Subject: Notice of competition for the submission of Students’ Innovative Projects

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 for the submission of Students’ Innovative Projects - Year 2017

Article 1 - Objectives
This notice aims to select innovative projects submitted by students who intend to access funds in compliance with the “Students’ Innovative Projects” Regulation issued by Regional Decree no. 985/2013. The projects can be submitted by individual or groups of students regularly enrolled in the University of Padova degree courses. Pursuant to this notice, each student can join only one group or association; if not, this will nullify the student’s name on all lists where it appears.

Article 2 - Submission of the Request
Students who intend to apply for such funds shall submit their projects no later than 29th September 2017 at 13:00.

The request must be submitted according with one of the following procedures:

- 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 service.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-guarantor 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: “Progetti Innovativi studenti 2017”.

The application shall be submitted using the Allegato 1 (Annex 1), which 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.

**Articolo 3 - INFORMATION CONTAINED IN THE REQUEST**

The following must be indicated in the request:
- project’s supervisor (which must be a professor within the University of Padova);
- student-guarantor;
- name of the project;
- objectives pursued;
- scope of funding requested;
- Main expenditure items;
- Development time;
- Number of students involved;
- Any co-funding

Moreover, the beneficiary University department must also be indicated.

The projects cannot promote political initiatives or initiatives already envisaged by the University; the projects will be assessed by taking into account the number of students involved and the cultural and educational importance of the initiatives proposed.

**Article 4– EVALUATION COMMISSION AND PROCEDURES**

The Commission for Students’ innovative projects, appointed by Regional Decree 985/2013, will evaluate students’ projects, favoring those activities that help to improve the quality of university life, and considering in particular:
- Innovation potential: assessment of the ability to propose and develop innovative ideas, design new instruments, methods of provision and contents for innovative teaching;
- Consistency between the contents of the proposal and the financial plan.

**Articolo 5 - IMPORTO DEL FINANZIAMENTO E RENDICONTAZIONE**

Potranno esser approvati progetti sino al finanziamento massimo di euro 200.000,00. **Per ciascun progetto è previsto un importo non superiore a 15.000 euro**. A discrezione della Commissione richieste eccedenti tale importo possono essere accolte a condizione che il finanziamento sia ripartito nell’anno successivo.
I finanziamenti saranno liquidati al Dipartimento di riferimento indicato entro 60 giorni dall’approvazione del Consiglio di Amministrazione. Non sono consentiti finanziamenti a studenti o personale dell’Ateneo.

Il responsabile del progetto, al termine dell’iniziativa e comunque non oltre il 30 settembre 2018, dovrà presentare al Servizio Diritto allo Studio e Tutorato un rendiconto delle attività svolte e delle spese sostenute. E’ possibile chiedere una proroga alle spese del progetto di un anno, previa documentazione attestante la rimodulazione del progetto. Eventuali somme non spese dovranno essere restituite. Per ulteriori informazioni non contenute nel presente avviso si può contattare il Servizio Diritto allo Studio e Tutorato al presente indirizzo e-mail: service.studenti@unipd.it.

Articolo 6 - Responsabilità e violazioni
Le accertate violazioni o i comportamenti difformi da quanto previsto dal presente bando di concorso comportano in ogni momento la facoltà dell’Ateneo di sospendere il finanziamento.

Article 5 - AMOUNT OF FINANCING AND ACCOUNTING
Projects can be approved up to a maximum funding of Euro 200,000.00. For each project, an amount not exceeding EUR 15,000 is planned. At the Commission’s discretion, requests exceeding such amount may be granted on condition that the funding is allocated in the following year.

Funds will be paid to the relevant Reference Department indicated within 60 days of the approval of the Board of Directors. No funding for students or staff at the University is allowed.

At the end of the project and no later than 30 September 2018, the project manager must submit a statement of the activities and the expenses incurred to the Servizio Diritto allo Studio e Tutorato. A one-year extension for expenditures may be requested, subject to documentation attesting to the re-definition of the project from a budget point of view. Any unpaid sums must be returned. For further information not included in this notice, please contact the Servizio Diritto allo Studio e Tutorato at: service.studenti@unipd.it.

Article 6 - Liability and Violations
Violations or behaviors differing from what is provided for in this notice of competition entail the University’s faculty to suspend funding.

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 Padova.

Article 7 – General provisions
This notice of competition and the necessary forms are published in the website of the University of Padova, at www.unipd.it/iniziative-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 8 – 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 9 – 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

<table>
<thead>
<tr>
<th>The Service or administrative procedure Manager</th>
<th>The Manager</th>
<th>The Director General</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>