provide an ISEE equivalent.

The data shown on the ISEE certificate will be imported directly from the INPS database following authorization granted by the student with the “Richiesta di Agevolazioni” (the University does not need to receive the paper copy of the certificate).

Please remember that it takes 10 -15 working days for the ISEE certificate to be issued from when you submit your DSU.

Students are under the obligation to double check that:

- the ISEE certificate has been issued for Reduced-Rate Services for the Right to University Education. Should this not be the case, the student must ask for the existing ISEE certificate to be amended or, alternatively, ask for a new one, by **20th October 2017**, otherwise the corresponding benefit will be excluded;

- the ISEE certificate does not contain any omissions or discrepancies. Should the ISEE contain discrepancies, then the student must ask for a new ISEE certificate by **20th October 2017**, otherwise the corresponding benefit will be excluded.

b) **fill in the dedicated “Richiesta di Agevolazioni” (“Concession request”) procedure online.**The request to submit an application can only be filled in online using the “Richiesta di Agevolazioni” (“Concession Request”) procedure, which is available in each student’s personal area of Uniweb, under “Diritto allo studio - Certificazioni di disabilità/dislessia, Corsi estivi” (*Right to university education – Disability/dyslexia certificates, Summer courses*);

The online procedure even allows students who haven’t yet enrolled to submit a request, using their personal tax code.

Students who graduate from a first-cycle degree course after 30th September 2017 and who continue their studies by enrolling on a second-cycle degree course, must provide notification of their new student ID number to the Right to Education and Tutoring Service, via e-mail (to the address service.studenti@unipd.it), or via fax (to the number +39 049.827.5030), always indicating their surname and name.

The online procedure will be available from 18th July 2017 until 23.59 on 30th September 2017.

For students enrolling on the first year of a PhD course, the deadline to submit their request shall coincide with the set deadlines to complete their enrolment; after 30th September 2017, these students must provide notification of their intention to apply, to the Right to Education and Tutoring Service, via e-mail (to the address service.studenti@unipd.it), or via fax (to the number +39 049.827.5030), always indicating surname and name, tax code and the INPS reference number for the DSU self-certification submitted.

Any technical issues preventing the completion of the online application must be reported by the persons concerned to the Right to Education and Tutoring Service via e-mail (to the address service.studenti@unipd.it), or via fax (to the number +39 049.827.5030), always indicating surname and name, student ID number or, if not yet assigned, tax code, by the deadline for submitting applications, therefore no later than 23.59 on **30th September 2017**.

Once the data required for the procedure has been inserted, the application must be CONFIRMED, otherwise it will not be considered valid. Once confirmed, the application can no longer be modified directly by the candidate through the online procedure. Any requests to amend the data entered must be made by e-mail (to the address: service.studenti@unipd.it), or by fax (to +39 049.827.5030) by **20th October 2017**, always indicating surname and name, student ID number or, if not yet assigned, tax code.

c) **enrol for the 2017/18 academic year, completing enrolment by paying the first instalment.** Students graduating from a first-cycle degree course after 30th September 2017 and continuing their studies by enrolling on a second-cycle degree course in the 2017/18 academic year, must follow the aforementioned steps by 30th September 2017, whereas completing enrolment during the year shall have the same deadlines as those set for admission announcements.

Students will be excluded from the application process if they fail to complete even one of the aforementioned steps, or should they complete them incorrectly. Once the application process is closed or, in any case, no later than 20th October 2017, integrations to documentation and amendment requests will no longer be accepted.

Guidelines on how to use the online procedure can be found here: www.unipd.it/isee

ART. 4 DEFINITION OF STUDENTS' STATUS

1. The following definitions shall apply with regard to granting scholarships:

a. off-site: students who are residents in a municipality or town that is more than 80 km away from the university campus or which requires a journey time of more than 80 minutes, meaning that they have to live in rented accommodation, with a formal contract, at the university campus for no less than 10 months during the academic year (or, only in the case of a benefit granted for the additional semester, until they graduate). Students who are residents in a municipality or town that is more than 80 km or more than 80 minutes away from the university campus and who do not live in rented accommodation will be considered as "commuters". In order to gain access to the benefits, **foreign students** with a study visa will nonetheless be considered "off-site" students, regardless of where they are resident in Italy, but they must live in rented accommodation, with a formal contract, for no less than 10 months (or, only in the case of a benefit granted for the additional semester, until they graduate). An exception is made if the student's family resides in Italy, in which case the student must follow the same procedure as Italian students;

b. commuter: students who are resident in a municipality or town that is between 40 and 80 km away from the university campus or that requires a journey time of between 40 and 80 minutes. This category also includes students who are resident in a place that is more than 80 km away from the university campus or that requires a journey time of more than 80 minutes, but who live in free accommodation.

