



**Azienda Regionale
per il Diritto
allo Studio Universitario**

Via S. Francesco, 122
35121 Padova
tel. 0498235611
fax 0498235663

www.esu.pd.it
P.IVA 00815750286

**NOTICE OF COMPETITION FOR THE ASSIGNMENT OF ESU UNIVERSITY HOUSING
TO THE STUDENTS ENROLLED /ENROLLING at the University of Padua
A.A. 2011/2012 - PERIOD 27 September 2011> 27 July 2012**



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INFORMATION ON THE SERVICE PROVIDED

• WHO IS ELIGIBLE

The competition for the ESU housing allocation for the academic year 2011/2012 is open for the enrolled / enrolling students at the University of Padua, which fall into the category of "Off-site" and "Commuter"; students with visual and motor disabilities can also participate regardless of residence.

The benefit is only granted for the attainment of the first title for each level of study and, priority is given to off-site students who comply with a suitable merit and income requirements.

Students coming from another university (for the continuation of the same level degree course) may be awarded for a bed, if still available after the allocation of the housing benefit to those students who are eligible, off-site and the commuters. In case a student is eligible for the regional scholarship, the relevant rate will be awarded (a *special rate*, if the student is a recipient of a scholarship, a *partial reduced rate*, if the student is eligible for the scholarship but not a recipient for lack of funds) for the academic year of reference.

Students who enroll in the graduate degree during the year, and are coming from another university, can be eligible for the Esu accommodation, if residual places are still available but they will not be eligible for the *special rate*.

The part-time students enrolled in degree programs can access the housing service, if places remain available but they will not be eligible for a *special rate*. Priority is determined only by chronological requirement.

The dropout, which might have intervened in a three-year degree course, does not affect the career of the degree / master.

• WHO IS AN OFF-SITE/COMMUTER STUDENT:

Off-site students are those who:

- a) reside in towns more than 80 km away from the town or city where the courses are attended; and / or
- b) travel to reach the place of study, on the fastest public transport, taking more than 80 minutes.

Commuter students are those who:

- a) reside in municipalities or local areas which enable them to transfer daily; reside in municipalities or local areas between 40 and 80 km far from where courses are attended; and / or
- b) have a travel time, using the fastest public transport, between 40 and 80 minutes for the transfer.

For a definition of Off-site and Commuter, students must refer strictly to the tables of places of residence published by the ESU, and the University, available on the website www.esu.pd.it/residenze/concorso/alloggi –

http://www.unipd.it/unipdWAR/page/unipd/studenti4/it_Book38_Page7



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- **WHO IS NOT ELIGIBLE:**

Excluded are:

- students who in the previous academic years have had a revocation of the sleeping accommodation or students who have a pending revocation procedure;
- students who have been awarded a lodging for the A. 2010/2011 and did not comply with the payment of the fee;
- students with situations of debt to the Company;
- students incurring the penalties provided for by law as a result of checks on their self-certification.

- **WHO IS ENTITLED TO SPECIAL RATES**

According to the course of study, Students can apply for ESU accommodation at a special rate and for some years, starting from the year of their first registration, as shown in **TABLE 1**.

Enrollments are not counted when belong to careers ended with a waiver of the studies, provided a student has not received any grant during the previous registration. Any school credits acquired in the previous registration cannot be accounted for the merit in order to gain the benefit in the new curriculum.

The accommodation can be granted with a discounted rate only for the achievement of the first title and for each level of study.

To be entitled to special rates, students must meet the following requirements:

- | |
|--|
| <ol style="list-style-type: none">1. merit requirements listed in ANNEX 1, to be attained by 10/08/20112. income requirements listed in ANNEX 2, documented by ISEE |
|--|

Special conditions are provided for students with disabilities (**compare ANNEX 3**).

- **SLEEPING ACCOMODATIONS AVAILABLE**

ESU SLEEPING ACCOMODATIONS AVAILABLE IN THE COMPETITION

Without prejudice to those situations which are not possible to predict at present, ESU provides for around **900** beds in the dwellings listed in **TABLE 2**, for the 2011/2012 academic year.

