COMPETITION TO ASSIGN REGIONAL SCHOLARSHIPS FOR A.Y. 2018/19

1. AIM OF THE COMPETITION

As part of the annual action plan of the Veneto Region to implement the Right to university studies for academic year 2018/19, the University of Padova is publishing a competition notice to assign scholarships for capable and deserving students lacking financial resources. By assigning scholarships, the University aims to contribute to cover living expenses borne by students for at least 10 months per each course year.

2. WHO CAN APPLY

Students enrolled for a.y. 2018/19 at the University of Padova meeting specific economic and merit requirements can take part in the competition for regional scholarships.

Candidates who meet the following requirements can apply:
   a. they are enrolled for the first time to the first year of a first-cycle/second-cycle/single-cycle degree course;
   b. they are enrolled in the following years of a first-cycle/second-cycle/single-cycle degree course (candidates who will be awarded their first-cycle degree after 30 September 2018 and who intend to enrol in a second-cycle degree during the year may also apply, provided they follow the same procedure and meet the same deadlines stated in section 3 of this notice);
   c. they are enrolled in a PhD course, if they do not yet have another scholarship.

Students may apply for a scholarship for several years or semesters depending on the degree course they attend. More specifically:
   a. 7 semesters for students enrolled in first-cycle degree courses starting from the first year of enrolment (7 years for students studying part-time);
b. 5 semesters for students enrolled in **second-cycle degree courses** starting from the first year of enrolment (5 years for students studying part-time);

c. 11 semesters for students enrolled in **single-cycle degree courses lasting 5 years** (11 years for students studying part-time);

d. 13 semesters for students enrolled in **single-cycle degree courses lasting 6 years** (13 years for students studying part-time);

e. 3 years for students enrolled in **PhD courses**.

Students holding a qualification at the same level or higher than the one of the course they are enrolling in cannot apply.

3. HOW TO APPLY: APPLICATION PROCEDURE AND DEADLINES

To apply for the scholarship, students need to complete this procedure by **no later than 23:59 of 30 September 2018**:

a. **Request their ISEE 2018 statement.**

To get their ISEE (**Equivalent Economic Situation Indicator**), students must submit the Unified Substitutive Declaration (**Dichiarazione Sostitutiva Unica** or DSU) online directly to INPS or in person by going to a Tax Assistance Centre (**Centro di Assistenza Fiscale** or CAF) or other specific organizations.

Please note that ISEE statements are issued at least 15 working days after the DSU is submitted.

The information on the ISEE statement will be automatically imported from the INPS database (or from the CAF with an agreement in place with the university, in case of ISEE Parificato) following authorisation granted by the student in their Application for benefits (the paper version must not be handed in).

The university can accept only ISEE for Benefits for the right to university studies on behalf of the student who is to benefit from the reduction (in case of two or more students from the same family unit, the tax identification numbers of all students applying for the benefit must be included).

If the ISEE is not issued for this specific purpose, the student needs to ask for it to be changed or, alternatively, for a new ISEE to be issued by 20 October 2018. If they don’t, they will not be granted the scholarship.

Following checks by the tax office and/or INPS during the issuing stage, ISEE must not show any differences and/or omissions. The non-compliant ISEE must be amended by submitting a new request for ISEE which includes all the information which was previously missing or not expressed clearly, by 20 October 2018. If the deadline is not met, the student will not be granted the scholarship.

A different certification (**ISEE Parificato**) is needed for:

- foreign students residing abroad whose family unit resides abroad;
- foreign students residing in Italy but with an earned income lower than € 6,500.00 and whose family unit resides abroad;
- Italian students residing abroad, whether registered or not in the Register of Italians Residing Abroad (AIRE).

The request for ISEE Parificato must be submitted only to the CAF with an agreement in place with the university, which contacts are available at [www.unipd.it/isee](http://www.unipd.it/isee).

The procedure to follow is explained in the Guide to ISEE Parificato which is available at [www.unipd.it/isee](http://www.unipd.it/isee). It is also available as an annex to this notice (Annex 2).

b. **follow the online procedure for the Application for Benefits.**

The “Application for benefits” is the self-certification students must fill in in order to submit their application to the competition and it is available in the student’s reserved area on Uniweb by going to “Right to the university studies, disability disclosure, summer courses”. Instructions are available as an annex to this notice (Annex 1) and at [www.unipd.it/isee](http://www.unipd.it/isee).

The online procedure will be available from **9 July 2018 to 23.59 of 30 September 2018**. Also candidates who have not enrolled yet may apply using the same procedure.

Candidates who are awarded their first-cycle degree after 30 September 2018 and continue their studies by enrolling in a second-cycle degree during the year must inform the Student Service Office of their new student ID number by sending an email to benefici.studenti@unipd.it.
The deadlines for candidates who wish to enrol in the first year of a PhD course are the same as those to finalise their enrolment; after the deadline of 30 September 2018 they will need to inform the Student Service Office of their wish to participate in the competition by sending an email to: benefici.studenti@unipd.it, stating their full name, tax identification number and number of INPS record of the DSU submitted. Any technical issues preventing candidates from submitting their application online must be notified to the Student Service Office by sending an email to benefici.studenti@unipd.it, always stating the candidate’s full name, student ID number or, if they don’t have it yet, their tax identification number, by the deadline set to submit the application, i.e. 23.59 of 30 September 2018.

