



Azienda Regionale per il Diritto
Allo Studio Universitario
Regional Company for the
Right to University Education.

Via San Francesco, 122
35121 – Padova
Tel. 0498235611
Fax 0498235663
P.IVA 00815750286

esu@esu.pd.it
esu@cert.esu.pd.it
www.esu.pd.it

Notice of Competition for the assignment of ESU University accommodation to students enrolled at the University of Padua A.Y. 2022/2023

Application submission:

from 12 July – h 18:00 > to 26 august 2022 – h. 18.00
(students subsequent years)

from 12 July – h 18:00 > to 31 august 2022 – h. 13.00
(students first years)

Residences open:

students subsequent years: from 23 September 2022 to 21 July 2023

students first years: from 26 September 2022 to 21 July 2023

Approved by Director's Decree no. 158 of 2022/07/12



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SCHEDULE OF DUE DATES

Students enrolled/enrolling at the University of Padua who wish to participate in the accommodation competition must complete the online application, in the manner indicated in this Notice for applications, by 13:00 **by 13:00** on the deadline day indicated in the following table for each type of student.

Student Type	Fill in online application, by	Entry into accommodation
Students/Doctoral students/Postgraduates (not medical area) subsequent years	26 August 2022 h. 18:00	23 September 2022(*)
EU Students first year specialisation course (Laurea Magistrale)	31 August 2022 h. 13:00	26 September 2022
Non-EU Students first year specialisation course (Laurea Magistrale)	31 August 2022 h. 13:00	26 September 2022
EU Students first year of three-year degree courses	31 August 2022 h. 13:00	26 September 2022
Non-EU Students first year of three-year degree courses	31 August 2022 h. 13:00	26 September 2022
Students/Doctoral students/Postgraduates (not medical area) first year	31 August 2022 h. 13:00	26 September 2022

(*) ***Excluding** assignees for Carli, Copernico and Goito Residences (see point 2.6 on page 13 of this notice)

The deadlines are peremptory and, therefore, it will not normally be possible to fill in or supplement the application already submitted after these deadlines.

The electronic system of ESU online services certifies the date and time of submission of the online application, providing a receipt and registration number.

N.B.

Please ensure that you submit your "DSU" (Single Substitute Declaration) and the documents necessary for calculating your ISEE "ordinario"/"parificato" to the "CAF" (Tax Assistance Centre) in good time, bearing in mind that at least 15 working days are necessary for issuing certificates by the CAF, who cannot be held responsible for any delay.

Foreign or Italian students residing abroad must request their "ISEE Parificato universitario" from the CAF with which we have special arrangements - CIA, located in Via Longhin, 25, Padua). It is advisable to complete the application for your ISEE/ISPE and Parificato **by 31/07/2022 in order to receive your ISEE in time for the first assignment**.

The procedure for applications and certificate issue is only accessible on-line.

For details about the procedure, please refer to annex 4, an integral and essential part of this Notice).



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Students submitting the ISEE Parificato must upload it in the "Carica Documenti/Upload Documents" section of the Sportello Studente/Student Help Desk.

Only as an exception, international students enrolled on the first year of a course can supplement their application for participation in the Competition for the assignment of accommodation by submitting their "ISEE parificato universitario" by 30/11/2022. These applications will be subsequently evaluated according to the criteria already established for first year students and the allocation of accommodation will take place on the basis of any remaining availability of accommodation.

It is important to read the Accommodation Competition Notice and related annexes before accessing the area "**Student Accommodation University of Padua**" of the Sportello Studente/Student Help Desk:

<https://myesupd.dirittoallostudio.it>.

1 - INFORMATION ON THE HOUSING SERVICE

The housing service is one of the benefits for the right to university study and is not intended for students in general. It is awarded by competition to students who are eligible for the assignment of the regional scholarship, as they possess the merit and financial requirements provided for by the law.

1.1 - WHO CAN APPLY?

Depending on their course of study, students can participate in the allocation of ESU accommodation at the appropriate rate for a different number of years starting from the year of first matriculation, as indicated in the following table.

Study course	Number of years
Three-year degree course (Laurea Triennale)	4 years
Two-year specialisation course (Laurea Magistrale)	3 years
Single cycle master's degree/laurea magistrale a ciclo unico	n° years foreseen by system + 1
Research doctorate /Specialisation (<i>not medical area</i>)	n° years foreseen by system

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

The count also includes the levels of courses already achieved at other universities in Italy or abroad. Students can participate in the competition for the allocation of ESU accommodation for the academic year 2021/2022 if they are in the categories "**Off Site**" and "**Commuter**" and are enrolled/enrolling at the University of Padua for the A.Y.. 2021/2022 on the courses of:

- three-year degree course (Laurea Triennale)
- two-year specialisation course (Laurea Magistrale)
- single cycle master's degree/laurea magistrale a ciclo unico
- specialisation (*not medical area*)
- research doctorate (*including those benefiting from the scholarship referred to in Ministerial Decree No. 45/2013*)

For the definition of the status of Off-Site and Commuter, the student must strictly comply with the **Table of geographical distances** published by the University of Padua and ESU: <https://www.unipd.it/borse-studio-alloggi>.



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Off-Site Student	resides in municipalities/locations more than 80 km from the venue of the course attended and/or has travel times (by public transport) greater than 80 minutes
Commuter Student	resides in municipalities/locations between 40 and 80 km from the venue of the course attended and/or has travel times (by public transport) between 40 and 80 minutes

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

The benefit is granted as a **priority**, to **Off Site** students.

Upon entering the residence, students must already be enrolled or enrolling for the A.Y. 2022/23

ENROLLING STUDENTS

Students who, at the deadline for submitting the application, have not yet completed enrolment at the University for reasons relating to the chosen course of study can participate in the competition for the allocation of ESU accommodation for the academic year 2022/2023.

STUDENTS WHO ARE GRADUATING

Students who are graduating from a three-year course of study within the last graduation session of the AY. 2021/2022 and who enrol on the first year of the master's degree (Laurea Magistrale) AY 2022/2023, must complete the online application as first-year Laurea Magistrale students, declaring the presumed date of graduation from the first degree course (Laurea Triennale).

Any student unable to obtain their degree by that date must report the matter promptly. Those who are enrolled in the first year "fuori corso" can enjoy accommodation for the entire allocation period at an "eligible" rate; if, on the other hand, a student is in the second year "fuori corso", s/he will incur the revocation of the bed and will have to pay for the service at the "non eligible" rate for the period of occupation of the accommodation.

TRANSFERRING STUDENTS

Students transferring from another university, to continue a degree course at the same level, can participate in the housing competition "with reserve" and obtain the assignment of accommodation from remaining availability once the benefit has been assigned to eligible Off-Site and Commuter students.

Their position will be "frozen" and the attribution of the fee will be determined on the basis of the data declared by the student and merit status defined by the University.

Applicants can notify their enrolment by initiating a "Ticket" from the portal <https://myesupd.dirittoallostudio.it> > Sportello Studente/Student Help Desk> Diritto allo Studio/Right to Study.

1.2 - WHO CANNOT APPLY?