AGREEMENTS WITH PRIVATE RESIDENCES

If the student has a sleeping accommodation in a private residence, having an agreement with the ESU, and if also appears as a recipient of the Regional Scholarship, as an off-site, the student may require the reimbursement of the amount paid for such accommodation. The payment will be made



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after the process of the competition is concluded and an application is submitted by 30.11.2011 at the *Ufficio Benefici ed Interventi*, and addressed to the residence Administration, asking for the amount withheld on the scholarship for the residential service, as a deduction of the fee (affiliated residences: **TABLE 3**).

- **RESERVES OF SLEEPING ACCOMODATIONS AVAILABLE IN THE COMPETITION**

For the number of beds available in the competition, these are the following reserves:

- For students enrolled in **postgraduate studies**, up to a maximum of **10%**;
- for students with **certified motor disabilities**: **25** equipped beds (including 6 in the Residence Copernicus, 5 in the House Cornaro, 4 House in Colombo, 8 Galeno Ceccarelli Residence, 1 in the S. Silvestro Residence (VI) and 1 in the Agripolis Residence;
- for students who enroll **for the first time in a degree program**, up to a maximum of **30% of places are awarded after the competition**. On the number of available places, a maximum of 10% are still available which are reserved for **foreign students** - except those enrolled in specialist/master (two years) degree programs - coming from countries outside the European Union, whose percentage is divided as follows: 40% for students from Non-EU European countries, 25% for students from African countries, 25% for students from Asian countries, 10% for students from other countries.

OTHER ACCOMODATIONS AVAILABLE

Can be assigned to **commuter students**, meeting the requirements of merit and income provided for by the competition, up to a maximum of **10%** of the places available.

The final award in favor of such users is conditioned, resolutely, to the availability of places after the allocation to the eligible off-site students.

- **RATES AND TERMS OF PAYMENT**

RATES

For the period of stay in the granted accommodation the rates are so fixed:

full special rate: for off-site students receiving the regional scholarship and whose relevant service has been monetized and for non-resident students admitted to housing and having the eligibility requirements.

Commuter students with the eligibility requirements will pay up the special rate fully plus 26 euros per month.

partial reduced rate: 50% of the special rate, only for off-site students, who after the competition, are eligible for the regional scholarship, but cannot benefit from it owing to lack of funds. The partial reduced rate will apply only after the publication of the results of the competition for regional scholarships.
Before the publication of these results, students must pay up fully the special rate, save a subsequent adjustment



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non-concessionary rate: for students who don't comply with the requirements of this announcement for the granting of discounted rates, or exceeding the established reserves, and the assignees subject to the accommodation exhaustion of the reserve lists (more users – not eligible).

As shown in **TABLE 4**, rates depend on the room you have been assigned (single, double and triple). Higher rates - **from € 15.00 to € 55.00**- are charged according to the residence (see **TABLE 5**).

DEDUCTION FROM REGIONAL SCHOLARSHIP

The University will deduct the amount of **1,500 Euro** = on an annual basis (750 Euros for students enrolled in last semester) to the assignees who are off-site and recipients of a regional scholarship. The students will have to pay ESU the corresponding difference for higher fees for the housing.

The scholarship holder who has been awarded an accommodation, whose fees are lower than the deduction made, will have a reimbursement of the due difference.

TERMS OF PAYMENT

Payment must be made either by postal current account bill, supplied by ESU, POS terminal, or other forms provided for by the Company. Payment terms are given in General Rules of Residences ([www.esu.pd.it](http://www.esu.pd.it/residences)> residences).

Note: Rates include the use of ancillary services found in residences (i.e. Internet connection, air conditioning, telephone services etc.). Any disruption of these services does not entitle to refunds or reductions of tariffs.