Once it is filled in, the application must be confirmed otherwise it will be considered void. Once it is confirmed, the application cannot be modified directly by the student using the online procedure. Any requests to make changes/additions to the data submitted must be done by 30 September 2018 using the corresponding form available at www.unipd.it/isee. Once it is filled in and signed, it must be sent together with a valid ID document to benefici.studenti@unipd.it.

c. enrol in academic year 2018/19 and finalise the enrolment by paying the first instalment.
Students who are awarded their first-cycle degree after 30 September 2018 and continue their studies by enrolling in a second-cycle degree in a.y. 2018/19 must follow the procedure outlined above by 30 September 2018. The enrolment can be finalised during the year by the deadlines set in each admission notice.

Should any of the above steps not be followed or be followed incorrectly, the candidate will be excluded from the competition. After the notice deadline passes and no later than 20 October 2018, no other extra documents may be added or changes to the application be made.

4. STUDENT’S STATUS
In order to define the amount of the benefit the student will receive, the following distinction applies:

a. **on-site**, for students residing in municipalities or towns which are less than 40Km from the place where the course will be held or whose journey takes less than 40 minutes.

b. **commuter**, for students residing in municipalities or towns which are more than 40Km from the place where the course will be held or whose journey takes more than 40 minutes. This category also includes students residing in a town which is more than 80 km from the place where the course will be held or whose journey takes more than 80 minutes but who live in a free accommodation;

c. **off-site**, for students residing in municipalities or towns which are more than 80Km from the place where the course will be held or whose journey takes more than 80 minutes and for this reason they live in rented accommodation with formal contract near the place where the course will be held for no less than 10 months a year during the academic year (or, only in the case of a benefit granted for the additional semester, until they graduate). Students residing in municipalities or towns which are more than 80Km from the place where the course will be held or whose journey taken more than 80 minutes and who do not live in rented accommodation are considered commuters. In order to gain access to 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 unit resides in Italy, in which case the student must follow the same procedure as Italian students.

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

Students taking part in international mobility programmes shall nonetheless keep the regional scholarship that was originally awarded to them (off-site scholarship, commuter scholarship, on-site scholarship), with no possibility for the amount of 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.

Students must declare their status as “off-site”, “commuter” or “on-site” in their application for scholarship. When declaring their status, students must check which category their place of residence belongs to, by referring to the tables on geographic distances, published at [www.unipd.it/tasse-agevolazioni](http://www.unipd.it/tasse-agevolazioni), under the section “Borse e premi di studio - Borse di studio regionali, concorso alloggi, sussidi straordinari”. If a student declares that they are “off-site” then they must be living at a ESU residence or must be able to show their rental contract near the place where the course will be held and which is duly registered and renewed at the Revenue Agency for a duration of at least 10 months during the academic year.

If the student doesn’t meet these requirements, they will lose the benefit acquired and will need to return any benefit received, in addition to paying the assessment fee and the related administrative fine. Please note that anyone who makes false statements, writes false documents or uses them shall be punished pursuant to the criminal code and special laws in place.

5. FUNDING AND AMOUNTS
Regional scholarships for academic year 2018/19 are funded by:

a. regional tax revenue for the right to university studies;

b. the share of the supplementary state fund specifically created pursuant to Legislative Decree no. 68/2012 and Prime Ministerial Decree of 9 April 2001;

c. the Veneto Region’s own resources pursuant to Legislative Decree no. 68/2012.

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

a. **30% to students enrolled for the first time to the first year of the first-cycle, second-cycle and single-cycle degree courses**, of which only 5% as maximum limit for non-EU students enrolled for the first time to the first year of first and single-cycle degree courses;

b. **70% to students enrolled to subsequent years of any course**.

In case of students with an ISEE value lower or equal to €15,502.00, the amount of the scholarship is equal to the maximum amount on this table. In case of ISEE between €15,502.00 and €23,253.00 the amount of the scholarship is proportionally reduced down to the minimum amount stated:

<table>
<thead>
<tr>
<th>Status declared</th>
<th>Maximum amount</th>
<th>Minimum amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>off-site</td>
<td>€5,180.50</td>
<td>€2,590.25</td>
</tr>
<tr>
<td>commuter</td>
<td>€2,859.00</td>
<td>€1,429.50</td>
</tr>
<tr>
<td>on-site*</td>
<td>€1,955.50 + one free meal a day</td>
<td>€977.75</td>
</tr>
</tbody>
</table>

Part of the scholarship is provided as services (catering and accommodation). For **off-site** students who use ESU residences in Padua, an amount equal to €1,500.00 is deducted, corresponding to the standard rate due for said accommodation, together with €600.00 (on an annual basis, in relation to the number of months the services are actually provided), corresponding to catering services (one meal per day). For **commuting** students, ESU ensures 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 the number of months the services are actually provided)
Scholarships will be paid to students as a monetary amount and, therefore, net of the costs for services for which no monetary equivalent can be paid off, even if the student doesn’t use them.

It is nonetheless guaranteed that the monetary amount paid will be at least €1,100.00 for off-site students and commuters.

In case of scholarship awarded for the extra semester after the normal duration of the course, the amount of the scholarship and deductions for services will be reduced by 50%.

In case of students studying part-time, the amount of the scholarship is provided only as a monetary fund and it is equal to:

<table>
<thead>
<tr>
<th>Status declared</th>
<th>Maximum amount</th>
<th>Minimum amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>off-site</td>
<td>€ 2,590.25</td>
<td>€ 1,295.13</td>
</tr>
<tr>
<td>commuter</td>
<td>€ 1,429.50</td>
<td>€ 714.75</td>
</tr>
<tr>
<td>on-site</td>
<td>€ 977.75</td>
<td>€ 488.87</td>
</tr>
</tbody>
</table>

Students who are deemed eligible on the merit lists for regional scholarships and who are duly enrolled in their academic years shall benefit from a total or partial exemption, as per the Notice on Tuition Fees and Exemptions for a.y. 2018/19 (available at www.unipd.it/tasse-agevolazioni).