c. on-site: students who are resident in a municipality or town that is less than 40 km away from the university campus or that requires a journey time of less than 40 minutes.

2. When declaring their own status, students are under the obligation to check which category their place of residence belongs to, by referring to the **geographic distances table**, published on www.unipd.it/tasse-agevolazioni, under the section "Borse e premi di studio - Borse di studio regionali, concorso alloggi, sussidi straordinari" ("*Scholarships and study grants - Regional scholarships, accommodation applications, special grants*"). If a student declares that they are "off-site" then they must be living at the ESU residence or must be in possession of the rental contract required (with rent payments, duly registered and renewed, held in the student's name or jointly with others, and with a duration of at least 10 months).
3. If the student's place of residence falls under the category of "commuter" or "on-site" compared to the place where the course will be held, then they cannot be considered "off-site" even if they submit an official rental contract.
4. Students must declare their status as "off-site", "commuter" or "on-site" on their "Richiesta di Agevolazioni" ("*Concession request*") in order to obtain the scholarship. If the applicant does not meet the set requirements, then the benefit obtained shall no longer be valid and they will be under the obligation to return any sums unduly received and pay the related investigation fee and fine. Please be reminded that anyone who makes false statements, produces false documents or makes use of false documents shall be punished in accordance with the penal code and specific laws on this matter.
5. Students who graduate within the time frame stated for their course shall also benefit from an integration of their scholarship, equal to half of the amount received during the final year, subject to the resources available. Any integrations will be made automatically and students do not need to submit a request.
6. Students taking part in international mobility programmes shall nonetheless keep the regional scholarship that was originally due to them (off-site scholarship, commuter scholarship, on-site scholarship), with no possibility for said scholarship to be increased. Students taking part in international mobility programmes who declare themselves as "off-site" must be able to demonstrate that they are still paying for rented accommodation even while abroad, for no less than ten months combined with the time in Italy.

ART. 5 FUNDING AND AMOUNTS

1. Regional scholarships for the 2017/18 academic year are funded by:
 - a) regional tax revenues for the right to university education;
 - b) the share of the specially-created, supplementary state fund pursuant to (Italian) Legislative Decree no. 68/2012 and (Italian) Prime Ministerial Decree dated 9th April 2001;
 - c) the Veneto Region's own resources pursuant to (Italian) Legislative Decree no. 68/2012.

The resources generated by regional tax revenues for the right to university education are divided up according to the following criteria:

- 20% to those enrolled for the first time on a degree course or second-cycle degree course, of which:
 - 97% to those enrolled for the first time who are EU citizens;
 - 3% to those enrolled for the first time who are non-EU citizens.
- 80% to those enrolled on subsequent years after the first, for all courses.

2. The amount of the scholarship is equal to:

Student status	Maximum amount	Minimum amount
off-site students*	€. 5,124.00	€. 2,562.00
commuting students*	€. 2,827.50	€. 1,413.75
on-site students*	€. 1,934.00 + one free meal per day	€. 967.00

*including a free daily meal.

For students enrolled on a part time degree course, the scholarship is paid entirely as a monetary amount and is equal to:

Student status	Maximum amount	Minimum amount
off-site students	€. 2,562.00	€. 1,281.00
commuting students	€. 1,413.75	€. 706.88
on-site students	€. 967.00	€. 483.50

The scholarship is paid in full to students with an ISEE lower than or equal to €15,333.33.

For ISEEs between € 15,333.34 and €. 23,000.00 (maximum limit), the scholarship is proportionately reduced down to the minimum amount indicated in the table.

3. Students **enrolled on a PhD course** will receive the scholarship amount calculated for off-site students with a deduction of €400.00. The amount of the scholarship is equal to:

Maximum amount	Minimum amount
€. 5,124.00	€. 2,562.00

The scholarship is paid in full to students with an ISEE that is less than or equal to €15,333.33.