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

- students who are not eligible for the assignment of the regional scholarship as well as students who are eligible for the assignment of the regional scholarship but not falling within the "Off-site" and "Commuter" categories;
- students who, in previous academic years, have undergone a revocation measure for their accommodation or for whom there is a pending revocation measure;
- students assigned accommodation and who are not up to date with their payment of fees or who are in debt to the Company in previous A.Y.s.
- students who have withdrawn from their studies in previous academic years having benefited from accommodation at a reduced rate in the course year when withdrawal took place;



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- students who have incurred the penalties provided for by law following checks carried out on their self-certification;
- students who have not submitted a timely and/or complete Single Substitute Declaration (DSU) - ISEE Certificate - year 2022 c/o INPS or CAF within the terms set out in the Notice.
- EU and non-EU foreign students and Italian students residing abroad who have not submitted timely and/or complete ISEE Parificato universitario certification in the year 2022 c/o INPS or approved CAF within the terms set out in the Notice.

1.3 - WHO IS THE RECIPIENT OF THE BENEFIT?

To access "eligible" rate accommodation, students must meet the following requirements:

Enrolled first years	FINANCIAL REQUIREMENTS ONLY (from ISEE/ISEE Parificato certification)
Enrolled subsequent years	MERIT (as of 10.08.2022) AND FINANCIAL (from ISEE/ISEE Parificato Certification)

1.3.1 - FINANCIAL REQUIREMENTS

The maximum income indicators established for the 2022/2023 academic year for participation in the Competition are:

Indicator of Equivalent Economic Situation ISEE (for DSU subsidies)	24,335.11 Euros
Indicator of Equivalent Asset Situation ISPE (ISP/equivalence scale)	37,031.71 Euros

N.B.: the values of BOTH indicators must be observed

Considering that 15/20 days are necessary for issuing ISEE certification, a Single Substitute Declaration (DSU) should be submitted for ISEE calculation to Tax Assistance Centres (CAF), allowing sufficient time in order to meet the deadline for the application.

DSU/ISEE Certification data entered in the Form by the student will be checked with INPS, for the purpose of validation.

For details regarding the ISEE, please refer to annex 3, an integral and essential part of this Notice.

Foreign or Italian students residing abroad are advised to apply for ISEEU/ISPEU Parificato universitario certification at the approved CAF, CIA (located in Padua in Via Longhin, 25), by 31-07-22 in order to obtain the ISEEU/ISPEU within the term for submitting the online application.

Only as an exception, international students enrolled on the first year of a course will be able to supplement their application for participation in the Competition by submitting their "ISEE parificato universitario" by 30-11-2022 (please refer to annex 4, an integral and essential part of this Notice).

1.3.2 - MERIT REQUIREMENTS

1.3.2.1 - STUDENTS FIRST YEARS

Students enrolled on the first year of any degree course, research doctorate and specialisation courses are not required to meet merit requirements in order to qualify for ESU university accommodation.

*Students enrolled on the first year of a three-year degree (Laurea Triennale), master's (magistrale) single cycle master's (magistrale a ciclo unico) who do not obtain 20 credits by **30 November 2023** will have to return the*



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full amount of any scholarship received and pay the amount equivalent to the value of the service actually enjoyed at eligible rate.

For information on the number of credits that can be acquired and on scholarship revocation, students should contact the student services-economic benefits office of the University of Padua.

N.B.

Students enrolled in the first year of specialisation degree course (magistrale) or second level diploma (two-year) must also possess the merit requirements corresponding to at least 150 credits in order to be eligible for the assignment of an ESU university accommodation.

*In all cases, if the above students do not obtain 20 credits by **30 November 2023**, they will have to return the full amount of the scholarship and pay the amount equivalent to the value of the service actually enjoyed at eligible rate.*

1.3.2.2 - STUDENTS SUBSEQUENT YEARS

For the assessment of the merit requirement, students enrolled in subsequent years must have accrued the credits listed in the following table by the date of 08-10-2022 depending on the year of enrolment.

three-year degree course (Laurea Triennale)	Year of enrolment	N° of credits at 10/08/2022
	second year	25 credits (plus any Additional Learning Requirements - OFA)
	third year	80 credits
	last semester	135 credits

two-year specialisation course (Laurea Magistrale)	Year of enrolment	N° of credits at 10/08/2022
	second year	30 credits
	last semester	80 credits

single cycle master's degree (Laurea Magistrale a ciclo unico)	Year of enrolment	N° of credits at 10/08/2022
	second year	25 credits (plus any Additional Learning Requirements - OFA)
	third year	80 credits
	fourth year	135 credits
	fifth year	190 credits
	sixth year	245 credits
	last semester	55 credits more than the number expected for the last year

Any credits acquired in the previous enrolment cannot be computed for merit for the purpose of the benefit in the new course of study.

Withdrawal from studies, which may have occurred during a three-year degree course (Laurea Triennale), does not affect the career of a two-year specialisation course (Laurea Magistrale).

Enrolment belonging to careers concluded with **withdrawal from studies** are not counted, provided the student has not received any scholarship during the previous enrolment or, if received, has renounced it, with



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consequent return and payment of any fees (calculated at the non-subsidised rate). In this case, the student must contact the Residence Sector to calculate the amount due and verify the requirements for participation in the competition.

Validated credits from training activities carried out outside the University (professional training courses, seminars, traineeships, etc.) and validated credits from previous concluded study courses (e.g. Single Courses), do not contribute to the determination of the merit considered for purposes of eligibility for housing.

The credits earned are valid only if considered in your Study Plan and recognised for the course of study for which the student requests the benefit, even if different from that of the previous academic year.

ESU will electronically acquire the students' merit situation, as resulting from the information system of the University of Padua. It will therefore be the student's responsibility to ensure that by that date all credits obtained by 10 August 2022 have been registered by the University Secretariats in their entirety

Merit requirements for access to the benefits for students enrolled on the second year also provide for the fulfilment of any Additional Learning Requirements (OFA), where required at the time of admission to the courses.

Eligibility for the accommodation competition is, therefore, also subject to passing of these OFA within the deadlines established by the university system.

N.B.: In the event of matriculation with shortening of period of study (which must be promptly notified by email to dirittoallostudio@esu.pd.it), students enrolled in the years subsequent to the first of a three-year degree (laurea triennale), specialisation course (magistrale) and single cycle master's (magistrale ciclo unico) are still required to achieve at least 55 CFU (university training credits) in the period from 10/08/2021 to 10/08/2022.

1.3.3 - BONUS CREDITS

In order to achieve the merit requirements, students enrolled can use a **bonus** in addition to the credits actually obtained.

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

Enrolment year	bonus
second year	5 bonus credits
third year	12 bonus credits
Last semester/specialisation	15 bonus credits

If the bonus is not used in full, the surplus can be used in subsequent years. The bonus portion not used during a three-year degree course can also be used in one of the years of attendance on the master's degree.

The application of the bonus is automatically granted for students who, in the absence of CFU (university training credits), can reach the threshold of merit required for obtaining eligibility for the benefit.

Students enrolled on years subsequent to the first of the specialisation degree course (laurea magistrale) who have obtained a three-year degree (laurea triennale) from another University, **must notify** the bonus used during the course of the Degree as well as the previous University, by sending an email to dirittoallostudio@esu.pd.it after completing the form for participation in the accommodation competition

For access to the benefits for those enrolled on **Research Doctorate and Specialisation courses**, only admission is required, according to the methods provided for by the study regulations



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1.4 - ACCOMMODATION PLACES COMPETITION AND RESERVES

For the academic year 2022/2023, ESU has accommodation available through competition of around 700 beds (mostly in single rooms), without prejudice to unforeseeable situations, in the housing listed in annex 1, an integral and essential part of this Notice.