Students who graduate without taking longer than the duration set by their degree course regulations shall benefit from an integration to their scholarship equal to half the one received in the last year of their course, subject to the resources available. This integration is done automatically and does not require any application on behalf of the student.

In case of students enrolled in a PhD course with an ISEE value lower or equal to €15,502.00, the amount of the scholarship is equal to the maximum amount in this table. In case of ISEE between €15,502.00 and €23,253.00 the amount of the scholarship is proportionally reduced down to the minimum amount stated:

<table>
<thead>
<tr>
<th></th>
<th>Maximum amount</th>
<th>Minimum amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD</td>
<td>€ 5,180.50</td>
<td>€ 2,590.25</td>
</tr>
</tbody>
</table>

For PhDs, ESU ensures 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 the number of months the services are actually provided).

6. CRITERIA TO ASSESS THE ECONOMIC SITUATION

The student’s economic situation is determined depending on the ISEE and ISPE which are calculated following the procedures set forth in Prime Ministerial decree no. 159 of 5 December 2013 and subsequent amendments and integrations.

In order to gain access to benefits:

a. the ISEE for Benefits for the right to University studies must not exceed €23,253.00

Only for the purposes of ensuring that the applicant is suitable to apply, any regional scholarship received in 2016 and declared for ISEE purposes will not be taken into consideration. Assessments will be carried out by the University. Only students who received a scholarship from another university during 2016 will have to produce suitable documentation, indicating the amount of any scholarship received from the universities attended at the time. This documentation must be submitted to the Student Service Office by sending an email to benefici.studenti@unipd.it.
b. The ISPE (Equivalent Asset Situation Index) must not exceed € 35,824.56. The ISPE value will be calculated directly by the University (Equivalent Asset Situation/equivalence scale).

The economic situation of foreign students residing abroad whose family unit resides abroad or students residing in Italy but with an earned income lower than € 6,500.00 and with a family unit residing abroad must be defined with the ISEE and ISPE Parificato, following the guide available at www.unipd.it/see, and as an annex to this notice (Annex 2).

7. MERIT ASSESSMENT CRITERIA

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

a. of first-cycle, second-cycle, single-cycle degree courses, the scholarship shall only be granted based on economic requirements, whereas the merit requirement will be taken in consideration ex post, looking at the credits earned during the academic year of reference. The scholarship will be given in two instalments as per the procedure and deadlines set in article 9 of this notice. The second instalment is given only if the student earns at least 20 ECTS credits (10 ECTS credits if enrolled as a part-time student) by 10/08/2019, not including credits from previous university careers. N.B. If the aforementioned merit requirements are met by 30/11/2019, then only the first scholarship instalment will be maintained. If the aforementioned merit requirements are not met even by 30/11/2019 then the scholarship will be definitively revoked. If revoked, the entire scholarship amount and the amount relating to the value of the services used for accommodation and catering, must be returned.

b. a PhD course, the only requirement to access the benefit is that they have been accepted onto the course as per the procedures required by their respective degree course regulations.

For students enrolled for the first time in the subsequent years of:

a. first-cycle, second-cycle and single-cycle degree courses, in order to receive the scholarship, they must meet the following merit requirements based on their years of study by 10/08/2018, including the year the application is presented, in addition to meeting any additional learning requirements if envisaged when admitted to the course:

**FIRST-CYCLE DEGREE COURSES**

<table>
<thead>
<tr>
<th>COURSE YEAR</th>
<th>Minimum ECTS credits required</th>
<th>(full time)</th>
<th>COURSE YEAR</th>
<th>Minimum ECTS credits required</th>
<th>(part-time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>25</td>
<td></td>
<td>2</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>80</td>
<td></td>
<td>3</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Last semester</td>
<td>135</td>
<td></td>
<td>4</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>6</td>
<td>110</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>7</td>
<td>135</td>
<td></td>
</tr>
</tbody>
</table>

**SECOND-CYCLE DEGREE COURSES**

<table>
<thead>
<tr>
<th>COURSE YEAR</th>
<th>Minimum ECTS credits required</th>
<th>(full time)</th>
<th>COURSE YEAR</th>
<th>Minimum ECTS credits required</th>
<th>(part-time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>30</td>
<td></td>
<td>2</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Last semester</td>
<td>80</td>
<td></td>
<td>3</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5</td>
<td>80</td>
<td></td>
</tr>
</tbody>
</table>
SINGLE-CYCLE DEGREE COURSES

<table>
<thead>
<tr>
<th>COURSE YEAR</th>
<th>Minimum ECTS credits required</th>
<th>COURSE YEAR</th>
<th>Minimum ECTS credits required</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>25</td>
<td>2</td>
<td>12</td>
</tr>
<tr>
<td>3</td>
<td>80</td>
<td>3</td>
<td>25</td>
</tr>
<tr>
<td>4</td>
<td>135</td>
<td>4</td>
<td>60</td>
</tr>
<tr>
<td>5</td>
<td>190</td>
<td>5</td>
<td>80</td>
</tr>
<tr>
<td>Last semester</td>
<td>245</td>
<td>6</td>
<td>110</td>
</tr>
<tr>
<td>7</td>
<td>135</td>
<td>8</td>
<td>165</td>
</tr>
<tr>
<td>9</td>
<td>190</td>
<td>10</td>
<td>220</td>
</tr>
<tr>
<td>11</td>
<td>245</td>
<td>12</td>
<td>275</td>
</tr>
<tr>
<td>13</td>
<td>300</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To meet the minimum merit requirements, a bonus is applied, in addition to any credits earned. This bonus can only be used once during the whole university studies and has a different value depending on the course year it is applied:
- it is worth 5 ECTS credits if used to qualify for the benefit for the second academic year of first-cycle and single-cycle degree courses;
- it is worth 12 ECTS credits if used to qualify for the benefit for the third academic year of first-cycle and single-cycle degree courses;
- It is worth 15 ECTS credits if used to qualify for the benefit for the subsequent academic years, for the extra semester and for second-cycle degree courses.