For ISEEs between € 15,333.34 and €. 23,000.00, the scholarship is proportionately reduced down to the minimum amount indicated in the table.

4. Part of the scholarship is provided in the form of services (catering and accommodation). For **off-site students** making use of the ESU residences in Padua, an amount equal to Euro 1,500.00 is deducted, corresponding to the standard rate due for said accommodation, together with Euro 600.00 (on an annual basis, in relation to how many months the services are actually provided), corresponding to catering services (one meal per day). For commuting students, the ESU guarantees catering services (one meal per day), for which an amount equal to €400.00 is deducted to cover the service provided (on an annual basis, in relation to how many months the services are actually provided).

FULL-TIME STUDENTS	DEDUCTIONS FOR SERVICES	
	CATERING	ACCOMMODATION
<i>Off-site</i>	600.00 (one free meal per day)	1,500.00**
<i>Commuters</i>	400.00 (one free meal per day)	0.00
<i>On-site*</i>	0.00 (1 free meal per day)	0.00

*for on-site students, no deduction will be made for the free daily meal

** only for students who use the ESU residences

Scholarships will be paid to students as a monetary amount and, therefore, net of the costs for services (indicated in the table). It is nonetheless guaranteed that the monetary amount paid will be at least €1,100.00 for off-site students and commuters (€550.00 for commuting or off-site students enrolled on a part time course).

5. If the scholarship is granted for:

- the 7th semester of a degree course,
- the 5th semester of a second-cycle degree course,
- the 11th or 13th semester of either a 5-year or 6-year single-cycle degree course,

then the scholarship amount and the deduction to cover catering and accommodation services provided by the ESU in Padua will be attributed as a total of 50% of their value.

6. With regard to the part of the scholarship provided as services, it is not possible to request the monetary equivalent if said services are not used.
7. Suitable students in the regional scholarship rankings who are duly enrolled for academic years, shall benefit from a total or partial exemption, as per the Exemption Announcement for the 2017/18 a.y. The first instalment of fees paid shall be duly returned (check the Exemption Announcement available here: www.unipd.it/tasse-agevolazioni, under the section "Esoneri studenti" - "Student exemptions").

ART. 6 ECONOMIC STANDING ASSESSMENT CRITERIA

1. Each student's economic standing is assessed based on their ISEE and ISPE, calculated in accordance with the procedures stated by (Italian) Prime Ministerial Decree no. 159 dated 5th December 2013, and subsequent amendments and integrations.
2. In order to gain access to benefits, the student's family is defined according to the procedures provided for by art. 8 of (Italian) Prime Ministerial Decree no. 159 dated 5th December 2013. If the student submitting the request does not live with their parents, they still form part of the parent's family, unless both of the following requirements are met:
 - a) their residence has been away from their original family for at least two years from when they submit their request to enrol for the first time on any course of study, in accommodation that does not belong to a member of the same family;
 - b) they have declared earnings as an employee or similar, for at least the last two years, of no less than Euro 6,500.00 per year, with reference to a one-person family.For further details, please refer to the FAQs published by INPS (*Italian National Social Security Institution*), in particular faq MB2_1 and faq MB2_3, available on the website: https://servizi2.inps.it/servizi/lseeriforma/docs/info/Faq/FAQ_ISEE.pdf
3. To gain access to the grant:
-the ISEE,calculated for the services provided for the right to university education,must not exceed the maximum amount of Euro 23,000.00.
Only for the purposes of ensuring that the applicant is suitable to apply, with regard to the ISEE value, any regional scholarship received in 2015 will not be taken into consideration. Assessments will be carried out by the University. Only students who received a scholarship from another University will have to produce suitable documentation, indicating the amount of any scholarship received in 2015 from the respective Universities attended at the time. This documentation must be submitted to the Right to Education and Tutoring Service via email (to the address service.studenti@unipd.it), or via fax (to the number +39 049.827.5030);
- The "Equivalent Asset Situation" Index (ISPE) must not exceed the maximum amount of Euro 35,434.78. The ISPE value will be calculated directly by the University as the "Equivalent Asset Situation"/the equivalence scale.
4. The economic standing of foreign students or Italian students living abroad, shall be determined using the EQUIVALENT ISEE/ISPE, details of which are provided in art.10.