1.4.1 - ALLOCATION OF ACCOMMODATION RESERVES

The accommodation in the competition is divided into percentages and reserved based on the student's origin and year of enrolment as follows:

DISTRIBUTION

Admission/Enrolment	Percentage	Origin		
Subsequent years	70%			
First years	30%	80% students EU citizens		
		20% students non EU citizens	50% students enrolled on three-year degree (laurea triennale) and single cycle master's degree (magistrale ciclo unico)	40% for students from non-EU European countries
			50% students enrolled on master's degree (laurea magistrale)	25% for students from African countries
				25% for students from Asian countries
			10% for students from other countries	



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RESERVES

Accommodation places	Student Type
Up to 10%	Research Doctorate/Specialisation (not medical area)
Up to 10%	Commuter students in possession of merit and financial requirements within the limits of the residual availability after assignment to eligible off-site students
27 Equipped accommodation places	Students with certified motor/visual disabilities

1.5 - ACCOMMODATION RATES APPLIED AND PAYMENT METHODS

The rates applied to participants in the competition are identified in Annex 4, an integral and essential part of this Notice, and applied using the following criteria:

Full Rate: to **Off-site students who are beneficiaries of a regional scholarship** for whom accommodation has been deducted from the regional scholarship. This rate also includes autonomous province, regional, public bodies/institution scholarship students and Doctoral students/Postgraduates (not in the medical area).

Reduced rate: for **Off Site** students who, after taking part in the accommodation competition, were **eligible for the regional scholarship, but not beneficiaries due to lack of funds**. The reduced rate will be applied only after the publication of the results of the competition announcement for regional scholarships. Before the publication of these results, students will have to pay the full rate, pending later adjustment.

Eligible Commuter rate: **COMMUTER** students in possession of the eligibility requirements, subsequently residually and conditionally admitted to the ranking with respect to Off-Site student

Non-Eligible Rate: students admitted to the ranking and assignees, who, for any admissible reason, have subsequently lost the requisites for granting the benefit.

The surcharge as per the table included in Annex 1, an integral and essential part of this Notice, will be added to the Full, Reduced, Commuter and Non-Eligible rates.

Fees include utilities and the use of ancillary services in the residences, for example: Internet connection, air conditioning (where available), concierge service etc.

Any interruption to these services does not entitle you to refunds or price reductions.

N.B.:

From students who are recipients of regional scholarships, **off-site**, and assignees of accommodation, the amount corresponding to the monetary value of the service will be withheld by the University - this sum, defined by the Regional Council of Veneto by the approval of the Plan of interventions for the implementation of the Right to University Education (DSU) for the A.Y. 2022/2023, is reduced by 50% for students enrolled in the last semester for the payment of fees.

For any scholarship student recipient of accommodation, whose fees due are less than the deduction made, the difference will be refunded to the IBAN indicated on the application or in the dedicated area.

For any scholarship student recipient of accommodation, whose fees due are greater than the deduction made, the student shall make the payment of the difference according to the deadlines and methods specified in the General Regulations of the University Residences.

For details of the rates and payment methods, please refer to Annex 1, an integral and essential part of this Notice.



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2 - HOW TO APPLY

2.1 - ONLINE COMPETITION APPLICATION

The application must be completed by accessing ESU Padova online services from the official portal <https://myesupd.dirittoallostudio.it> and involves the following stages:

1) **ACCESS:** “ACCESS using MyID, SPID or CIE”

The following categories cannot ACCESS using SPID:

- *Students under the age of 18*
- International adult students who do not have a valid Italian identity document and who do not have an Italian tax code.

The above students must proceed with ACCREDITATION by means of username and password of the person concerned and UPLOAD of a copy in PDF format of a valid passport. This access enables the "Esu Padova - Sportello Studente/ Student Help Desk", where all topics of interest can be accessed.

2) **COMPLETING APPLICATION** from the student help desk in the "UNIVERSITY PADUA STUDENT ACCOMMODATION REQUEST" section;

3) **SUPPLEMENTING APPLICATION:** once CONFIRMED, the application MUST be supplemented, by accessing the areas

a. **COMPLETION OF INCOME DATA**, in which the financial data taken from the **ISEE 2022 or ISEE Parificato universitario 2022 certification** relating to Right to University Study Subsidies must be entered.

- students residing in Italy must enter the identification data of the ISEE certificate (INPS protocol number and date of issue) and the ISR, ISP and ISE values from the ISEE certificate.
- Foreign students or Italian students resident abroad must enter the date of issue and the ISEEU and ISPEU values deducible from the ISEE Parificato universitario 2022.

N.B.:

- it is the student's responsibility to verify the correctness and completeness of all the data entered.
- failure to enter, or incorrect indication of, the protocol number of the ISEE Certification on the Form and/or failure to fill in the aforementioned section will result in NON-ELIGIBILITY for the Competition.

4) **UPLOAD DOCUMENTS**, inserting the required documents (e.g.. ISEE Certification ...)

Students can personally **edit/complete** her/his application (eg status, personal data, IBAN, income data...) **no later than the submission deadline date.**

The ESU online services information system guarantees the inclusion of the application for participation in the competition when completed by selecting **CONFIRM** by the closing date and time indicated in the notice.

24 hours after the CONFIRMATION of the accommodation request, students can download the relative receipt with protocol number from the area RECEIVED APPLICATIONS 2022/2023, from the Sportello Studente/Student Help Desk.

N.B.: any information relating to the competition and assignments will be sent to the student by e-mail to the address indicated in the application. It is recommended that you check every email folder, including the spam folder.



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N.B.: the data entered in the application is declared pursuant to Presidential Decree 445/2000; students are responsible for their truthfulness of their declarations. By submitting the online application to the Portal (<https://myesupd.dirittoallostudio.it>), in the manner required by the Notice of Competition – accessing via SPID or using credentials issued by ESU - the application for accommodation is deemed to be signed by the student using electronic signature.

All information relating to the online application is available from the Student Help Desk, accessible via your credentials from the portal <https://myesupd.dirittoallostudio.it>.

When completing the application, residences should be indicated in progressive order of **preference**; however, the **allocation of accommodation is not bound by the preference expressed**.

It is not possible to express a preference for a single or double room.

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

2.2 - ONLINE APPLICATION PROCESSING

The verification of merit requirement for students enrolled in subsequent years will take place through the electronic acquisition of merit data from the information system of the University of Padua.

It will therefore be the student's responsibility **to ensure that all credits obtained by 10 August 2022 have been recorded and are present in UNIWEB**

For **students with disabilities** special criteria are provided for determining their merit (annex 4, an integral and essential part of this Notice).

2.3 - DETERMINATION OF RANKINGS

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

- **Students enrolled on subsequent years** according to absolute coefficient of merit:

$$c = \frac{N^{\circ} \text{ student credits} - \text{minimum threshold}}{\text{maximum threshold} - \text{minimum threshold}}$$

In the event of a tie, the financial values (ISEE) will be considered in ascending order to determine the position in the ranking.

- **Students enrolled on the first year of any degree course and those enrolled on specialisation courses (not medical area) and research doctorate**, according to increasing ISEE.
- **International students enrolled on the first year non-EU**, on the basis of:
 - increasing ISEE Parificato Universitario;
 - Increasing chronological age with the same ISEE Parificato universitario.

