



CALL for SUBMISSION of INNOVATIVE PROJECTS PRESENTED BY STUDENTS YEAR 2025

Article 1 - SCOPE

With this announcement, the University of Padova ("the University") intends to promote innovative projects proposed by students, in accordance with the provisions of the Regulations for the Financing of Cultural and Leisure Initiatives Proposed by Students, Innovative Projects and Projects for the Improvement of Teaching issued by Regional Decree no. 4767/2022.

These projects must feature innovative content (ability to come up with and develop original ideas) or be innovative in the way they are implemented and students participate (tools, methods of delivery and innovative teaching).

Two types of projects are planned:

A) Challenges: projects aimed at national or international competitions, contests or initiatives that also involve other universities/institutions. These projects can be of one-year or multi-year duration (up to a maximum of three years) and can also be submitted as an extension of those presented in previous years. In the case of multi-year projects, funds will still be disbursed annually.

B) student centered: projects for initiatives at University of Padova level that involve students from the same or different degree courses.

Article 2 - RECIPIENTS

Students wishing to apply for such funding must not be behind with their studies and must be regularly enrolled in Bachelor's, Master's, Single-cycle degree courses, specialisation schools or research doctorate courses of the University of Padova in a.y. 2024/2025. Projects may be submitted by individuals or groups of students.

For the purposes of this announcement, each student may join only one group or association, under penalty of having his or her name removed from all lists in which he or she appears. Projects under both funding types must be coordinated by a faculty member from the University who will be responsible for the project.

Funding will be allocated to the department of affiliation of the lecturer responsible for the project.

In declared instances of collaborations with associations participating in any capacity in carrying out initiatives or parts thereof, the University reserves the right to request their statutes or articles of association. All collaborations, whether with organised groups, associations, bodies or structures of the University, must be declared when the application is submitted. Then, the contribution received must be specified in the final report/statement of accounts (financial, in resources, equipment, etc.).

Article 3 - HOW TO SUBMIT PROJECTS

Each applicant (individual student or group/association) may submit only one project choosing among only one of the types provided in the Call.

Projects must be submitted by 11.59pm of **12th December 2024** at the latest following the instructions on the following page <https://www.unipd.it/progetti-innovativi-didattica> and by filling in the relevant [form](https://forms.gle/DchwhmYrf8TYi4V28) (<https://forms.gle/DchwhmYrf8TYi4V28>). The project sheet for one-year projects (Annex 1) or, for the Challenges type only, the Project Sheet for multi-year projects (Annex 2) duly completed and signed by hand or digitally by the project participant (student) and the lecturer in charge of the project must be attached to the form.

Applications received after the deadline or which are not signed, with missing attachments or missing statements required for the application will not be considered.

Article 4 - COMMISSION AND EVALUATION CRITERIA

A special Commission appointed by the Rector will be set up to evaluate the projects received and the relevant funding applications.

When evaluating projects, special emphasis will be placed on the following aspects:

- Interdisciplinarity measured as the degree of involvement of students from different degree courses;
- Soft skills development, especially team project activities;
- Results achieved in previous years (only for projects extending those from previous years)
- Proposals in line with the Call aims;
- Clear definition of actions proposed and resources involved;
- Set measurable impact indicators;
- Results expected in the short and medium term;
- Extent of student involvement;
- Any collaboration also outside the University and possible co-financing.

Only in case of the Challenges type, preference will be given to projects extending those of previous years.

None of the following projects will be funded:

- projects not in line with the Call aims;
- projects with teaching content that replaces and/or overlaps with curricular training courses;
- projects with a clear political propaganda slant;
- projects related to the University's calls for cultural initiatives and projects for the improvement of teaching;
- projects to which other University funding has already been allocated.

In case of multi-year Challenges type projects, it must be noted that the funding granted annually will be subject to the achievement of the results expected in the previous years as indicated in the project.

Following evaluation by the Commission and decree issued by the Rector, a ranking list with the allocation of the funds granted will be published at <https://www.unipd.it/progetti-innovativi-didattica>.

Once issued, it will be valid for all legal purposes as notification to the interested parties of the allocation received.

Should the allocated funding fall short of the minimum amount requested and should it be necessary to reformulate the proposed initiative, the student in charge, in agreement with the supervising lecturer, must confirm acceptance of the funding via email to the Educational Offer Office (teaching4learning@unipd.it). Concurrently, they shall revise the initiative's content and financial plan in accordance with the funding received. Using the same method and email address, the referring student and the supervising lecturer must communicate the date, venue, and time any project presentations or shareable public events will be held, as well as any ongoing changes to the programme.