ART. 7 MERIT ASSESSMENT CRITERIA

1. For students enrolled, for the first time, in the first year of:
 - a. **degree courses, second-cycle degree courses and single-cycle degree courses**, the scholarship shall only be granted based on economic standing requirements. The scholarship will be issued in two instalments and the merit requirement will be assessed ex post.
N.B. If by 30/11/2018, the student hasn't obtained at least 20 University Credits (10 University Credits if enrolled on a part time course), then the scholarship will be withdrawn;
 - b. **degree courses, second-cycle degree courses and single-cycle degree courses**, the second instalment of the scholarship will be issued as long as the student has obtained, **by 10/08/2018, 20 University Credits** (10 University Credits if enrolled on a part time course), not including credits from previous courses.

N.B. If the aforementioned merit requirements are met by 30.11.2018, then only the first scholarship instalment will be maintained. If the aforementioned merit requirements are not met even by 30/11/2018, then the scholarship will

be definitively withdrawn. In the case of withdrawal, the **entire scholarship amount** and the amount relating to the value of the services used for accommodation and catering, **must be returned**.

- c. a PhD course, the only requirement to access the benefit is that they have been accepted onto the course pursuant to the procedures required by their respective degree course structures.
2. Students enrolled in subsequent years, after the first year, of:
- a. **degree courses, second-cycle degree courses and single-cycle degree courses**, in order to receive the scholarship, must meet the following merit requirements **by 10/08/2017**, as well as **satisfying any training obligations** if stated upon enrolment, in relation to the years of study, also including the one for which they are submitting the request:

DEGREE COURSES

<i>(full time)</i>	
COURSE YEAR	MINIMUM UNI CREDITS REQUIRED
2	25
3	80
Last semester	135

<i>(part time)</i>	
COURSE YEAR	MINIMUM UNI CREDITS REQUIRED
2	12
3	25
4	60
5	80
6	110
7	135

SECOND-CYCLE DEGREE COURSE

<i>(full time)</i>	
COURSE YEAR	MINIMUM UNI CREDITS REQUIRED
2	30
Last semester	80

<i>(part time)</i>	
COURSE YEAR	MINIMUM UNI CREDITS REQUIRED
2	15
3	30
4	60
5	80

SINGLE-CYCLE DEGREE COURSE

Duration: 5 years <i>(full time)</i>	
COURSE YEAR	MINIMUM UNI CREDITS REQUIRED
2	25
3	80
4	135
5	190
Last semester	245

Duration: 6 years <i>(full time)</i>	
COURSE YEAR	MINIMUM UNI CREDITS REQUIRED
2	25
3	80
4	135
5	190
6	245
Last semester	300

Duration: 5 -6 years <i>(part time)</i>	
COURSE YEAR	MINIMUM UNI CREDITS 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. **PhD courses** must have the necessary requisites to enrol in the following years, as required by their respective degree course structures.

3. In order to meet the merit requirements, students may receive a **bonus**, in addition to the credits they have actually obtained. This bonus is only used once throughout the entire course of university study and it takes on a different value depending on the year of the course in which it is applied:
 - it's worth 5 University Credits if used to qualify for the benefit for the second academic year (degree course and single-cycle degree course);
 - it's worth 12 University Credits if used to qualify for the benefit for the third academic year (degree course and single-cycle degree course);
 - it's worth 15 University Credits if used to qualify for subsequent academic years, for the last semester and for the second-cycle degree course.

If the bonus is not used in full, the remaining share can be used in subsequent years, even in one of the years of the second-cycle degree course. The bonus is applied automatically by the office without prior request from the student.

4. University Credits are only valid if obtained for the course of study for which the student has requested the scholarship, even if this is different from the previous year. Validated credits from educational activities completed outside of the University (professional training courses, seminars, internships, etc.) and validated credits from previously completed courses of study, do not contribute to calculating the student's merit when assessing their suitability for the scholarship.