2.4 - POSITIONS IN THE RANKING

The positions in the ranking of students eligible for the competition, with the indication of those assigned accommodation, will be published in the personal area of the Esu - Sportello Studente/Student Help Desk in the portal: <https://myesupd.dirittoallostudio.it>.

The positions in the ranking will be updated periodically as accommodation is assigned.



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Regional Company for the
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P.IVA 00815750286

esu@esu.pd.it
esu@cert.esu.pd.it
www.esu.pd.it

2.5 - ACCOMMODATION ASSIGNMENT AND ACCEPTANCE OF ACCOMMODATION

Students who are eligible for the competition will be able to obtain accommodation in the first or second assignment, on the dates indicated below.

Any subsequent assignment of the places made available after the previous assignment will be made every Tuesday, with deadline for acceptance on the following Friday.

Should the need arise, the assignment dates indicated may be subject to change. Any changes will be notified on the official website.

Confirmation of assigned accommodation is subject to payment of the deposit by the deadline below:

Students, doctoral students, postgraduates	First assignment	Deposit deadline	Second assignment	Deposit deadline
Subsequent years	2 September	6 September	13 September	16 September
First years	6 September	9 September	13 September	16 September

Once the **payment deadline has expired** without the student paying the deposit, the student will **forfeit the assignment** and the accommodation will be used for subsequent assignments.

The deposit will be transformed into a security deposit once the accommodation is taken.

For details on the regulations regarding the deposit, please refer to [Annex 1](#), an integral and essential part of this Notice.

In the portal <https://myesupd.dirittoallostudio.it> > Sportello Studente/Student Help Desk, Students assigned accommodation will find their offer and in the PagoPA-MyPay section the amount of the deposit (**Euro 350.00**) and the terms for making payment.

If necessary, ESU may assign the student **alternative accommodation**, when, e.g., **deferring the opening of certain residences**. In the event that the accommodation is not available, ESU will return the deposit to the student.

Students who have taken possession of the accommodation are required to comply with the **General Regulations of the University Residences for the A.Y. 2022/2023** published on the official website.

2.6 ACCESS TO THE RESIDENCE

Students who are eligible for the competition - and who are duly enrolled at the University of Padua for the A.Y. 2022/2023 (enrolling students must prove full enrolment by 31/01/2023) - must access residences on the following dates:

23/09/2022 > SUBSEQUENT YEARS (all degree, specialised/research doctorate courses)

EXCLUDING Carli, Copernico and Goito residences assignees

26/09/2022 > FIRST YEARS (all degree, specialised/research doctorate courses).

INCLUDING all Carli, Copernico and Goito residences assignees

Before entering the residence, assignees are required to participate in a presentation and information meeting on residential services, which will be held via a digital platform. The meetings, with maximum duration of 30 minutes, will illustrate the regulations of the Residences and present those in charge. **Participation is compulsory** and notification from the Residence Sector will be sent 48 hours before the event.



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Upon entering the residence, the assignee must show his/her identity document.

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

Students will be able to access the residences until 10.00 am on 21/07/2023.

Students who do not plan to arrive on the dates of access to the residences indicated above are required to notify the date of their arrival by initiating a "Ticket" on the portal: <https://myesupd.residenze.it> > Residenze/Residences by 26-09-2022.

2.7 - ASSIGNMENT TO NON-ELIGIBLE STUDENTS

Once assignments of the eligible students are depleted, the rankings lapse in all respects.

Any residual accommodation can be assigned to students who submit an application in the appropriate surplus accommodation application Form (area "domanda posto letto extra concorso") from the Sportello studente/Student Help Desk according to the methods that will be published on the website after 31 October 2022. If assigned, these students will be charged the relative "Non Eligible" rate.

3 - OTHER INFORMATION

3.1 - ASSESSMENT OF FINANCIAL POSITION (ARTICLE 71 OF PRESIDENTIAL DECREE No. 445/2000)

For the purpose of ascertaining the Financial Position, ESU Padua carries out checks on the actual condition of the student on a sample basis - even after the assignment of the benefit - and if the non-truthfulness of what has been declared is proven, ESU will immediately revoke the accommodation assigned (or request payment of the monetary value of the benefit enjoyed) and will also apply the legal sanctions envisaged.

To this end, ESU Padua may carry out, with every available means, investigations deemed appropriate and also request information from the Authorities concerned. ESU Padua may carry out checks on databases (SIATEL, INPS) and tax checks. Furthermore, ESU will send data relating to the students benefiting from DSU, to those institutions that request it and also the lists of students assigned accommodation with reduced or full fees to INPS and the Provincial Command of the Guardia di Finanza - according to the provisions of the Memorandum of Understanding.

Anyone who, without being in the conditions established by the relevant laws, uses the service referred to in this notice as a result of **untruthful declarations**, made by themselves or their relatives, shall lose the right to obtain any benefits and/or services provided by ESU, for the duration of the course of study, without prejudice to reporting any unlawful deed identified to the appropriate authorities (articles 75 and 76 of Presidential Decree No. 445/2000), and shall be fined in the amount of three times the sum due (art 10 of Legislative Decree 68/2012).

3.2 INFORMATION REGARDING THE USE OF PERSONAL DATA (GDPR)

Pursuant to Article 13 of European Regulation 2016/679 (GDPR), the data acquired through self-certification as well as data contained in the required documentation is intended for the processing of the rankings of students for the assignment of university accommodation as per L.R. n° 8/1998.

The provision of data is necessary for participation in the competition and failure to provide data will result in exclusion from the competition.

The collected data may be communicated to other public bodies if necessary for the performance of the institutional functions of ESU or by virtue of legal obligations.



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The processing of personal data will be based on the principles of fairness, lawfulness and transparency and for the protection of the Data Subject.

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

The collected data may be used for statistical purposes for the production of studies and research into the right to study or, in any case, for further information relating to the institutional competences of ESU.

Data may also be used to inform students about initiatives and projects carried out by ESU or by persons working with ESU.

The interested parties are recognised the rights provided by the Regulation, in particular access to personal data; rectification / erasure / limitation of processing (Arts.16-17 and 18 of the GDPR); challenge and lodge of complaint (art 77 of the GDPR).

The data will be kept for the period of time necessary to achieve the purposes for which they are collected and processed, in compliance with the principles of lawfulness and minimisation, and in any case for a period not exceeding 10 years. The data will not be transferred outside the territory of the European Union.

General information is available on the institutional website: <https://www.esu.pd.it/it/Pagine/privacy.aspx>

The Data Controller of personal data collected by ESU is ESU di Padova – AZIENDA REGIONALE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO with offices in via S Francesco 122 – 35121 Padova (esu@cert.esu.pd.it)

Data Protection Officer (DPO), pursuant to art 37 of the GDPR, can be contacted: dpo@esu.pd.it

3.3 - NORMATIVE REFERENCES

1) Right to University Education

- D.P.C.M 9 April, 2001 "Uniformity of treatment on the right to university studies", pending the determination by the State of the essential levels of benefits in the matter of the Right to University Study and without prejudice to the application of subsequent different provisions on the subject for those who enrol in the 2022/2023 academic year;
- Regional Law 7 April 1998 n ° 8 "Regulations for the implementation of the right to university study";
- Legislative Decree No. 68 of 29 March, 2012 as applicable;
- MUR Decree no.1320 of 17-12-2021
- Annual resolution of the Veneto Regional Council approving the Programme for the implementation of the Right to University Study (DSU) for the A.Y. 2022/2023

2) Single Substitute Declaration

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

For anything not provided for in this Notice, please refer to the laws and regulations in force on the matter, to the annual DGR Veneto on the Right to Study, to the Residence General Regulations.