HOW TO TAKE PART IN THE COMPETITION

HOW TO ACCESS

The procedure for allocating ESU housing to students involves the following steps:

- 1. PRESENTATION OF THE HOUSING APPLICATION exclusively ONLINE**
at www.esu.pd.it> ESUCOMMUNITY> ESUOnline, within the terms of the deadline.
- 2. CHECK OF THE APPLICATION**
students can verify at any time whether they are eligible by entering their credentials - acquired in ESU on-line registration services - on the Web www.esu.pd.it> ESUCOMMUNITY> ESUOnline> access to ESUOnline
- 3. ON-LINE PUBLICATION OF THE LIST OF THE ELIGIBLE STUDENTS**
The eligibility is published at fixed deadlines, see TABLE 6. At each processing of the procedure, students will receive communication whether they are eligible, at their e-mail address. No further notice will be given about the already acquired eligibility.



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The **priority** in the allocation of the residence will be given according to merit requirements for members of later years, to income for those of the first years, as well as to the date of application.

4. BOOKING CONFIRMATION

In case of eligibility, the student has to pay the deposit by the deadlines hereunder specified at TABLE 6, for the purposes of accommodation and acceptance of his/her booking.

- **WEB APPLICATION FOR ACCOMMODATION**

PERIOD TO APPLY:

FOLLOWING YEARS:	FROM	24 JUNE	TO	12 August 2011
INITIAL YEARS:	FROM	24 JUNE	TO	6 September 2011
1st YEAR GRADUATE STUDENTS:	FROM	24 JUNE	TO	16 December 2011

The application must be submitted exclusively by ESU website (www.esu.pd.it> ESUCOMMUNITY> ESUOnline> accedi a ESUOnline). It provides for the registration through the user **passwords** (i.e. **PINCODE** for the owners) of the person concerned. Once you have entered and confirmed the application, this cannot be modified directly by the candidate.

Applications submitted after the deadline cannot be admitted to the competition.

Any errors (concerning income, the definition of the condition of commuter or off-site or the failure to report previous careers in different universities) made when filling in the application must be reported promptly and personally to ESU – Ufficio Benefici ed Interventi by the e-mail address dirittoallostudio@esu.pd.it or fax number 049.8235677.

Requests for amendment of the application must be justified and indicate the data of the applicant. As a result the position / condition of the student may be subject to changes. These changes must strictly comply with the following deadlines: for the **following years by 01/09/2011** and for the **initial years by 08/09/2011**. Please also note that the web competition application form will not be further processed for those students who have already been proven to be eligible.

Those applications, which owing to a failure of connection are made after the deadline, will be accepted only if notified, by e-mail (address: dirittoallostudio@esu.pd.it) within the deadline for electronic submission.

- The application shall, among other things, indicate the **ISEE / ISEEU** and **ISPE / ISPEU** amounts deduced from the ISEE CERTIFICATION 2011 (relative to income / assets of year 2010), and be delivered at the date of the signature of the rental contract. The relevant certificates shall be submitted even if ISEE amounts don't differ from those of the previous years, (see **ANNEX 2**).

- The **IBAN** of the bank account (if not present, will be activated by using the agreement between ESU and CRVENETO spa), the **email address** for communication with ESU together with the number of the mobile phone.

- The indication, in increasing order of **preference**, of at least **five housing facilities** in order to allow the automatic assignment of the sleeping accommodation. The preferences do not constitute any reservation.



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- With regards to **women's choice**, the **residence MENEGHETTI**, owing to restructuring and adjustment works will be temporary closed and students will be housed at the residence **CARLI**, *from September 27 to November 30 (approx.)*, and the relevant application fee shall apply (see TABLES 4 and 5). The fee charged will be that provided for the residence Carli for single room, while in Meneghetti this will depend on the slot occupied residence (single, double, triple).

In order to determine the student eligibility, the ESU will acquire on-line the situation of students as indicated by the information system of the University of Padua.

It is the student's responsibility to ascertain **that all credits earned before August 10 2011 are fully recorded** as soon as possible at the university's office.

For the evaluation criteria of merit all the info can be found in **ANNEX 1**.