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

Previous university careers and merit requirements

In order to be eligible for scholarship, only the ECTS credits added to the study plan of the course for which the student applies for benefits, even if the study plan is different from the previous year, are valid. Credits earned from training activities done outside university (professional training courses, workshops, traineeships, etc.) and credits validated from previously concluded study courses do not count to determine the merit considered to be eligible for a scholarship.

‘Career years’ means all years the student was enrolled in any study course, either at this university or another one. For the purpose of merit requirements of this notice, students who enrol in another university course after abandoning their studies will be considered enrolled for the first time, ignoring the years of previous enrolment in the university system, provided that the students did not benefit from any scholarship during their previous enrolment (or, if they did benefit from it, they waived the scholarship and returned it when submitting their application). Any credits earned during the previous university career cannot be taken into consideration for the merit for the scholarship during the new career.
8. HOW MERIT LISTS ARE DRAWN UP

Four different merit lists are envisaged. Merit lists to award scholarships for academic year 2018 will be drawn up according to the following criteria:

a. **For students with EU citizenship enrolled in the first year** for all first-cycle 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 merit list of all eligible candidates will be approved, without any differentiation between courses. This merit list will be in ascending order based on the ISEE for Benefits for the right to University studies (if the ISEE values are the same, then the students’ secondary school leaving mark will be taken into consideration). Final merit lists will be available from 9 November 2018 at [www.unipd.it/graduatorie-borse-studio-regionali](http://www.unipd.it/graduatorie-borse-studio-regionali).

b. **For students who do not have EU citizenship enrolled in the first year** for all first-cycle degree courses and single-cycle degree courses, a single merit list of all eligible candidates will be approved, without any differentiation between courses. This merit list will be in ascending order based on the ISEE for Benefits for the right to University studies (if the ISEE values are the same, then the students’ secondary school leaving mark will be taken into consideration). Final merit lists will be available from 9 November 2018 at [www.unipd.it/graduatorie-borse-studio-regionali](http://www.unipd.it/graduatorie-borse-studio-regionali).

c. For students enrolled in the second and subsequent years for all first-cycle degree courses, single-cycle degree courses and second-cycle degree courses, a single merit list of all eligible candidates will be approved, without any differentiation between courses, depending on the merit factor defined as follows. In case of equal merit factor, students with lower ISEE will be given priority. Final merit lists will be available from 9 November 2018 at [www.unipd.it/graduatorie-borse-studio-regionali](http://www.unipd.it/graduatorie-borse-studio-regionali).

d. **For students enrolled in PhD courses** who do not already benefit from a ministerial scholarship, a single merit list of eligible and non-eligible candidates will be approved. The merit list will be in ascending order based on the ISEE for Benefits for the right to University studies. The final merit list will be available from 31 January 2019 at [www.unipd.it/graduatorie-borse-studio-regionali](http://www.unipd.it/graduatorie-borse-studio-regionali).

Students must check the merit lists on the relevant page of the University website. Their ranking on the final merit list will determine the priority given to them when assigning the scholarship.

Applicants will receive an email sent to their university email address by 10 October 2018 with the result of their eligibility assessment, the reasons why they were deemed not eligible, if this was the case, and the income and merit data used; students must contact the university if they don’t receive this email. Those who enrol in the first year will receive this email once after they have enrolled and got their student ID number. **Should the data in the email be incorrect, students are required to inform the university of this by 24:00 of 20 October 2018.**

Any mistakes in the number or average of the exams passed and the enrolment status must be notified to the Student Career Office in Lungargine del Piovego, 2 – Padova (in Viale dell’Università, 16 – Legnaro, at Agripolis, in case of courses of the School of Agricultural Sciences and Veterinary Medicine). Mistakes on not being enrolled in the academic year of reference and the status as off-site, commuter, on-site student must be notified to the Student Service Office in Via del Portello 31 - Padova, either in person or by sending an email to benefici.studenti@unipd.it, stating full name and student ID number. Notifications and corrections must be sent by 24:00 of 20 October 2018.

The merit factor is calculated by adding up the percentage change in credits of exams passed by the student by 10th August, compared to the average for his/her degree course/university system (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/degree course regulations (V% Marks), all divided by 2.

Namely: \( \frac{(V\% \text{Marks})}{2} + \frac{(V\% \text{Exams})}{2} \)
The average exams or exams of the degree course/degree course regulations is calculated as the sum of the number of credits earned by the students by 10th August, taking into account the number of enrolments for each course, divided by the number of students enrolled in the degree course. Students must be enrolled in the same degree course/degree course regulations 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 course regulations is calculated as the sum of the weighted average of the marks of students enrolled in the same degree course/degree course regulations, divided by the number of students enrolled. Students must be enrolled in the same degree course/degree course regulations for a number of times not exceeding the expected duration + 1; those with zero exams are excluded.

9. HOW THE SCHOLARSHIP IS PAID

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).

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 November 2018;

b. the second instalment by 30 September 2019, as long as they have earned at least 20 ECTS credits by 10th August 2019.

Students enrolled in subsequent years after the first year shall receive the scholarship in a single instalment by November 2018.