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The person in charge of the Administrative Procedure (art 4 L n° 241/1990 as amended and supplemented): dott. Stefano Pedron

N.B. This notice has been translated into English for information purposes only

For the application and resolution of any dispute and for all legal effects, only the original text in the Italian language shall be valid.

A jurisdictional appeal can be lodged against this provision before the T.A.R within 60 days of its publication or, alternatively, appeal to the Head of State within 120 days of publication.

3.4 - INFORMATION

For information about the services and subsidies for the right to study, contact the Right to Study Sector preferably online or by telephone for an appointment.

Settore Diritto allo Studio (Right to Study Sector)

Via Ospedale, 19 – Padova

ticket: <https://myesupd.dirittoallostudio.it> > Diritto allo studio/right to study

tel.: 0497430610 – 0497430611 – 0497430612

e-mail: dirittoallostudio@esu.pd.it

Padova, 2022/07/12

The Director
Dott. Gabriele Verza



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ANNEX 1 - RESIDENCES: OFFER AND METHOD OF OCCUPANCY

LIST OF ESU RESIDENCES IN COMPETITION

Residence	Address	Type (gender)	Reserve places (students with disabilities)
Agripolis	Viale dell'Università, 12 - Legnaro	mixed	1
Carli	Via Martiri Giuliani Dalmati 25, Padova	mixed	
Ceccarelli	Via Monte Cengio, 19 Padova	mixed	6
Colombo	Via L. Einaudi, 10 Padova	mixed	4
Copernico	Via Tiepolo, 54 Padova	mixed	6
Copernico Villette	Via Tiepolo, 54 Padova	mixed	
Cornaro	Via Curzola, 10 Padova	mixed	
Goito	Via Goito, 70 Padova	mixed	
Nievo	Via C. Moro, 4 Padova	mixed	

Available in Competition for students with disabilities only

Nord Piovego	Via Venezia 20, Padova	mixed	10
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N.B.

Due to managerial needs, ESU may remove availability in Residences from the competition and/or should additional places for students with disabilities be required

FEES

Type of accommodation and monthly fees

Type of accommodation	Eligible scholarship (off site) Reduced rate	Scholarship holder (off site) full rate	Eligible (commuter) full rate + € 30,00	Not eligible
Single room	68,00 euros *	136,00 euros *	166,00 euros *	260,00 euros
Double room	55,00 euros *	110,00 euros *	140,00 euros *	210,00 euros

For details on the allocation of rates, see paragraph 1.5.

* without prejudice to various regional provisions following the approval of the Programme for the implementation of the Right to University Study (DSU) for the academic year 2022/2023



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Monthly surcharges for services offered

Residenza	Single room S (private bathroom)	Single room (use of shared bathroom)	Double
Agripolis		55.00 €	
Carli	65.00 €	55.00 €	
Ceccarelli A/B			35.00 €
Ceccarelli C/D/E	65.00 €		
Colombo A		35.00 €	35.00 €
Colombo B	110.00 €	45.00 €	
Copernico	65.00 €	55.00 €	45.00 €
Copernico Villetta		65.00 €	55.00 €
Cornaro	65.00 €	45.00 €	35.00 €
Galilei (non oggetto di assegnazioni)		90.00 €	85.00 €
Goito		45.00 €	
Nievo		35.00 €	15.00 €

Available in Competition for students with disabilities only			
Nord Piovego		85.00 €	75.00 €

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

Residence	Scholarship holder Off-Site			Eligible scholarship holder commuter			Non-Eligible		
	Single room S	Single room	Double room	Single room S	Single room	Double room	Single room S	Single room	Double room
Agripolis		1,910.00 €			2,210.00 €			3,150.00 €	
Carli	2,010.00 €	1,910.00 €		2,310.00 €	2,210.00 €		3,250.00 €	3,150.00 €	
Ceccarelli A/B			1,450.00 €			1,750.00 €			2,450.00 €
Ceccarelli C/D/E	2,010.00 €			2,310.00 €			3,250.00 €		
Colombo A		1,710.00 €	1,450.00 €		2,010.00 €	1,750.00 €		2,950.00 €	2,450.00 €
Colombo B	2,460.00 €	1,810.00 €		2,760.00 €	2,110.00 €		3,700.00 €	3,050.00 €	
Copernico	2,010.00 €	1,910.00 €	1,550.00 €	2,310.00 €	2,210.00 €	1,850.00 €	3,250.00 €	3,150.00 €	2,550.00 €
Copernico Villetta		2,010.00 €	1,650.00 €		2,310.00 €	1,950.00 €		3,250.00 €	2,650.00 €
Cornaro	2,010.00 €	1,810.00 €	1,450.00 €	2,310.00 €	2,110.00 €	1,750.00 €	3,250.00 €	3,050.00 €	2,450.00 €
Galilei		2,260.00 €	1,950.00 €		2,560.00 €	2,250.00 €		3,500.00 €	2,950.00 €
Goito		1,810.00 €			2,110.00 €			3,050.00 €	
Nievo		1,710.00 €	1,250.00 €		2,010.00 €	1,550.00 €		2,950.00 €	2,250.00 €
Nord Piovego	2,210.00 €		1,850.00 €	2,510.00 €		2,150.00 €	3,450.00 €		2,850.00 €

Short stays (up to three months and "Non-Eligible" rate only) add:

- € 50 per month per place in single room;
- € 30 per month per place in double room.



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For Off-Site students who, after participating in the Accommodation Competition, are eligible for the regional scholarship, but are not beneficiaries due to lack of funding, the reduced rate referred to in point 1.5 plus the specific increase relating to the assigned residence will be applied.

It should also be noted that utilities (by way of example but not limited to, water, electricity, gas ...) are included in the monthly fee; any abnormal consumption, caused by inappropriate behaviour, will be charged to the assignees if those directly responsible for the abnormal consumption cannot be identified.

With the assignment of the accommodation, the conventional furnishing of the room is guaranteed, **excluding linen** (sheets, pillowcases, towels and pillow), which the assignee must provide (Residence General Regulations)

The assignee student is required, in accordance with the Regulations, to participate in the presentation and information meeting on the residential services referred to in point 2.6, in courses and activities on safety in residence and in any other instruction deemed of interest for particular activities (e.g. regarding inclusion and disability ...). Assignee students are also required to sort of their waste correctly, as established in the Regulations, with a view to environmental sustainability.

AMOUNT OF THE DEPOSIT

Confirmation of the assigned place is subject to payment of the deposit by the deadlines shown in point 2.5. The amount of the deposit is set at **€ 350.00**.

The deposit will be transformed into a **security deposit** once you have taken the accommodation.

RELINQUISHMENT OF ACCOMMODATION AND REFUND OF THE DEPOSIT/SECURITY DEPOSIT

Refunding the deposit, in the event of relinquishing accommodation, is regulated as follows:

- 1) Relinquishment by 31-10-2022:
 - a) If the accommodation is relinquished before 30 September and without the student collecting the room key, the deposit will be refunded in full;
 - b) If the accommodation is relinquished between 1 October and 15 October and without the student collecting the room key, half of the monthly fees will be deducted from the deposit at the "Non-Eligible" rate;
 - c) If the accommodation is relinquished after 15 October and without the student collecting the room key, the deposit will be fully withheld;
 - d) If the student has collected the room key, the security deposit will be fully withheld regardless of the date of notification of relinquishment.
- 2) Relinquishment after 31-10-2022:
 - a) This is permitted only for valid and documented reasons which must be notified by initiating a "Ticket" on the portal <https://myesupd.residenze.it> > Residenze/Residences at least 30 days before departure and in any case no later than 28 February. (for details see Article 7 of the General Regulations of the University Residences).