For students with disabilities, particular criteria of merit and income are contemplated. For comparisons, please see **ANNEX 3**.

- **CHECKING THE APPLICATION PROCESS**

The order of priority in the allocation of available places will be given to students of the first years, according to the increasing ISEE / ISEEU, while for the students enrolled in the following years, according to merit ranking and the date of the application. Students are required to periodically check their position in the ESU website, and if necessary, provide for the correction of wrong/not updated data, according to the procedures and time set forth.

The on-line application of competition will no longer be processed for the students who have been declared eligible.

- **ON-LINE PUBLICATION OF ELIGIBLE CANDIDATES**

The names of students who are declared eligible and recipients will be available dynamically on the corporate website www.esu.pd.it at the dates shown in **TABLE 6**.

The students eligible and recipients of sleeping accommodation will also be provided electronically with the **ESU CODE** which shall be used to make the **payment of the deposit**. The recipient will also receive information about the accommodation proposed by ESU by certified email.

The electronic version of the Lists of eligible students, recipients and the ranking of non-EU foreign students constitute a notification to the student concerned.

The list will be also posted at ESU Official Register, in Via San Francesco 122.

- **BOOKING CONFIRMATION**

Once the eligibility and allocation of the accommodation is given, the applicant must confirm the accommodation by paying the **deposit of € 300.00**.

Upon payment of the deposit within the time-limit, as specified in **TABLE 6**, the student accepts the proposed sleeping accommodation assigned by ESU.

For further requirements, ESU will give the student an alternative sleeping accommodation. In case of unavailability ESU will refund the deposit to the student.



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The deposit shall only be paid according to the following terms:

- **Deposit to be paid at the post office (incasso domiciliato):** the student will submit his/her own **ESU code** at any Italian post office, showing his/her ID which must be valid, and paying the deposit using the wording "incasso domiciliato" (see website for details [www.esu.pd.it/residenze/concorso alloggi](http://www.esu.pd.it/residenze/concorso_alloggi) per info);
- **On-line payment:** on the website of the **Italian post office** and the **banks enabled**. After registration, the student will make the payment using the ESU filled-in bill, and entering the ESU code. To this purpose, the student must be previously registered on the www.poste.it site and be the holder of one of the following cards: Postpay, MasterCard, Visa (for details see website [www.esu.pd.it/residenze/concorso alloggi](http://www.esu.pd.it/residenze/concorso_alloggi) per info).

DEPOSIT

The deposit will be converted into a **security deposit** upon signing the contract of accommodation.

Once the period of the acceptance for the accommodation is elapsed, the defaulting student, loses his/her benefits and the allocated place will return to be available in the accommodation list.

Failure to enroll at the University does not give the right to get the deposit refund.

The student who has signed the rental contract and taken possession of it has to comply with the General Rules of University Residences, including the fixed payments.

- **SPECIAL CASES**

NON-EU FIRST-YEAR STUDENTS

Non-EU foreign students, who enroll in the first year, must submit their application for accommodation on the ESU website.

The allocation of accommodation for those students who are eligible is automatic, according to ranking, and reads as follows:

- ✓ a - based on an increasing ISEE / ISEEU
- ✓ b – based on the Italian language test, if ISEE / ISEEU don't differ,

From the **13/09/2011**, the ESU website ranking will show the students who are eligible for accommodation.

The student declared ELIGIBLE and who has been allocated an accommodation, shall give confirmation by paying the deposit of **€ 300.00 by 19/09/2011**.

The student who will not pay the deposit by the deadline, for whatever reason, is to be considered as a **dropout**. Failure to enroll at the University does not give the right to get the deposit refund. For more details, see **ANNEX 4**.

GRADUATE AND 1st YEAR POST-GRADUATE STUDENTS

presentation of application form from 24/06/2011 until 16/12/2011

Students who enroll in the first year of graduate studies - non-medical areas - shall apply through the web and submit ISEE **no later than December 16 2011**. The foreign students shall also submit additional documentation regarding their financial status



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and registries: a certification showing the composition of the household and another showing all the income and assets of members of the same family unit.