Students enrolled in a PhD course shall receive the scholarship in a single instalment by 31 January 2019.

Scholarship instalments will be paid:

a. Exclusively by paying the amount to the Flash Card (please remember to activate it following the instructions provided with the Card) in case of students enrolled in the first year of a.y. 2018/19; Once received, the Flash Card must be used as the only means to receive payment of the scholarship instalments. Should the Card not be activated, students will lose their right to the due amounts.

b. to their bank account or prepaid card with IBAN, in case of students enrolled in subsequent years. To this end, students must go to Uniweb, Home - Personal Data and insert the IBAN of a current account or prepaid card in their name or jointly owned, by 31 October 2018 (bank coordinates of third parties, parents included, are not accepted). Failure to submit this information will result in suspension of payment of the instalments due to the students until the information is provided and the student provides notification of having done so.

The equivalent of the service amounts will be deducted and paid by the University to the ESU.

10. STUDENTS WITH DISABILITY

Students who have a level of disability officially recognised by NHS commissions as higher than or equal to 66% and who are enrolled in degree courses have a right to benefits for the following number of semesters:

a. 9 semesters for first-cycle degree courses;

b. 7 semesters for second-cycle degree courses;

c. 13 semesters for single-cycle degree courses lasting 5 years;

d. 15 semesters for single-cycle degree courses lasting 6 years;

To be awarded a scholarship, students with disability enrolled in the second or subsequent years must have earned the following number of credits by 10 August 2018:

<table>
<thead>
<tr>
<th>Year of enrolment</th>
<th>Disability between 66% and 80%</th>
<th>Disability between 81% and 100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>second year</td>
<td>20 credits</td>
<td>15 credits</td>
</tr>
</tbody>
</table>
To be awarded a scholarship, students with disability enrolled in second-cycle degree courses must have earned the following number of credits by 10 August 2018:

<table>
<thead>
<tr>
<th>Year of enrolment</th>
<th>Disability between 66% and 80%</th>
<th>Disability between 81% and 100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>second year</td>
<td>24 credits</td>
<td>18 credits</td>
</tr>
<tr>
<td>third year</td>
<td>64 credits</td>
<td>48 credits</td>
</tr>
<tr>
<td>last semester</td>
<td>96 credits</td>
<td>72 credits</td>
</tr>
</tbody>
</table>

To be awarded a scholarship, students with disability enrolled in single-cycle degree courses must have earned the following number of credits by 10 August 2018:

<table>
<thead>
<tr>
<th>Year of enrolment</th>
<th>Disability between 66% and 80%</th>
<th>Disability between 81% and 100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>second year</td>
<td>20 credits</td>
<td>15 credits</td>
</tr>
<tr>
<td>third year</td>
<td>64 credits</td>
<td>48 credits</td>
</tr>
<tr>
<td>fourth year</td>
<td>108 credits</td>
<td>81 credits</td>
</tr>
<tr>
<td>fifth year</td>
<td>152 credits</td>
<td>114 credits</td>
</tr>
<tr>
<td>sixth year</td>
<td>196 credits</td>
<td>147 credits</td>
</tr>
<tr>
<td>seventh year</td>
<td>240 credits</td>
<td>180 credits</td>
</tr>
<tr>
<td>last semester</td>
<td>288 credits</td>
<td>216 credits</td>
</tr>
</tbody>
</table>

To meet the minimum merit requirements, a bonus is applied, in addition to any ECTS credits earned. This bonus can only be used once during the whole university studies and has a different value depending on the course year it is applied:

<table>
<thead>
<tr>
<th>Year of enrolment</th>
<th>Disability between 66% and 80%</th>
<th>Disability between 81% and 100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>second year</td>
<td>4 bonus credits</td>
<td>3 bonus credits</td>
</tr>
<tr>
<td>third year</td>
<td>9 bonus credits</td>
<td>7 bonus credits</td>
</tr>
<tr>
<td>subsequent years</td>
<td>12 bonus credits</td>
<td>9 bonus credits</td>
</tr>
</tbody>
</table>

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

The Rector’s Delegate for disability may intervene for a different evaluation of merit:

a. if the student requests an individual assessment of their situation;

b. in case of temporary disability;

c. in case extraordinary interventions are required.

The scholarship is granted to students with disability eligible on the merit list. The revocation envisaged for first-year students who do not earn at least 20 ECTS credits by 30 November does not apply.
11. REVOKING ELIGIBILITY AND RETURNING THE SCHOLARSHIP

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 2019, has not achieved at least 20 ECTS credits (10 ECTS credits 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 enrol in for academic year 2019/2020, even if different from the previous one.

For exceptional and documented reasons, the deadline to obtain credits may be postponed up to a maximum of three months. The request, with the relevant documentation, must be sent by email to the Student Service Office at benefici.studenti@unipd.it.

The student who, by 30 November 2019, has not achieved the ECTS credits required will also be required to pay the tuition fee as set by the applicable administrative provisions of the University.

The eligible student or scholarship holder, enrolled for the first time in the first year of a degree course, who has not achieved at least 20 ECTS credits (10 ECTS credits for part-time students) by 10 August 2019, considered valid for the degree course in which the student is enrolled or, alternatively, for the degree course the student is going to enrol in for academic year 2019/2020, even if different from the previous one, will pay 50% of the tuition fee due for academic year 2018/2019 compared to the fees established by administrative provisions of the University currently in place.

Both eligibility and the relevant scholarship are revoked to students enrolled in first-cycle, second-cycle and single-cycle degree courses if:

a. the student transfers to another University during academic year 2018/19 by 31 July 2019;

b. drops out of their university studies by 31 July 2019.