METHOD OF PAYMENT OF THE DEPOSIT AND FEES

Payment of the deposit can be made through the PagoPa-MyPay, by connecting to <https://myesupd.dirittoallostudio.it>, as described in the General Regulations of the University Residences.

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

Different payment methods (for example bank transfer) will be allowed only in exceptional circumstances and only upon reasoned request made via "ticket" to the web site <https://myesupd.residenze.it> > Residenze.

For further details, please refer to the General Regulations for University Residences A.Y. 2022/2023.



ANNEX 2 – STUDENTS WITH DISABILITIES

Special terms and conditions apply to students with disabilities, with recognition pursuant to Article 3, paragraph 1, of L 05/05/1992, no. 104 or with a disability recognised, and duly documented, by the National Health Service at $\geq 66\%$:

- In consideration of the number of years for which they can compete to obtain the benefit. Students with disabilities between 66% and 100% can compete for a different number of years/semesters, starting from the year of enrolment according to the following table:

Degree course	Number of years
Three-Year/Triennale	5 years
Specialisation (Magistrale)	4 years
Single cycle master's/(Magistrale ciclo unico)	Equal to n years equal to legal course duration + 2

- In determining the merit to be acquired by 10 August 2022 according to the following tables:

Laurea Triennale (three-year degree)

Enrolment year	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

Laurea Magistrale (two-year specialisation course)

Enrolment year	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

Laurea Magistrale a ciclo unico (single cycle master's)

Enrolment year	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



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For the achievement of the merit requirements, students with disabilities can use, in addition to credits actually achieved, a Bonus accrued based on the year of the course attended. This bonus can be used only once within the entire course of study and is of different value depending on when it is applied, according to the following table:

Enrolment year	Disability between 66% and 80%	Disability between 81% and 100%
second year	4 credits bonus	3 credits bonus
third year	9 credits bonus	7 credits bonus
fourth year	12 credits bonus	9 credits bonus

If the **bonus** is not used in full, the surplus can be used in subsequent years.

The bonus portion not used during a three-year degree course can also be used in one of the years of attendance on the master's degree/laurea magistrale..

The application of the bonus is automatically granted for students who, in the absence of CFU (university training credits), can reach the threshold of merit required for obtaining eligibility for the benefit.

Students enrolled on years subsequent to the first of the specialisation degree course (laurea magistrale) who have obtained a three-year degree (laurea triennale) from another University, **must notify** the bonus used during the course of the Degree as well as the previous University, by sending an email to dirittoallostudio@esu.pd.it after completing the form for participation in the accommodation competition.

REQUEST FOR HELPER/CARER

Students with disabilities who need one or two carers in their accommodation, must indicate this in the online application and notify the names of their carers to the ESU Settore Residenze/Residence Sector by initiating a "Ticket" at the Sportello Studente/Student Help Desk <https://myesupd.residenze.it> > [Residenze/Residences](#).

Please note that administration of the "notified" helper/carers (from the administrative handling of the request to the provision of accommodation) takes at least 3 working days.

For students without helper/carers, ESU will make available to those concerned the list of students who have indicated their willingness to be helpers in their online application.

Only students with ascertained motor disabilities can have 2 helper/carers.

All students with disabilities must contact the Residence Sector as soon as possible about special needs related to community life by **6 September 2022**.

The Right to Study Sector may request documentation certifying the state of disability and carry out checks.

Students with disabilities who are eligible for the ESU Accommodation Competition are not required to pay any fees for the hospitality of any helper.

STUDENTS WITH DISABILITIES NOT ELIGIBLE FOR THE COMPETITION

Notwithstanding the provisions for the allocation of places, ESU may admit students with disabilities who are **not suitable for the competition** within the limit of the equipped places available, applying the "**Non Eligible-ineligible to compete**" rate.

The rate for the helper/carers accommodation will be the same as that attributed to the disabled student who is not eligible for the competition.

ESU will grant disabled students who are not eligible for the competition a contribution based on their ISEE indicator for each helper/carers, according to the following table:



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ISEE	ESU contribution for Helper/Carer
ISEE (student with disabilities)	Contributo Esu per Accompagnatore
≤ Euros 24,335.11 Euros	100% fee due per helper/carers/(s)
> 24,335.11 Euros and ≤ Euros 70.000,00	50% fee due per helper/carers/(s)
> Euros 70,000.00	No contribution

Helper/carers will benefit from free catering for the entire period of their assistance.

Student with disabilities must notify the names of their helpers/carers and any changes **promptly** to the Residence Sector by initiating a "Ticket" via the portal <https://myesupd.residenze.it> > Residenze.



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ANNEX 3 – ISEE

The ISEE (Indicator of the Equivalent Economic Situation) is the indicator that summarises the financial and asset status, taking into account the income, assets and number of members of the family unit;

To obtain the ISEE certificate for Right to University Study Subsidies, it is necessary to consult a CAF/qualified professional or the INPS website, after completing the **Dichiarazione Sostitutiva Unica/Single Substitute Declaration (DSU)** made by the student to the CAF, or INPS (by connecting to the website <https://servizi2.inps.it/servizi/lseeriforma/home.aspx>) for the determination of the financial status of the family unit of the applicant for the subsidies, pursuant to DPCM 5/12/2013 no. 159, as amended and supplemented

Once the DSU has been submitted, the declarant is issued with an acknowledgement of submission but not the ISEE calculation. In order to calculate the ISEE, other data will need to be acquired by INPS and the Revenue Agency

The ISEE calculation service is free of charge at the CAF affiliated with the University and the ESU:

CAF CIA PADOVA
VIA LONGHIN, 25 – 35129 PADOVA
E-mail: caf-iseeunipd@ciapadova.it
Tel. 049/7783100 (every morning from 8.30 a.m to 01.30 p.m.)

PRE-COMPLETED ISEE

Using the **online pre-completed ISEE service** it is possible to send the **Dichiarazione Sostitutiva Unica (DSU Single Substitute Declaration)** to INPS and obtain a **pre-completed ISEE** certificate, thus avoiding going to the CAF

N.B.

ISEE Certificate for right to university study subsidies is issued approximately 15 working days from submission of the DSU. It is the responsibility of the applicant to obtain the ISEE and necessary information/documents in good time to meet the deadlines set for participation in the Accommodation Competition

ISEE REQUIREMENTS

- The ISEE to be requested is that for Right to University Study Subsidies, valid on the date of application and confirmation of the application;
- Any omissions and/or discrepancies in the ISEE certificate must be remedied by requesting and obtaining a new certificate in compliance with the application deadline dates.
- The ISEE, issued during a given calendar year, is valid until 31 December of the same year and refers to the income and assets of the student's family unit two years before.
Example: the ISEE certificate issued during 2022 expires on 31 December 2022, and refers to income and assets of the calendar year 2020.
- **FAMILY UNIT:** The family unit generally coincides with that recorded at the registry office, resulting from the family status at the date of signing the DSU and the income and assets of the family unit are that resulting from the sum of the income and assets received by the each family member.