Any **changes** must be requested no later than **16.12.2011**.

Policy priorities in the allocation: an increasing ISEE/ISEEU and a **chronological** order application.

Publication date list and housing accommodation assignment: **21/12/2011**. Deposit payment of **€ 300.00** by **January 2, 2012**. Beyond that period the student who has failed to pay, is considered as dropout. The accommodation which is not used can be assigned to other users.

- ***WHO IS DECLARED NOT ELIGIBLE***

The competition ends with the last assignment of sleeping accommodation for students found to be suitable.

Once the assignment to the **eligible students is completed**, if residual accommodation still remains, even students who were not fit, may be awarded for a bed at ESU facilities housing.

Without prejudice to the commitments made in the allocation of sleeping accommodation for not eligible students, we will proceed primarily by scrolling the on-line application list - in **chronological order** of submission. The "**non-concessionary rate**" will apply for these students.

The ESU may also grant – at a **non-concessionary rate** – the remaining available accommodation to non-EU students, which shall not exceed **10%** of the remaining availability of places, while ensuring a proper distribution between the percentages of enrolled freshmen and the enrolled students to subsequent years (respectively 30% and 70%), giving priority to the eligible.

Payment of the fee by students who are not eligible for the competition, will take place monthly in advance, no later than the fifth day of the month, as provided by the **General Rules of Residences**.

- ***SIGNING OF RENTAL AGREEMENT***

A rental contract is made and entered upon the signing of the same, at the places and times which will be indicated on the website and e-mail communication.

By signing the rental agreement, the student self-certifies and confirms the statement in the web application. Whoever fails to signing the rental agreement before the end of 27/09/2011 is considered dropout.

The residences will be accessible to students from **September 27, 2011 until July 27, 2012**.

The ESU reserves the right to postpone / anticipate the opening of some residences for technical and organizational reasons.

The delivery of the accommodation is subject to the signing of the agreement, the General Regulations Residences of College (also available on the website www.esu.pd.it) and the submission of the following documents:



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certificate of deposit payment of € 300.00 in favor of ESU, according to the terms and the deadline of the call;

valid identification document and delivery of a copy;

tax code and delivery of a copy;

1 passport photo (only for new enrolling students);

ISEE certification with indicators ISEE / ISEEU - ISPE / ISPEU;

certificate of enrollment at the University for the academic 2011-2012 or copy of the certificate of payment of university fees;

Certificate of psycho-physical ability to live together in community, for a period exceeding the month, certified by a doctor or a public authority, and issued not earlier than 60 days from the admittance at the residence. Off-site students and foreigners can also access the Health Service also through the Agreement with the University of Padua, see:

http://www.unipd.it/unipdWAR/page/unipd/studenti3/it_Book155_Page8

Upon the assignment of the sleeping accommodation, the assignee is also provided with standard furniture (Regulation Residences General), except for bed linen (sheets, pillowcases and towels). In addition, the visiting student is required - in accordance with the General Rules of Residence - to attend a **Course on Safety** organized by ESU.

OTHER INFORMATION

• **FINAL PROVISIONS**

For all Students, who after the first degree courses have enrolled in post-graduate studies, and who after the conclusion of the competition procedure as candidates have obtained, by virtue of the degree course, their first academic degree and want to complete the enrollment for the same academic year, the concept of "extension of the benefit" shall apply for the first year of a post-graduate degree course by providing the extension of eligibility, already acquired, for the period the service is enjoyed which sees them placed in the freshmen category.

Similarly, a new evaluation of the application shall not be carried out for those students who have already been declared non-eligible as member in any year after the first, and that after the publication of final list should obtain their bachelor's level and proceed to registration in a post-graduate degree course.

For matters not covered by this announcement, please refer to the laws and regulations in force.

ASSESSMENT OF ECONOMIC CONDITIONS (Section 71 of Presidential Decree 445/2000)

For the purpose of assessing the economic conditions, the ESU will carry out surveys at random in order to verify the real conditions of the student and should any false statement arise, ESU shall have the right to immediately proceed with the revocation of the allocated accommodation and the application of sanctions provided by law.

