



Decree Rep. 2610 Prot. No. 287135
Year 2017 Tit. V Cl.10 Dossier. 2017-V/10.1 AnnexNo. 1

SUBJECT: *Notice of competition for CULTURAL and LEISURE TIME INITIATIVES PROPOSED by STUDENTS for ACADEMIC YEAR 2017/18*

The RECTOR

WITH REGARD TO art.4 of the Statute of the University of Padova, issued by Regional Decree No. 3276 of 16.12.2011 (amended with Regional Decree no. 2514 of 5.09.2014)

WITH REGARD TO the Regulations for CULTURAL and LEISURE TIME INITIATIVES PROPOSED by STUDENTS issued by Regional Decree No. 2157/2012

HEREBY DECREES

**NOTICE OF COMPETITION for CULTURAL and LEISURE TIME INITIATIVES
PROPOSED by STUDENTS for ACADEMIC YEAR 2017/18**

Article 1 - Objectives

The University of Padova, as per art. 4, paragraph 5 of the Statute, recognizes and facilitates students' activities and their free associations, which contribute to improving their study performance and the quality of university life, especially by promoting student-led activities in the fields of culture and cultural exchanges, sports and leisure.

Article 2 – Financing and Applicants

Financing of cultural and leisure activities proposed by students is incompatible with any other form of funding from the University. The amount made available amounts to €150,000.00.

As a rule, the amount that can be financed per single initiative shall be between €1,000 and €10,000.00, if the request exceeds that amount, the Commission as per art.4 will be able to reduce its contribution up to the amount of €10,000. The Commission also reserves the right to assess the possible breakdown of the project.

The initiatives will take place during academic year 2017/18, and precisely between 10/01/2017 and 09/30/2018.

The following may apply for financing intended for cultural initiatives and leisure activities:

- Student associations with at least 30 students either regularly enrolled in the courses or enrolled beyond prescribed time for no longer than one year, one of whom will answer for the initiative as guarantor;
- Student groups of at least 30 students either regularly enrolled in the courses or enrolled beyond prescribed time for no longer than one year, one of whom will answer for the initiative as guarantor.

In addition, for the present notice of competition:

- Each association or group may submit at most three applications, with separate guarantors;
- A guarantor can sign up for a single application;
- Non-guarantor subscribers can sign up to three applications.

Article 3– Procedures for submission of applications

The application for funding, addressed to the Rector of the University of Padua and written on plain paper according to the forms annexed to this notice of competition, shall be submitted **no later than 29th September 2017 at 13:00**, as follows:

- Via certified e-mail (PEC) to amministrazione.centrale@pec.unipd.it, signed with digital signature, together with all the documents duly digitally signed where the hand-written signature is envisaged for traditional documents;
- Via certified e-mail (PEC) to amministrazione.centrale@pec.unipd.it attaching copy of the manually-signed application, together with copy of an ID of the applicant. All the documents on which the hand-written signature is required shall as well be signed, scanned and annexed.
- Via e-mail to servizio.studenti@unipd.it attaching copy of the manually signed application, together with copy of an ID of the applicant. All the documents on which the hand-written signature is required shall as well be signed, scanned and annexed.

It won't be necessary to call the university offices to make sure the application has reached them, nor to send any paperwork. For applications submitted via certified email (PEC), a return receipt will be automatically sent by the PEC manager, while an e-mail confirming that the message has been received will be sent to applications submitted via e-mail. No applications for participation will be accepted beyond the set deadline.

The candidate shall use their official e-mail address to send the application (name.surname@studenti.unipd.it) and the e-mail subject shall bear the wording: *"Bando iniziative culturali a.a. 2017/18"*.

The application shall be submitted using the Allegato Unico (Single Form), that is the applicant's statement, the application form (including the indication of initiative type, possible cooperation, and financial plan), and the subscription of at least 30 students proposing the initiative, pursuant to article 2.

The Allegato Unico shall be sent in two digital formats:

- An accessible **.pdf file**, according to the above instructions, together with copy of the guarantor's id;
- A **.doc/.docx file**, without signatures.

Article 4– Evaluation commission and procedures

The Commission for the use of funds for cultural initiatives and leisure time, appointed by Rector's decree, will evaluate the initiative programs, favoring those activities that help to improve the quality of university life, and considering in particular:

- Cultural relevance (importance of the project in terms of culture and leisure, originality and entrepreneurial ability, implementation of international exchanges);
- Number of recipients and use by the community (participation of international students, involvement of public administration and local community);
- Consistency between the contents of the proposal and the financial plan, with regards also to the former year spending power;
- Aggregative power (multiple associations or groups).

The initiatives for which funding may be required, whose guarantor is required to indicate in the application, concern one or more of these types:

1. Conferences and seminars;
2. exhibitions;
3. film festivals;
4. theater activities, art performances;
5. live concerts including the related preparatory workshops;
6. publishing initiatives, magazines and student newspapers;
7. sport initiatives;
8. festivals: intended as an initiative including at least three of the above-mentioned types.