If the student drops out of their university studies and then wishes to apply for scholarship in a new university career at the same level as the one they dropped out of, they must also pay the tuition fee as established by the administrative provisions of the university currently in place.

The scholarship is revoked to the student enrolled in PhD courses without scholarship who later becomes eligible for scholarship pursuant to Law 210/98.

The scholarship is revoked to those who make or have made false statements in the previous years. These students will be excluded from being granted benefits throughout their degree course. Beneficiary students graduating in the supplementary session of academic year 2017/18 (December 2018) are not entitled to the scholarship granted for academic year 2018/2019.

In case of the benefit of revoked or lost, the student is required to return the scholarship monetary amount and the amount corresponding to the value of the catering and/or accommodation services provided by the ESU in Padua and which the student benefited from during the year, following the procedures and deadlines set by the University.

12. DECLARATIONS: CORRECTIONS, VERIFICATIONS AND SANCTIONS

Students must submit their application together with information on their economic, personal and merit situation provided as self-certification pursuant to Presidential Decree no. 445 of 28 December 2000.

The University must check the truthfulness of said self-certification submitted by the students both with random checks and targeted checks, in case reasonable doubts on the truthfulness of the documents acquired or on their content arise. Such checks usually target 20% of the beneficiaries of services not aimed at the majority of students. In order to carry out such checks, the University may request appropriate documents proving that the data declared is complete and true, also for purpose of correcting material errors. Checks may be carried out by the Financial Police (Guardia di Finanza) to verify the truthfulness of the information provided. These checks are carried out at credit institutions and other financial intermediaries who manage securities, in accordance with article 11, paragraph 6 of Prime Ministerial Decree 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.
Please note that anyone who makes false statements, writes false documents or uses them shall be punished pursuant to the criminal code and special laws in place. Current regulations in place at a national level still apply without prejudice. In particular, art. 71, 75 and 76 of Presidential Decree no.445/2000, Article 316-ter of the Criminal Code and the Regional Ministerial Memorandum on "Personal sworn declarations and affidavits. Assessment of non-compliance. Sanctions" referred to in registry note 592867/59.11 of 27 October 2009 of the Regional Education Department and Legislative Decree no. 68/2012 which reads: "anyone [omissis] submitting untrue statements [omissis] is subject to an administrative sanction consisting in 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 their studies, subject to the application of the sanctions referred to in Article 38, paragraph 3, Decree No.78 of 31 May 2010, converted with amendments from Law no. 122 of 30 July 2010, as well as of criminal law for actions constituting offences."

Students will have to promptly notify the Student Service Office of any circumstance arising (e.g. changes to ISEE, change of status, etc.) after they have submitted their application, which is relevant to grant or revoke their scholarship.

13. FINAL PROVISIONS
Pursuant to art. 4 of law 241 of 7 August 1990 (New norms on administrative procedures and right to access administrative documents) and subsequent amendments, Dr. Alessandra Biscaro, Head of the Student Service Office is appointed to oversee the administrative procedure. Candidates may exercise their right to access the competition records following the procedures set forth by Presidential Decree no. 184 of 12 April 2006 (Regulation on accessing administrative documents in compliance with item V of law 241/90).

The personal data collected for the purposes outlined in this notice is treated in compliance with EU Regulation no. 679 of 27 April 2016 (General Data Protection Regulation, GDPR). The “data controller” is the University of Padova with registered office in Via 8 Febbraio, 2 - 35122 Padova. The full text of the privacy statement is held by the data controller and it is available at www.unipd.it/privacy.

N.B. The present notice is translated into English for informational purposes. Should any disputed arise and for all legal purposes, only the Italian version shall be considered valid.

STUDENT SERVICE OFFICE
Via Portello 31 - 35129 PADOVA
Tel. 049.827 3131 - Fax 049.827 5030
e-mail: benefici.studenti@unipd.it

Padova, 21 June 2018

The Rector
Prof. Rosario Rizzuto
Application for benefits

Guide on how to use the online procedure in Uniweb

What economic benefits can be applied for with this procedure

a) Regional scholarship;
   b) Reduction of tuition fees and other types of fee-waivers;
   c) Students collaboration (200 hours).

How to apply for these economic benefits

1. Request on your behalf the “ISEE* Certificate per le Prestazioni agevolate per il Diritto allo Studio Universitario” (i.e. the specific ISEE for Benefits provided for the Right to University Studies);
2. Fill out and confirm the “Richiesta di Agevolazioni” (Application for benefits) available in the reserved area of Uniweb.

* Equivalent Economic Status Index, “Indicatore della Situazione Economica Equivalente”

Deadlines

- both from 9 July 2018 to 30 September 2018 to apply for regional scholarship and students collaboration (200 hours);
- both from 9 July 2018 to 30 November 2018 for the reduction of tuition fees and other types of fee-waivers.

Who can issue your ISEE

- for Italian students (see paragraph 4.A): the INPS (Italy’s National Social Security Institution) or a CAF (Tax Assistance Centre) or any other authorised organization;
- for international students (see paragraph 4.B): mandatorily the CAF with an agreement in place with the University, whose contacts can be found at www.unipd.it/isee.

How the acquisition procedure of the ISEE certificate works

From the subscription of the DSU (Unified Substitutive Declaration, “Dichiarazione Sostitutiva Unica”) to the issue of the ISEE certificate it can take up to 15 days; during this period the “Agenzia delle Entrate” (Revenue Agency) checks what is stated in your DSU. By confirming the Application for benefits in Uniweb, you authorise the University to acquire the ISEE certification data, which are available in INPS databases after these checks. You will receive a first email confirming the Application for benefits, and a second email after the ISEE certification has been acquired. This acquisition can be verified by reprinting the Application for benefits (see paragraph 9).