For this purpose, in addition to requiring all original student's documentation, capable of proof of the



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self-certified, with all means at its disposal, the ESU can enforce all the investigations deemed appropriate by obtaining information from the Tax Police, the Tax Authority, the Municipal Administrations, Universities, Schools of all levels, etc.. The ESU can run checks on databases (ex. Siatel, Inps ...) and also ask the Regional Directorates of Revenue of the Ministry of Finance authorities in carrying out checks and audits.

Anyone who, without being under the conditions specified by laws, enjoys the service referred to this notice as a result of false statements whether made by him or their relatives, automatically loses the right to get all the benefits and / or services provided by ESU, for the duration of the course, without prejudice, in any case, to the judicial proceedings (art. 75 and 76 of Presidential Decree 445/2000), where there are extremes of crime, and he shall be subject to administrative sanctions consisting in the payment of a sum equal to the double amount of the sum due (Article 23 L. 390/1991). An administrative penalty of Euro 50, for the costs of opening a dossier, shall also apply.

INFORMATION ON THE USE OF PERSONAL DATA

According to the Legislative Decree No 196/2003 "Code on personal data protection", the acquired data in self-certifications as well as those contained in the required documentation are for operational use and will be usually carried out by electronic and automated means, aimed at drawing up the ranking and the lists of the students for the allocation of university housing under Law 390/1991.

The submission of the required data is necessary for the participation in the contest; the no-show shall cause the exclusion from the competition. The data of the person concerned, which have been collected by the University and ESU Padova, can be communicated to the Financial Administration, the University of Padua and the Veneto Region. The income figures, the merit data and all other data necessary to formulate the list and its transparency, are public.

The collected data may also be used in the production of statistical studies and research or the right to study, however, for further research on ESU institutional competence.

With reference to the processing of the relevant data, the person is guaranteed the right under Article 7 of Legislative Decree n. 196/2003. As to sensitive data we declare that the processed data are limited to the certification status of handicapped or disabled civilian and the relevant percentage of disability of the applicant, who request the benefit, or members of his family unit. The collected personal information data are processed for the purposes of the legislation LR No 8 / 1998 whereof "Rules for the implementation of the Right to Education " and regional decisions. The holder of the personal data information collected by ESU is: ESU - REGIONAL COMPANY FOR THE RIGHT TO THE UNIVERSITY STUDY.

- **OPERATIONAL REFERENCES**

For more information please contact:

ESU – Ufficio Benefici ed Interventi - Via San Francesco, 122 - 35100 Padova

tel. 8235670/1/2/3/4 049 - Fax: 049 8235677

E-mail: dirittoallostudio@esu.pd.it



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- **REGULATION REFERENCES**

ACT 1991 December 2 No 390 "Regulations on the right to higher education";
Regional Act April 7, 1998 No 8 "Rules for the Implementation of the Right to Education";
Regional Council Resolution No 890 of 21.06.2011 "Annual Plan of action for implementing the Right to higher education for the academic year 2011/2012";
D.P.C.M. April 9, 2001 "Uniformity of treatment regarding the right to higher education";
pending the determination by the state, of the basic level of performance on Study Right, subject to the subsequent application of different provisions for those enrolling in the academic year 2011/2012.

Financial Situation certificate

Legislative Decree 31 March 1998, n° 109
Legislative Decree 3 May 2000, n° 130
INPS Circular July 31, 2001, n° 153
Decree of the President of the Council of 4 April 2001, n° 242
Presidential Decree No 28 December 2000 n° 445

Under Decree No 20/2011 issued by the special administrator, a competition has been announced for the admission of off-site and commuter students to sleeping accommodation in the Company Housing for the years 2011/2012.