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Via San Francesco, 122
35121 – Padova
Tel. 0498235611
Fax 0498235663
P.IVA 00815750286

esu@esu.pd.it
esu@cert.esu.pd.it
www.esu.pd.it

- Even if the student resides alone, he must still aggregate the income and assets of his parents unless s/he constitutes a single unit.
- SINGLE UNIT if the student resides alone and both the requisites required by art. 8 of DPCM 159/2013 are met:
 - a) Residence outside the home of the family of origin for at least two years on the date of signing the DSU, in accommodation not owned by any family member;
 - b) Income from employment or similar assimilated for tax purposes of not less than 9,000.00 EUR per annum.
- Anyone who is orphan of both parents and who officially registered as residing together as a member of a religious order, military unit, host community or body subject to a detention regime, is deemed to be part of a single unit.

ISEE "ORDINARIO"

Those who must apply for the ISEE ORDINARIO:

- Italian students (all genders)/residents in Italy;
- International students (all genders) residing in Italy and with earned income exceeding 9,000.00 Euros.

ISEE "PARIFICATO"

Those who must apply for the ISEE "PARIFICATO" by consulting the affiliated CAF:

- International students (all genders) residing abroad and with family unit residing abroad;
- International students (all genders) residing in Italy with earned income not exceeding 9,000.00 Euros and with family unit residing abroad;
- Italian students (all genders)/residents abroad, whether registered or not in the Register of Italians Residing Abroad (AIRE).

For details see [Annex 4](#).

ISEE "CORRENTE"

This indicator is calculated starting from the ISEE "ordinario" for the right to university study with the above requirements. Students whose family unit has had a change in employment situation or a variation, greater than 25%, in income situation indicator may request it. The validity of the ISEE "corrente" is **six months**, starting from the date of submission of the DSU.

The request for the ISEE CORRENTE presupposes the possession of a valid ISEE ORDINARIO.

N.B.: "ISEE CORRENTE" is not the same as "ISEE ORDINARIO"

WHO TO CONTACT

To obtain the ISEE certificate for Right to University Study Subsidies, it is necessary to consult a CAF/qualified professional or the INPS website or the **CAF affiliated with ESU and the University of Padua**.



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CAF CIA PADOVA

VIA LONGHIN, 25 – 35129 PADOVA

E-mail: caf-iseeunipd@ciapadova.it

Tel. 049/7783100 (every morning from 8.30 a.m to 01.30 p.m.)

In this case, students can obtain the ISEE calculation and certification delivery free of charge.

N.B.

ISEE certification must be uploaded to the Carica Documenti/Upload Documents section of the Sportello Studente/Student Help Desk.

In no case will it be possible to accept ISEEs uploaded after the deadline for applications expires.

DOCUMENTATION TO BE PRESENTED

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

- Valid personal identity document;
- Tax code issued by the Italian Revenue Agency;
- Any certificate of the student's disability recognised over 66% (medium, severe, non self-sufficient disability).
- University of Padua enrolment number (if already enrolled) and degree course.
- For foreign students residing in Italy, DSU and ISEE certification
- The amount of any scholarship received in 2020 only if received outside Unipd; any certificates attesting to the death of one or both parents, any divorce certificate;
- Family status/composition of the student's family unit on the date of submission of the DSU (relating to the year 2022) indicating surname, first name, date of birth and family relationship of all persons belonging to the family unit.
- Income received by each member of the family unit, referring to the year 2020;
- Any other sums received from public administrations by way of welfare, social security and indemnity payments;
- The sums received or paid as support for children in the event of legal separation or divorce.
- Property assets relating to buildings owned in Italy and/or abroad (lack of assets must be expressly specified in the documentation).
- If the family unit resides in rented accommodation, documented value of the annual rent provided for in the rental contract.
- Movable assets, constituting the balance as of 12/31/2020 and average balance for the year 2020, of current accounts, deposits, bank and/post office passbooks held abroad and in Italy and balance as of 12/31/2020 for any other type of investment (securities, shares, life insurance, etc.).

N.B.

For foreign students the above documents must be authenticated.



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ANNEX 4 – INTERNATIONAL AND ITALIAN STUDENTS RESIDING ABROAD

Students who are in the following situations:

- Foreign students with family unit not residing in Italy;
- Foreign students residing in Italy (but with income from employment of less than EURO 9,000.00) and with family residing abroad;
- Italian students residing abroad, whether or not enrolled in the Italian registry of residents abroad (AIRE)

For the purposes of certifying the income requirement, students must apply for the **ISEE PARIFICATO UNIVERSITARIO** from the CAF affiliated with ESU and the University of Padua; this is only accessible on-line.

CAF CIA PADOVA

VIA LONGHIN, 25 – 35129 PADOVA

E-mail: caf-iseeunipd@ciapadova.it

Tel. 049/7783100 (every morning from 8.30 a.m to 01.30 p.m.)

Students must complete and sign a specific authorisation, available from the University website www.unipd.it/isee; e-mail addresses should be indicated in a clear and legible manner to facilitate communications and the transmission of the ISEE, which is only available online.

Access to the office, under exceptional circumstances, must be authorised in advance by the CAF.

Students, with the complete documentation including the authorisation, must first upload the documents on the CAF CIA portal.

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

Exceptionally, international students enrolling on their first year of studies can supplement their application for participation in the competition for the assignment of accommodation with the presentation of the ISEE/ISEE Parificato Universitario by 30/11/2022. These applications will be evaluated - subsequently - according to the criteria already established for first year students and the allocation of accommodation will take place on the basis of any remaining availability of accommodation

N.B.

ISEE Certification for right to university study subsidies is issued approximately 15 working days from submission of the DSU. It is the responsibility of the applicant to obtain the ISEE and necessary information/documents in good time to meet the deadlines set for participation in the Accommodation Competition.

DOCUMENTATION REQUIRED FOR CALCULATING THE ISEE PARIFICATO UNIVERSITARIO

Pursuant to Article 8, paragraph 3, of Legislative Decree No. 68 of 29/03/2012, the financial position of foreign students or Italian students residing abroad is defined through the Indicator of Equivalent Economic Situation abroad, calculated as the sum of the income received abroad and 20% of the assets owned abroad, valued in the same way and on the basis of the average exchange rate of the Euro in the reference year, defined by decree of the Ministry of Finance pursuant to article 4, paragraph 6, of the Legislative Decree No. 168 of 28/06/1990, transformed, with amendment, by Law No. 227 of 04/08/1990.



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- In addition to the documentation relating to any income and assets produced and held in Italy, the following documents are required
- certification that defines the composition of the family unit with the personal data of each member (in the event of divorce or death, a copy of the decree absolute or death certificate must be available);
- Certification of the total income received in 2020 by all members of the family unit over 18 or certification of unemployment;
- Certification of movable and immovable assets owned at 31.12.2020 by all the members of the family unit, especially in the case of ownership of houses and the measurements of the same;
- any rent agreement for property used as the main residence of the family unit, valid at the date of application for the ISEE.

The tables for the average exchange rate for the Euro are available at: <http://www.unipd.it/borse-studio-alloggi>.

All documents must be issued by the competent authorities of the country where the incomes were produced and the assets owned and must be translated into Italian by the Italian diplomatic authorities competent for the territory (Embassies or Consulates), in the country of origin.

Students from countries where difficulties exist for the issue of documents by the Italian Embassy or Consulate abroad can request them from foreign diplomatic or consular representations in Italy and have documents legalised by the Prefecture.