The ISEE certificate can be used to apply for benefits only if:
- it is issued for “Prestazioni Agevolate per il Diritto allo Studio Universitario” on your behalf: your fiscal code must be on the certificate after this statement, as only you are entitled to the benefits (see paragraph 10);
- it does not have any omissions and/or discrepancies (see paragraph 11).
1. Access to your reserved area in “Uniweb” and click on the link: “Right to university studies, disability disclosure, summer courses” then on: “Application for benefits” in the menu on the left.

2. Read the information carefully and click on “Procedi” (“Continue”).

3. Read more and click on “Accetto” (I agree)
Choose the type of ISEE:

A) If you are an ITALIAN STUDENT resident in Italy
(or a foreign student resident in Italy NOT included in the next paragraph B)
click SI on “ISEE - INPS” (the ISEE certification data will be passed on to the University by INPS)

B) If you are an INTERNATIONAL STUDENT:
- resident abroad, with the family residing abroad;
- resident in Italy, with an income of less than 6,500.00 Euro and with the family residing abroad;
(or an Italian student resident abroad, registered or nota at the “Anagrafe Italiani Residenti all’Estero (AIRE)"
click SI on “ISEE Parificato” (the ISEE certification data will be passed on to the University by the CAF partner)

A guide to “ISEE Parificato”, with all information about the necessary documents, is available at www.unipd.it/en/studying-padova/funding-and-fees/key-documents

Notes for the calculation of the ISEE for the benefits provided for the Right to University Studies

The family composition required for this particular type of ISEE is defined according to the procedures provided for in art. 8 of the D.P.C.M. December 5, 2013, no. 159.
If you live independently from your family and you earn your own income, you are allowed to apply for ISEE solely on the basis of your own income and property holdings provided that:
- you have been residing independently from your family (separate residence) for at least two years prior to submitting the ISEE application. The residence of the applicant must not be of property of any family member;
- you have earned an annual income of at least euro 6,500, duly declared to the national authorities, for at least two years prior to submitting the ISEE application.
If one or both the above conditions are not met, you will need to apply for ISEE on the basis of your whole family’s income.
5. If you are also entitled to additional forms of fee-waivers:
- exemption for working students
- exemption for students belonging to the same household simultaneously enrolled at the University of Padova for the same academic year
  click “Si” in the relevant fields.

```
WORKING STUDENTS EXEMPTION

STUDENTS BELONGING TO THE SAME HOUSEHOLD
```

Please note: the working students fee-waiver is not based on the ISEE certification, therefore for this type of exemption you do not need to click “SI” on ISEE-INPS or ISEE-Parificato, while if you wish to apply for exemption for students belonging to the same household enrolled simultaneously at the University of Padova for the a. y. 2018/19, you MUST click “SI” on ISEE-INPS or ISEE-Parificato, so that the University can obtain the ISEE certification data and check out your application requirements.

6. If you need to apply for:
- Regional scholarship
- Students collaboration (200 hours)
  click “Si” in the relevant fields.
Then fill in the relevant ones for each individual type of economic benefit.

```
REGIONAL SCHOLARSHIP
```
Please note:
click “SI” on “FUORI SEDE”:
- if you are an international student
- if your permanent address is at least 80 km away or 80 minutes far from the University and you rent a flat signed under your name for a minimum of 10 months in the academic year with regular contract duly registered with the “Agenzia delle Entrate” (Revenue Agency).

STUDENTS COLLABORATION (200 HOURS)

Sì segnala che le collaborazioni studentesche hanno una durata media di 2/3 mesi; i mesi selezionati indicano il periodo di inizio della collaborazione, pertanto l’attività potrebbe protrarsi anche nel mese successivo a quelli indicati.

La collaborazione presso la mostra Sperimentando dura circa 40 giorni da metà aprile a fine maggio (dalle 9 alle 12, fine settimana matina e pomeriggio).
7. After completing the Application, click on “Procedi” (“Continue”) at the bottom of the page.

8. Read the information and click on “Conferma la Richiesta di Agevolazioni” (“Confirm the Application for benefits”).

9. You can verify at any time if the ISEE certificate data have been acquired by returning to the “Application for benefits”, then clicking on “Procedi”, and after that on “Stampa l’Autocertificazione presentata” (“Print the submitted Self-Certification”).
10. What to do in case of:
ISEE not issued for “Prestazioni Agevolate per il Diritto allo Studio Universitario” on behalf of the student who is entitled to the benefits

The ISEE must be issued mandatorily for “Prestazioni Agevolate per il Diritto allo Studio Universitario” (“ISEE for the benefits provided for the Right to University Studies”) on behalf of the student who is entitled to the benefits, as you can see below:

ATTESTAZIONE ISEE
L’INPS attesta che, in base ai dati contenuti nella Dichiarazione Sostitutiva Unica con numero di protocollo xxxx presentata da xxxx in data gg/mm/aaaa,

- il nucleo familiare del Dichiarante è così composto:

<table>
<thead>
<tr>
<th>NUCLEO FAMILIARE DEL DICHIARANTE</th>
<th>Relazione con il dichiarante</th>
<th>Cognome</th>
<th>Nome</th>
<th>Codice fiscale</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- è stato calcolato il seguente indicatore:

<table>
<thead>
<tr>
<th>ISEE ORDINARIO</th>
<th>Indicatore della situazione economica equivalente (ISEE) è il seguente:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Euro xxxx,xx</td>
</tr>
</tbody>
</table>

Nota Bene: L’ISEE ordinario sopra riportato è valido per le prestazioni sussistenti, salvo quanto di seguito specificato.