ART. 8 RANKINGS

1. There are four different rankings. The following procedure will be followed to produce the rankings used to grant scholarships for the 2017/2018 academic year:
 - a. **For students with EU citizenship enrolled in the first year** for all degree courses, single-cycle degree courses and second-cycle degree courses and for students who do not have EU citizenship and are enrolled in the first year for all second-cycle degree courses, a single ranking of all suitable candidates will be approved, without any differentiation between courses. This ranking will be in ascending order based on the ISEE for the right to university education (if the ISEE values are the same, then the students' secondary school leaving marks will be taken into consideration). The final rankings will be available from **30th November 2017** on the webpage: www.unipd.it/graduatorie-borse-studio-regionali
 - b) **For students who do not have EU citizenship and are enrolled in the first year** for all degree courses and single-cycle degree courses, a single ranking of all suitable candidates will be approved, without any differentiation between courses. This ranking will be in ascending order based on the ISEE for the right to university education (if the ISEE values are the same, then the students' secondary school leaving marks will be taken into consideration). The final rankings will be available from **30th November 2017** on the webpage: www.unipd.it/graduatorie-borse-studio-regionali
 - c. **For students enrolled in the second year and subsequent years** for all degree courses, single-cycle degree courses and second-cycle degree courses, a single ranking of all suitable candidates will be approved, without any differentiation between courses. This ranking will be calculated using the merit coefficient, as defined below. If merit coefficient values are the same, then students with a lower ISEE will be given priority. The final rankings will be available from **30th November 2017** on the webpage: www.unipd.it/graduatorie-borse-studio-regionali
 - d. **For students enrolled on PhD courses** who do not already receive a ministerial scholarship, a single ranking of all suitable candidates will be approved. This ranking will be in ascending order based on the ISEE for the right to university education. The final ranking will be available from **31st January 2018** on the webpage: www.unipd.it/tasse-agevolazioni, under the section: "Borse e premi di studio – Graduatorie borse di studio regionali" ("*Scholarships and study grants - Regional scholarship rankings*")
2. Students are under the obligation to check the ranking on the University's webpage. A student's position in the final ranking will determine their priority to be granted the scholarship.
3. Before the final ranking is drawn-up and, in any case, as soon as the ISEE Certificate for the Right to University Education is received, applicants will be sent an e-mail, to their university e-mail address, with the assessment of their suitability, any reasons for exclusion and the income and merit data used for the assessment; students are required to provide notification if they do not receive this email. Students enrolled in the first year will only receive this email after enrolling and after being assigned a student ID number. **If any of the data used and indicated in the email is incorrect, then due notification must be provided by 24.00 on 20th October 2017.**
4. Errors relating to the number or average of exams and enrolment status must be reported to the Student Secretary Service of the student's faculty in Lungargine del Piovego, 2 – Padua (for Agricultural Sciences and Veterinary Medicine: Agripolis campus, Viale dell'Università, 16 – Legnaro).

Errors relating to failure to enrol for the a.y. or students' "commuter", "off-site" or "on-site" status must be reported to the Right to Education and Tutoring Service in Via Portello 31 - Padua, either in person or by sending an e-mail to service.studenti@unipd.it, indicating surname, name and student ID number.

Due notifications must be provided by 24.00 on 20th October 2017.

5. The merit coefficient is calculated by adding together the percentage change in exams (over the year) or credits of exams passed by the student by 10th August, compared to the average for his/her degree course (V% Exams) and the percentage change in weighted average marks of the student's exams compared to the one set for his/her degree course (V% Marks), all divided by 2.

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

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

The weighted average mark of the degree course/degree programme is calculated as the sum of the weighted average of the marks of students enrolled on the same degree course/degree programme, divided by the number of students enrolled. Students must be enrolled to the same degree course/degree programme for a number of times not exceeding the expected duration + 1; those with zero exams are excluded.