Article 5 - IMPLEMENTATION PERIOD AND DEADLINES

The initiatives shall take place in calendar year 2025, in the period from 1st January 2025 to 31st December 2025.

Upon completion of the activities, and no later than 31st January 2026, the Project Leader and the Supervising Lecturer, following the expiry of the funding period (31/12/2025), must submit a final report detailing the activities carried out, the expenses incurred, and the results achieved. This should be done in accordance with the guidelines to be provided by the Educational Offer Office. For any additional information not in this call, please contact the Educational Offer Office at teaching4learning@unipd.it.

Article 6 - AMOUNT OF FUNDING AND FINANCIAL REPORTING

Projects for a maximum funding of EUR 150,000.00 in total for the year 2025 may be approved.

- Funding of no more than EUR 14,000 in total is envisaged for Challenges type projects;
- Funding of no more than EUR 8,000 in total is envisaged for student centered type projects. Funds not used by this deadline will not be available for individual projects, but will return to the University budget.

The grants allocated to the Department to which the lecturer responsible for the project belongs will be made available by the Finance and Planning Area Offices by February 2025.

Article 7 - RULES FOR USING THE CONTRIBUTION AND EXCLUSIONS

The Project Leader and the Supervising Lecturer of the funded project shall manage the supplies in collaboration with the department, collecting proper documentation for all expenses and strictly adhering to the guidelines provided below.

The following expenditure items are excluded from funding:

- a. cash prizes;
- b. expenses for travel undertaken using own vehicles (fuel, motorway tolls, mileage reimbursements);
- c. remuneration for services provided by the referring student or by the other students signatories of the initiative or by University lecturers.

Article 8 - LIABILITY AND WITHDRAWAL

All activities take place under the full and direct responsibility of the lecturer in charge. Ascertained violations or conduct that does not comply with the provisions of this Call shall entitle the University to suspend funding at any time.

Article 9 - PERSON IN CHARGE OF THE ADMINISTRATIVE PROCESS

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

Article 10 - PERSONAL DATA PROCESSING

The personal data collected for the purposes outlined in this notice is treated in compliance with EU Regulation no. 679 of 27 April 2016 (General Data Protection Regulation, GDPR). The "data controller" is the University of Padua with registered office in Via 8 Febbraio, 2 - 35122 Padova. The full text of the privacy statement is



held by the data controller and it is available at www.unipd.it/privacy.

Article 10 - General Provisions

This Call and the necessary forms are published on the University of Padua website at <https://www.unipd.it/progetti-innovativi-didattica> studenti e studentesse. Further information and detailed regulations can be requested directly to the Educational Offer Office (email: teaching4learning@unipd.it).

Please note: The present call is translated into English for informational purposes only. For all legal purposes, only the Italian version is valid.



Section 1 - Referring student	
First name and Last Name	
Student ID no.	
Telephone no.	
Email address	
Degree course enrolled in (a.y. 2024/25)	

Section 2 - Lecturer responsible for the project	
First name and Last Name	
Department of affiliation (funding recipient)	
Telephone no.	
Email address	



Section 3 - Project	
Project name	
Project type (Please specify type of project)	<ul style="list-style-type: none"> • Student-centered • Challenges
Project abstract (200 words max)	Project aims
Has the project been drawn up as extension of projects funded in previous years? (If yes, please state the names of the previous projects and any relevant results achieved)	<ul style="list-style-type: none"> • YES • NO <p>If YES</p> <p>Extension of previous projects</p> <p>Relevant results achieved in the previous years</p>

Section 4 - Description of Innovative project	
Specific targets (200 words max)	
Innovative contents	
Innovative methods and tools	
For projects extending those funded in previous years: please highlight innovative and improved aspects compared to previous ones	



Section 5.1 – Activities and timing		
<i>For each phase/activity of the project, please indicate the timeframe and the related cost</i>		
ACTIVITY	TIMEFRAME	ACTIVITY COST
1		-
2		
3		
4		

Use a single line or as many lines as the number of macro activities to be implemented

Section 5.2 - Expected results and Measurable impact indicators	
Results	Indicators to be used to assess the achievement of project outcomes
1	
2	
3	



Section 6 - Extent of project sharing	
<p>Within UNIPD <i>(Please specify the name of bodies involved)</i></p>	<ul style="list-style-type: none"> • Department of ... • Degree course in.... • School of ... • Student representatives ... • Other
<p>Outside UNIPD <i>(Please specify the name of bodies involved)</i></p>	<ul style="list-style-type: none"> • Organisations • Associations • Companies • Other
<p>List of names of students actively involved in drawing up the project and their Department and degree course <i>(Please add student ID no.)</i></p>	