Ovvero richiede prestazioni agevolate di natura socio-sanitaria (di cui all’articolo 6 del DPRCM 5 dicembre 2013, n. 156), prestazioni agevolate rivolte a minorienni (articolo 7), prestazioni per il diritto allo studio universitario (articolo 8), o l’ISEE corrente (articolo 9), l’attestazione potrà assumere specifiche connotazioni. Per tali prestazioni, con riferimento al nucleo familiare sopra indicato, l’ISEE ordinario potrà essere utilizzato nei seguenti casi:

- si applica / non si applica alle PRESTAZIONI AGEVOLATE RIVOLTE A MINORENNI in favore di

- si applica / non si applica alle PRESTAZIONI AGEVOLATE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO in favore di

- si applica / non si applica alle PRESTAZIONI SOCIO SANITARIE RESIDENZIALI PER PERSONE MAGGIORIENNII in favore di

Otherwise, you have to ask for the amendment of the existing ISEE certification or, alternatively, a new release, by the deadlines here below:

- by the **20 October 2018** to apply for regional scholarship and students collaboration (200 hours), pending the exclusion from the corresponding benefit;

- by the **15 January 2019** for the reduction of tuition fees and other types of exemption, pending the application of the fee for late submission (page 4 of the Student contribution and exemptions).
II. What to do in case of: ISEE with omissions and/or discrepancies

If the checks of the “Agenzia delle Entrate” (Revenue Agency) show some anomalies, the ISEE certification presents omissions and/or discrepancies listed at the bottom of the ISEE certification, as you can see below:

The ISEE certification with omissions and/or discrepancies has to be corrected by the request of a new ISEE certification including all the information previously omitted or otherwise exposed, by the deadlines here below:

- by the 20 October 2018 to apply for regional scholarship and students collaboration (200 hours), pending the exclusion from the corresponding benefit;

- by the 15 January 2019 for the reduction of tuition fees and other types of exemption, pending the application of the fee for late submission (page 4 of the Student contribution and exemptions).
“ISEE Parificato” for international students

Who can apply

1. All international students:
   - residing abroad
   - residing in Italy, with an income lower than euro 6,500 and with close family residing abroad

2. Italian students residing abroad, registered or not at the Anagrafe Italiani Residenti all’Estero

Where to apply

Applications must be submitted to a specific CAF (Fiscal Assistance Centre), partner of the University of Padova and ESU (Regional Institution for the Right to University Education). The name, contact details and opening hours of the CAF will be published in early July 2018 on our website: [www.unipd.it/en/studying-padova/funding-and-fees/key-documents](http://www.unipd.it/en/studying-padova/funding-and-fees/key-documents)

The service is free of charge.

Key documents

1. **Family statement** with the family household composition and personal data for each family member;
2. **Family income**:
   - Documents related to income **earned in Italy** (if any): Italian Income Tax Returns. If you are applying for ISEE in 2018, you will need to submit documents related to 2016 incomes (two years prior to the year of application).
   - Documents related to income **earned abroad**: annual income generated abroad for each family member, including documents certifying any lack of income for members aged 18 or over. If you are applying for ISEE in 2018, you will need to submit documents related to 2016 incomes (two years prior to the year of application).
3. **Properties** - as at 31 December of the previous calendar year (e.g. 2017 if you are applying for ISEE in 2018) - owned in Italy and/or abroad by each family member, including documents certifying any lack of real estate properties for members aged 18 or over;
4. **Financial assets** - as at 31 December of the previous calendar year (e.g. 2017 if you are applying for ISEE in 2018) - owned in Italy and/or abroad by each family member (balance statements of bank, postal and deposit accounts, declarations of securities, stocks, dividends, equity and share holdings);
5. Any **rent contract** for each family member.

As a general rule, documents must:

1. be issued by the competent authorities in the country where the income/assets is generated/owned, with a date after 01/01/2018 for the family household, real estate and assets and with date after 01/01/2017 for incomes; incomes, properties and assets must be indicated in local currency, (i.e. of the country where they are generated/owned).
2. be translated into Italian and legalized by the Italian Diplomatic Authorities (Embassy or Consulate) responsible for territory in the country of origin. Only in exceptional cases, e.g.
students facing severe difficulties in obtaining ISEE-related documents from the Embassy or Consulate in their home country due to e.g. political unrests, temporary closure of the Italian Embassy / Consulate, etc. documents can be requested to diplomatic delegations in Italy and legalised by the Italian Prefecture.

Special case:

1. Working students (Nucleo Familiare Unico):
   If you live independently from your family and you earn your own income, you are allowed to apply for ISEE solely on the basis of your own income and property holdings provided that:
   - you have been residing independently from your family (separate residence) for at least two years prior to submitting the ISEE application. The residence of the applicant must not be of property of any family member;
   - you have earned an annual income of at least euro 6,500, duly declared to the national authorities, for at least two years prior to submitting the ISEE application.

If one or both the above conditions are not met, you will need to apply for ISEE on the basis of your whole family's income.

Deadlines

- **9 July - 30 September 2018**: applications for regional scholarship, students collaborations (200 hours/academic year)
- **9 July - 30 November 2018**: applications for tuition fee waivers and other types of waivers.

Remember

Documents must be submitted in original. Applicants can request a provisional ISEE calculation by sending an electronic copy of all requested documents via email to the CAF. ISEE will however be confirmed only upon the applicant’s arrival in Padova, submission of the original and final documents, and the student’s original signature of the ISEE application form.