ART. 9 HOW THE SCHOLARSHIP IS PAID

1. Scholarships may be paid in more than one instalment depending on the availability of additional resources from the Veneto Region and from the "MIUR" (Supplementary state fund).
2. Students **enrolled in the first year** of first-cycle, second-cycle and single-cycle degree courses shall receive:
 - a. the first instalment of the scholarship **by 15th December 2017**;
 - b. the second instalment by **30th September 2018**, as long as they have received at least 20 University Credits by 10th August 2018.
3. Students **enrolled in subsequent years after the first year** shall receive the scholarship in a single instalment **by 15th December 2017**.
4. Students **enrolled on a PhD course** shall receive the scholarship in a single instalment **by 31st January 2018**.
5. The scholarship instalments will be paid:
 - into the student's current account or prepaid card with IBAN. To this end, students must enter the IBAN code of their current account/prepaid card or joint current account in their personal section of the Uniweb site, under Didattica – Dati personali ("Education – Personal data") **by 31st October 2017**. Failure to do so will result in accrued payments being suspended until the student correctly inserts the data and provides due notification of having done so.
 - by crediting the "Flash Studio" card for students enrolled in the first year in the 2017/18 a.y. Once received, the "Flash Studio" card will be the only way to receive payment of the Scholarship assigned; failure to activate the card will mean that the student loses their right to receive the due amounts.
6. The equivalent of the service amounts will be deducted by the University and paid to the ESU.

ART. 10 FOREIGN STUDENTS

1. A different certification is requested to foreign students whose family resides abroad and to foreign students residing in Italy whose family resides abroad, but with an income from employment lower than Euro 6,500.00. Pursuant to art. 8, paragraph 3, Legislative Decree no.68 of 29 March 2012, the economic situation of foreign students or Italian students residing abroad is established through the ISEEE, calculated as the sum of income received abroad and by 20% of property owned abroad, valued in accordance with the provisions of art. 7, paragraph 7, Legislative Decree no.68 of 29 March 2012.
The economic condition of foreign students or Italian students residing abroad is established through the ISEE EQUIVALENT.
2. The ISEE EQUIVALENT must be requested **exclusively at the CAF AIC appointed by the University:**
CAF AIC Via Belzoni 48/50 PADOVA
tel. 049.772167 - email: iseeparificatounipd@gmail.com.

The ISEE EQUIVALENT will be sent via telematic means by the CAF appointed by the University, therefore the relevant hardcopy must not be handed over to the Ufficio Diritto allo Studio.

By 30 September 2017, together with the ISEE EQUIVALENT, foreign students must fill in the online procedure of the Richiesta di Agevolazioni by choosing: "ISEE EQUIVALENT". Instructions are provided within the guide on how to use the online procedure of the Richiesta di Agevolazioni at www.unipd.it/isee.

3. documents to be provided to the CAF in order to obtain the ISEE EQUIVALENT are as follows:
 - a. certification attesting to the household composition;
 - b. certification of the total income for 2015 received by all full-age members of the family or the unemployment situation;
 - c. certification of movable and immovable assets owned as of 31 December 2016 by all the members of the family, together with their size, especially when it comes to houses.

All the documents must be issued by the competent national authorities of the country where the income has been generated and property is owned, and they must be translated into Italian by the diplomatic authorities in charge for the territory (Embassy or Consulate). All the students coming from countries facing difficulties in releasing the documents by the Embassy or the Italian Consulate must request such documents to the foreign diplomatic or consular representations in Italy. The documents must be also legalized by the Prefecture.

4. Students coming from countries with low human development (a list of which can be found on www.unipd.it/tasse-agevolazioni, under "Borse e premi di studio - Borse di studio regionali, concorso alloggi, sussidi straordinari") can also submit a certification attesting to not belonging to a family of high income and high social standard.

The certification should be requested to:

- a. Italian diplomatic authorities (Embassy or Consulate) at the country of origin;
 - b. if the student is enrolled at the University of their country of origin, which is linked to the University of Padova by special agreements, also at the University of origin;
 - c. for students enrolling on the first year of degree courses, to the Italian bodies authorised to issue financial guarantees; in this case, the body issuing the certification commits to potentially return the scholarship on behalf of the students in case of revocation. Students must anyway declare their income and property in Italy owned by their family.
5. Foreign students residing both in Italy and abroad, while filling in the part related to their income in the Dichiarazione Sostitutiva Unica, must take into account that:
 - a. income generated abroad is valued according to the average exchange rate of Euro for 2016; the exchange rate charts can be found on www.unipd.it/tasse-agevolazioni, under "Borse e premi di studio - Borse di studio regionali, concorso alloggi, sussidi straordinari"; any property owned abroad is valued only in case of buildings for residential purposes and considered on the basis of a conventional value of Euro 500.00 per sqm;
 - b. for students recognised as political refugees or stateless, only income and property owned in Italy will be considered.