SPECIAL CASES

- 1) Students from countries with low Human Development Index (a list of these countries is published on the on the Padova University website <https://www.unipd.it/borse-studio-alloggi>) can also present certification attesting that they do not belong to a family known to be of high income and high social level.

Certification must be requested:

- From the Italian Diplomatic Authorities (Embassies or Consulates) in the country of origin.
 - From the home country university for students enrolled at a university with agreements or conventions with the University of Padua.
 - For students who enrol on the first year of degree courses only, certification from Italian bodies authorised to issue financial guarantees; in this case the body issuing the certification undertakes to return the scholarship on behalf of the student in the event of revocation. Students must declare any income and assets held in Italy by their family unit.
- 2) For students recognised as POLITICAL REFUGEES OR STATELESS PERSONS, only income and assets held in Italy are considered.

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

N.B.

For the purposes of checks, ESU may ask the student to provide the documentation presented to the CAF.

OTHER DOCUMENTS

Students with political refugee status or complementary (subsidiary protection ...) or stateless person status must upload in the appropriate area of the Sportello Studente/Student Help Desk "LOAD DOCUMENTS/CARICA DOCUMENTI":



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- pdf of certification of status (Dir 2004/83 EC of 29/4/04 - Legislative Decree 251/2007).
- pdf of Valid "Permesso di Soggiorno".

For the purposes of access to the benefits

- foreign students with residence permit for study purposes are deemed Off-Site students, regardless of the location of their residence in Italy;
- foreign students with a family unit residing in Italy, to be considered Off-Site students, must meet all the Off-Site requirements set out in article 4, paragraph 8, letter c), of D.P.C.M. of 9/4/2001.

Non-EU foreign students must have a valid residence permit and be enrolled at the University in order to enter accommodation.

The provisions of the T.U. on immigration (Article 4 of Legislative Decree 286/1998), with reference in particular to the minimum means of support provided for by the Directive of 1 March 2000, are deemed fulfilled when in possession of a "permesso di soggiorno" issued by the Questura.

Students who do not submit complete documentation and/or self-certify false information cannot benefit from ESU accommodation at a reduced/full rate and may be subject to the penalties provided for by law.



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ANNEX 5 – EXTRACT FROM THE GENERAL REGULATIONS OF THE UNIVERSITY RESIDENCES

article 1: Assignment of accommodation

When assigned accommodation, students **must be enrolled or enrolling at the University of Padua** and present a valid identity document.

By signing the **Key Collection Form** the student affirms that **s/he has read and undertakes to accept the rules set out in these "General Regulations of the University Residences"**.

Any student participating in the competition who does not accept the accommodation place assigned by ESU according to the terms of the Competition Notice, will renounce the benefit for the academic year to which the competition applies.

Failure to take possession of the **accommodation on the days scheduled for acceptance** must be notified and explained via "Ticket" to "RESIDENZA - Informazioni generali" in <https://myesupd.dirittoallostudio.it> **before the day prior to that of acceptance..** ESU may authorise postponed entry, which is permitted for **up to 15 consecutive days from the date of opening of the residences** or of assignment (if entry is during the year).

After this deadline, failure to enter **will result in the forfeiture of the accommodation benefit and the loss of the security deposit.**

article 2: Access to the accommodation

Upon arrival at the residence, the assignee will receive and sign the delivery report for the key and the room and detailing the condition of the room/apartment and fittings and furnishings. **Within forty-eight hours** of arrival at the residence, the assignee must return the delivery report indicating any discrepancies found.

The Residence Manager will verify the discrepancies found by countersigning the report.

Damage reported beyond the time-limit indicated above will be deemed to have been caused by the assignee.

Failure to sign the delivery report implies automatic confirmation that the accommodation and fittings/furnishings have been consigned in good condition.

With the assignment of accommodation, the conventional furnishings of the room and the bedroom, consisting of blankets, bedspreads and mattress covers, are guaranteed. Linen, such as sheets, pillowcases, towels and pillow, must be provided by the assignee.

article 7: Relinquishment of accommodation and forfeiture for loss of requirements

Relinquishment of accommodation by winners of the competition and by "Other Users": this is permitted only for valid and documented reasons.

Relinquishment must be submitted at least thirty days before departure and in any case no later than 28 February. The release of the accommodation must take place no later than 31 March. The contract will always be ended at the end of the month.

After 28 February, relinquishment is accepted only if the reason is of an academic nature (E.g.: participation in work experience or other equivalent cases at other universities in cities, regions, foreign states, authorised by the University at any time of the A.Y.).

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



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N.B: to receive the scholarship as an Off-Site student, it is necessary to prove that you have an accommodation contract with a duration of at least 10 months (parameter subject to change based on the "Annual Regional Programme for the implementation of the Right to University Study"). **A student who withdraws assumes all the responsibilities deriving from any revocation of the scholarship following withdrawal.**

Forfeiture by virtue of graduation: if an assignee finishes her/his studies before the end of the contract, the accommodation must be vacated at the end of the month in which the degree is obtained and fees paid for the whole month. Graduates may apply to **remain** in their Residence **after their graduation**. In this case, ESU may authorise the use of the accommodation until the deadline set by the notice at the **"Non-Eligible" rate**.

ALL REQUESTS MUST BE SUBMITTED VIA TICKET TO "RESIDENZA - Rinuncia posto letto/Relinquishment accommodation" or "RESIDENZA - Comunicazione avvenuta laurea/Notification of graduation" <https://myesupd.dirittoallostudio.it>.

article 8: Terms of payment

The assignee undertakes to pay accommodation fees for the entire period, according to the status and rates defined by the notice of competition, using the PAGO PA procedure via <https://myesupd.dirittoallostudio.it>.

In exceptional cases when technical difficulties prevent the use of the PAGOPA portal, reported via "Ticket" to "RESIDENZA – Informazioni generali" at <https://myesupd.dirittoallostudio.it> accommodation fees can be paid using the alternative methods indicated.

The payment deadlines are as follows:

- **Off-site students eligible for the competition: payment in three instalments**
 - First instalment: by 31 December for an amount equal to 35% of the annual fee;
 - Second instalment: by 28 February for an amount equal to 35% of the annual fee;
 - Third instalment: by 30 April for an amount equal to 3% of the annual fee;
- **Eligible commuter students, eligible doctoral students and all other users: monthly payment in advance.**

Off-Site students in receipt of a scholarship will be required to pay the University the amount corresponding to the monetary value of the service, the amount of which is defined by the Veneto Regional Council with the approval of the Programme for the implementation of the Right to University Study (DSU) for the academic year 2022/2023 (reduced by 50% for students enrolled in the last semester) for the payment of fees, therefore ESU will require payment only of the part of the fees in excess of the deduction.

For each delayed payment, a fine of € 25.00 will be applied. If delay in payment continues beyond 30 days, a fine of € 50.00 will be applied as per art. 18.

Rates are monthly and cannot be split; if the assignee - not a competition winner - acquires available accommodation after the 16th day of the month, the rate for the first month will be halved. No reduction will be made if the accommodation is made available during or before the 16th day and if the assignee vacates the accommodation before the end of the month.

Requests for instalment payment are taken into consideration only if sent by initiating a "Ticket" via "RESIDENZA – Informazioni generali" at <https://myesupd.dirittoallostudio.it> before the instalment is due, in order to avoid the application of a fine.