The initiatives proposed must provide for the widest possible, free, and free of charge participation of all students at the University of Padua.

Article 5–Procedures for allocating funds

Following the Commission's decision, the allocation of funds will be published on the University website. Such publication shall, for all legal purposes, serve as official announcement of the allocation to the applicants. If the allocated amount does not correspond to the submitted budget, the guarantor shall amend the financial plan according to the actual allocated funds, and therefore confirm, via their official e-mail address, the new budget (before all charges).

Article 6– General rules for using the funds/contribution

The instructions for using the University funds are available on the dedicated website: www.unipd.it/iniziativa-culturali-studenti. Students are required to respect them, particularly the specific indications about evidence of expenditures. Different forms of advertising of the initiatives and the funded activities shall bear the wording "Iniziativa finanziata con il contributo dell'Università di Padova sui fondi

previsti per le Iniziative culturali degli studenti, come previsto dall'art. 4, comma 5 dello Statuto" (Initiative funded with the contribution of the University of Padua via the funds provided for the students' Cultural Initiatives, pursuant to Article 4, paragraph 5 of the Statute). However, the name and even the seal of the University may not be used in other forms or wordings, except with the prior approval of the relevant Academic Bodies. The guarantors of the funded initiative shall personally arrange for the management of the supplies, acquiring regular evidence of payment. Within 15 days from the date of the event, they are also required to communicate the following data to the Servizio Diritto allo Studio e Tutorato, at **service.studenti@unipd.it**: date, place and time of the event being funded. At the end of the activities, and in any case by 15/10/2018, guarantors are required to provide a report on the initiatives accomplished and the expenses incurred with the received funds.

No financing is provided for: gadgets, refreshments, dancing parties, day-trips or educational trips, and any other initiative with educational content that is substitute for institutional training activities.

The reports must be delivered as paperwork using the forms in the dedicated website: www.unipd.it/iniziativa-culturali-studenti. The statement of accounts, manually signed and accompanied by validly accepted evidence of expenditures, must be submitted together with the documentation attesting to the completion of the initiatives (e.g. photos, posters, published articles, etc.).

Funds made available to the students who participated in the notice of competition are allocated subject to the presentation of the report of activities accomplished, which must be received by 15/10/2018. Contributions of up to 50% of the allocated funds may be requested solely in the 30 days prior to the date of the initiatives using the special request form on: www.unipd.it/iniziativa-culturali-studenti.

Guarantor students who submit a new application pursuant to this notice of competition and who have received funding for the Cultural Initiatives in the last academic year, shall enclose the respective report and statement of accounts, even if partial.

Article 7 – Liabilities and withdrawal

The initiatives take place under full and direct responsibility of the student identified as the guarantor. Violations or behaviors differing from what is provided for in this notice of competition at all times entail the University's faculty to suspend funding and/or exclude the guarantor or association from subsequent funding.

In addition to the provisions of the preceding paragraph, should disciplinary, administrative, civil, and/or criminal liability emerge against guarantors, they will not be covered by the University of Padua.

Article 8 – General provisions

Applications received beyond the set deadline, unsigned, or missing annexes, estimates or statements required for the validity of the request will not be considered. Any unspent sums will have to be returned with payment in favor of the University of Padua, c/o Cassa di Risparmio del Veneto, IBAN IT81 B0622512186100000046556.

This notice of competition and the necessary forms are published in the website of the University of Padua, at www.unipd.it/iniziativa-culturali-studenti. Information and/or clarifications may be requested



at: University of Padova – Area Didattica e Servizi agli studenti - Servizio Diritto allo Studio e Tutorato - tel. 049 8275031 -fax 049 8275030 - e-mail service.studenti@unipd.it .

Article 9 –Person responsible for the proceedings

Pursuant to art. 4 of Law No. 241 of 7 August 1990 (New Rules on Administrative Procedures and Right of Access to Administrative Documents) the manager of Servizio Diritto allo Studio e Tutorato is appointed as Administrative Procedure Manager. Applicants can exercise their right to access the acts of the competition procedure as under the provisions of the Decree of the President of the Republic No. 184 of 12 April 2006 (Regulations governing access to administrative documents in accordance with Chapter V of the Law 241/90).

Article 10 –Use and disclosure of data

Pursuant to the provisions of Legislative Decree 30th June 2003, no. 196 “Personal Data Protection Code”, on the protection of persons and other subjects with regard to the processing of personal data, and in particular pursuant to the provisions of art. 13, the personal data provided by the applicants will be collected at the University of Padova for the purposes of managing the competition and will also be processed in an automated form. The provision of such data is mandatory for assessing the participation requirements, under penalty of exclusion from the competition.

Padua,

THE RECTOR

Prof. Rosario Rizzuto

The Service or administrative procedure Manager	The Manager	The Director General
Date	Date	Date