ART. 11 STUDENTS WITH DISABILITY

1. For students with disability acknowledged by the National Health System as **equal to or higher than 66%**, who are enrolled in the degree courses, the duration of the benefits as per art. 2 is as follows:
 - a. 9 semesters for the first cycle degree course;
 - b. 7 semesters for second cycle degree courses;
 - c. 13 semesters for 5 year-single cycle degree courses;
 - d. 15 semesters for 6 year-single cycle degree courses.
2. In order to obtain the scholarship, students with disability, **enrolled in the degree courses**, must have achieved by the 10th of August the number of credits shown in the table here below:

Year of enrollment	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

In order to obtain the scholarship, students with disability, **enrolled in second cycle degree courses**, must have achieved by the 10th of August the number of credits shown in the table here below:

Year of enrollment	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

In order to obtain the scholarship, students with disability, **enrolled in single cycle degree courses**, must have achieved by the 10th of August the number of credits shown in the table here below:

Year of enrollment	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

N.B. the academic year of enrollment (second, third etc) will be established according to the number of years for which the student has been enrolled, starting from the academic year of first enrollment

1. In order to fulfill the merit requisites, a **bonus** is applied to the actual credits achieved. Such bonus is used once within the student's degree program and its value depends on the time it is applied:

Year of enrollment	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

The bonus share not used within the academic year for which it was requested can be used in the following ones only for the residual part. The residual bonus share can be used also during one of the years of the second cycle degree course. Application is automatic by the competent office without request from the student concerned.

2. The Rector's Delegate for disability can intervene for a different evaluation of merit
 - a. if the student requests an individual evaluation of their situation;
 - b. in case of temporary disability;
 - c. in case extraordinary interventions are required.
3. The scholarship is granted to students with disability eligible in the ranking.

ART. 12 REVOCATION OF ELIGIBILITY AND RETURN OF THE SCHOLARSHIP

1. Eligibility is revoked together with the relevant scholarship granted (including shares of services used) from the student enrolled for the first time in the first year of a degree course who, **by 30 November 2018, has not achieved at least 20 CFU** (10 CFU for part-time students), considered valid for the degree course in which the student is enrolled or, alternatively, for the degree course the student is going to enroll in for academic year 2018/2019, even if different from the previous one.

2. For exceptional and documented reasons, the deadline for obtaining credits may be postponed up to a maximum of three months. The request with the relevant documentation must be sent to the Servizio Diritto allo Studio e Tutorato, via Portello 31 –35129 Padova.
3. The student who, by 30 November 2018, has not achieved the CFUs required by the previous paragraph 1, will also be required to pay the fees and university contributions to the extent contemplated by the applicable administrative provisions of the University.
4. The eligible student or fellowship student, enrolled for the first time in the first year of the degree course, **who has not achieved at least 20 CFUs** (10 CFU for part-time students) **by 10 August 2018**, considered valid for the degree course in which the student is enrolled in or, alternatively, for the degree course the student is going to enroll in for academic year 2018/2019, even if different from the previous one, will pay 50% of the university fees due for academic year 2017/2018 compared to the fees established by existing administrative provisions of the University.
5. Both eligibility and relevant scholarship are revoked to students enrolled in first cycle and second cycle degree courses if:
 - a) the student transfers to another University during academic year 2017/2018 by 31 July 2018;
 - b) withdraws from studies by 31 July 2018.
6. The scholarship is revoked to the student enrolled to PhD courses without scholarship and later becomes eligible for scholarship pursuant to Law 210/98.
7. The scholarship is revoked to those who make or have made false statements in the previous years. These students will be excluded from granting benefits throughout the degree course.
8. Beneficiary students graduating in the extraordinary session of academic year 2016/2017 (December 2017) are not entitled to the scholarship granted for academic year 2017/2018.
9. In case of revocation or termination of the benefit the student is required to return the scholarship's monetary amount and the amount corresponding to the value of the canteen and/or accommodation services provided by the ESU in Padua, enjoyed by the person concerned during the year, in the ways and times set by the University.