Section 7 - Breakdown of costs by expenditure item	
	Amount in Euro
Travel and mission expenses	
Costs of participation to events	
Consumables	
Durables (can be taken stock of)	
External staff payment	
Purchases of services	
Other (please specify)	
Total cost	

Place and Date _____

<i>Handwritten e-signature or digital signature of the lecturer in charge of the project</i>	<i>Handwritten e-signature or digital signature of the project referring student</i>



Project Sheet
Multi-year Challenges type (max 3 years) - Annex 2

Section 1 - Referring student	
First name and Last Name	
Student ID no.	
Telephone no.	
Email address	
Degree course enrolled in (a.y. 2024/25)	

Section 2 - Lecturer in charge of the project	
First name and Last Name	
Department of affiliation (funding recipient)	
Telephone no.	
Email address	



Section 3 - Project	
Project name	
Project abstract (200 words max)	Project aims
Has the project been drawn up as continuation of projects funded in previous years? (If yes, please state the names of the previous projects and any relevant results achieved)	<ul style="list-style-type: none"> · YES · NO <p>If YES</p> <p><i>Name of previous projects extended</i></p> <p><i>Relevant results achieved in the previous years</i></p>

Section 4 - Description of Innovative project	
Specific targets (200 words max)	
Innovative contents	
Innovative methods and tools	



Section 5.1 – Activities and timing			
For each phase/activity of the project, please indicate the timeframe for each project year and the related cost			
YEAR	PLANNED ACTIVITIES	TIMEFRAME	COSTS
2025			
2026			
2027			



Section 5.2- Expected outcomes and Measurable impact indicators		
Year	Expected outcomes <i>(Please state at least 3 expected outcomes for each year)*</i>	Indicators to be used to assess the achievement of project outcomes
2025		
2026		
2027		

* PLEASE NOTE At the end of each year, the achievement of the indicated outcomes will be verified in order to confirm the allocation of funds for the following year

Section 6 - Extent of project sharing	
Within UNIPD <i>(Please specify the name of bodies involved)</i>	<ul style="list-style-type: none"> • Department of ... • Degree course in.... • School of ... • Student representatives ... • Other <hr/> <hr/>
Outside UNIPD <i>(Please specify the name of bodies involved)</i>	<ul style="list-style-type: none"> • Organisations • Associations • Companies • Other
List of names of students actively involved in drawing up the project and their Department and degree course <i>(Please add student ID no.)</i>	



Section 7 - Breakdown of costs by expenditure item			
	Amount in Euro 2025	Amount in Euro 2026	Amount in Euro 2027
Travel and mission expenses			
Costs of participation to events			
Consumables			
Durables (can be taken stock of)			
External staff payment			
Purchases of services			
Other (please specify) _____			
Total cost*			

* it should be noted that a maximum amount of € 14,000 may be allocated for each year

Place and Date _____

<i>Handwritten e-signature or digital signature of the lecturer in charge of the project</i>	<i>Handwritten e-signature or digital signature of the project referring student</i>



RESULTS SHEET YEAR 2025 - Annex 3

Call for the submission of innovative projects presented by students year 2025

Project name
Project line developed <ul style="list-style-type: none"> • Student-centered • Challenges <ul style="list-style-type: none"> ○ One year ○ Many years (please state the relevant Call - first year of fund allocation) _____
Referring student's name Name of lecturer in charge of the project Lecturer's department of affiliation

Students involved in the project

<i>First name and Last Name</i>	<i>Student ID no.</i>	<i>Degree course</i>	<i>Department (acronym)</i>

Specific objectives (from the Project Sheet)
Expected outcomes (from the Project Sheet)
Indicators used to assess whether the outcome has been achieved (from the Project Sheet)



State of the art of activities realised

Have all the activities planned in the project been realised?

Yes

No

Partially (percentage of completion _____%)

Summary of activities realised

--

Summary of activities partially realised (in short)

--

Activities not realised

--

Project strengths

--

Project criticalities

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Results achieved per indicator in the year 2025

Indicator 1

Indicator 2

Indicator 3



Resources Expenditure and Residuals

Breakdown of costs by expenditure item			
	Total expenses expected in 2025 (from Project Sheet)	Expenses settled by 31/01/2026	Reasons for any changes from the project plan
Travel and mission expenses			
Costs of participation to events			
Consumables			
Durables (can be taken stock of)			
External staff payment			
Purchases of services			
Other (please specify)			
Total costs			
Residuals to be returned			

Observations and remarks

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Place and Date _____

handwritten e-signature or digital signature of the lecturer in charge of the project	handwritten e-signature or digital signature of the project referring student