Art. 13 DECLARATIONS: CORRECTIONS, VERIFICATIONS AND SANCTIONS

1. Students must submit their application together with information on their economic, personal and merit situation. Students may also submit a self-certification pursuant to D.P.R. 28 December 2000 no.445.
2. The University must check the truthfulness of said self-certification submitted by the students both with random checks and targeted checks in case doubts on the truthfulness of the documents acquired or on their content arise. Such checks usually target 20% of the beneficiaries of services not dedicated to general students. In order to carry out such checks, the University may request appropriate documents proving that the data declared are complete and true, also to correct material errors. Checks may be carried out to verify the truthfulness of the information provided and made by the Guardia di Finanza, the credit institutions and other financial intermediaries who manage securities, in accordance with article 11, paragraph 6 of DPCM no. 159 of 5 December 2013; checks may also be carried out on the truthfulness of the family situation declared, as well as comparisons between income and property data.
3. It is recalled that anyone who makes false declarations, produces false documents or makes use of the same is punished under the Criminal Code and the special laws in this matter, without prejudice to the provisions of the law in force at national level. In particular, art. 71, 75 and 76 of D.P.R. No.445/2000, Article 316-ter Criminal Code and the Regional Ministerial Memorandum "Statutory declaration in lieu of an oath. Determination of non-compliance. Sanctions." referred to in note prot. 592867/59.11 of 27 October 2009 of the Regional Education Directorate and Legislative Decree no. 68/2012 which reads: *"anyone [omissis] submitting untruth statements [omissis] is subject to an administrative sanction consisting in the payment of a sum of triple amount compared to the value perceived, or the value of the services unduly used, and loses the right to obtain other allowances for the duration of the studies, subject to the application of the penalties referred to in Article 38, paragraph 3, Decree Law 31 May 2010, No.78, converted, with amendments, from Law no. 122 of 30 July 2010, as well as of criminal law for actions constituting offences.*
4. The student must promptly notify the Servizio Diritto allo Studio e Tutorato of any event occurring (eg, ISEE adjustments, status changes, etc.) after the date of submission of the application, relevant for the purpose of granting or revoking the scholarship.

Art. 14 MANAGER OF THE PROCEDURE

1. The Manager of the Procedure, pursuant to Law no. 241/1990, as subsequently amended, is the Manager of the Servizio Diritto allo studio e tutorato (via Portello 31 – 35129 Padova, e-mail: service.studenti@unipd.it).

<p>Legal references</p> <p>University Charter 27th June 2012</p> <p>Decree of the president of the Italian Republic 445/2000 "Legislative provisions on administrative documents"; (Italian) Presidential Decree no. 306 dated 25th July 1997 "Regulation governing university fees" (Italian) Regional Law no. 8 dated 7th April 1998 "Rules for the implementation of the right to university education"</p> <p>(Italian) Prime Ministerial Decree dated 9th April 2001 "Equality in the right to university education" (Italian) Decree Law no. 68 dated 29th March 2012 "Review of the main regulations regarding the right to education and enhancing legally recognised university colleges" Decree Law no. 95 6 July 2012 "Urgent provisions for the revision of public spending without change in public services".</p> <p>Regional Law no.15 28 June 2013 "Amendments to Regional Law no. 15 of 18 June 1996 "Establishing a regional tax for university study, adjustment of the amounts of regional scholarships and establishing income limits" (Italian) Prime Ministerial Decree no. 159 dated 5th December 2013 "Regulation concerning the review of procedures to calculate the 'Equivalent Economic Status Index' ('ISEE') and how to apply it." Decree issued by the (Italian) Ministry of Labour and Social Policy on 7th November 2014 "Approval of the template for the 'DSU' self-certification for ISEE purposes, and the declaration, as well as the relative instructions on how to fill it in, pursuant to article 10, paragraph 3 of (Italian) Prime Ministerial Decree no. 159 dated 5th December 2013." Law no. 232 11December 2016 "State National budget for financial year 2017 and multi-year budget for 2017-2019."</p> <p>Decree of the Regional Government 29 May 2017 no. 759 "Approval of the Annual Regional Plan the implementation of the Right to University and Model Contract between the Region and the Universities of Veneto. Academic Year 2017-2018" Current agreement with the Veneto Region</p> <p>Board of Directors Resolution dated 21st March 2017</p>
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For information:

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Padua, 10th July 2017

The Dean
Prof. Rosario Rizzuto

Person in charge of the Service and the administrative procedure	The Director	Director General
Date	Date	Date