ANNEXES

TABLES: 1) 2) 3) 4) 5) 6)

ANNEX 1: REQUIREMENTS TO BE ELIGIBLE FOR SPECIAL RATES IN THE ALLOCATION OF ESU ACCOMMODATION

ANNEX 2: ISEE - BACKGROUND INFORMATION ISEE / ISEEU - ISPE / ISPEU

ANNEX 3: STUDENTS WITH DISABILITIES

ANNEX 4: NON-EUROPEAN UNION STUDENTS

The Director
Dr. Stefano Ferrarese

Special Administrator
Dr. Rocco Bordin



TABLES

• TABLE 1 - COURSE OF STUDY / NUMBER OF YEARS

course of study	number of years
Bachelor's Degree	4 years
Post-graduate studies	3 years
Post-graduate Master's Degree	Same number of years of the legal course + 1
Old system Degree*	Same number of years of the legal course + 1
PhD, Doctorate Degree	Number of years as prescribed by law
Specialization Courses(Non-medical areas)	Number of years as prescribed by law

* If, on the date of August 10, 2011, students have exceeded 90% of the exams provided for in their syllabus, rounded down, the housing accommodation is granted for a further year.

• TABLE 2 - RESIDENTIAL ESU

Location	Address	type	disabled accommodation
Tartaglia	Via Tartaglia, 9 Padova	mixed	
Ceccarelli	Via Monte Cengio, 19 Padova	mixed	8
Nievo	Via C. Moro, 4 Padova	mixed	
Goito	Via Goito, 70 Padova (closed for renovation)	mixed	
Facciolati	Via Facciolati, 96 Padova	mixed	
Copernico	Via Tiepolo, 54 Padova	mixed	6
Ederle	Via Belzoni, 160 Padova	mixed	
Meneghetti (Carli)	Via S. Euphemia 2 / a (December 2011) Via Martiri Giuliani e Dalmati, 25 Padua (until November)	female	
Colombo	Via L. Einaudi, 10 Padova	mixed	4
Cornaro	Via Curzola, 10 Padova	mixed	5
San Silvestro	Contrà San Silvestro, 69 Vicenza	mixed	1
Agripolis	Viale dell'Università, 16 Legnaro	mixed	1



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• **TABLE 3 – PRIVATE HALLS OF RESIDENCE AGREED WITH ESU**

COLLEGES	ADDRESS
Centro Universitario, Residenza dottorale	via Zabarella 82 – Padova
Collegio CUAMM	via San Francesco 126 – Padova
Collegio Don Mazza: Residenza Giuseppe Tosi	Via Savonarola – Padova
Collegio Don Mazza Residenza Isabella Scopoli	Via Belzoni 146 – Padova
Collegio Don Mazza Collegio S. Marco	Via Collegio S. Marco – Padova
Collegio Don Mazza Pietro Canal	Via P. Canal 14 – Padova
Collegio Forcellini	Via Forcellini 172 – Padova
Collegio Gregorianum	Via Proust 10 - Padova
Collegio Marianum	Via Giotto 33 - Padova
Collegio Murialdo	Via Grassi 42 - Padova
Collegio Sorelle della Misericordia	Prato della Valle 103 - Padova
Collegio Bottani	Via Pietro Bembo 61/b - Padova
Collegio Vinicio Dalla Vecchia- IRPEA	Via Beato Pellegrino 36 - Padova

• **TABLE 4 - TYPE OF ACCOMMODATION / RATES**

TYPE OF ACCOMMODATION	MONTHLY AMOUNT OFF-SITE ELIGIBLE BDS Special reduced rates	MONTHLY AMOUNT OFF-SITE SCHOLAR Special rates	MONTHLY AMOUNT COMMUTERS = Special rates + euro26, 00	MONTHLY AMOUNT OTHER USERS NOT ELIGIBLE Non-concessionary rate
Single room	65, 00 euro	130,00 euro	156,00 euro	210,00 euro
Double room	52,00 euro	104,00 euro	130,00 euro	180,00 euro
Triple room	40,50 euro	81,00 euro	107,00 euro	150,00 euro



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35121 Padova
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fax 0498235663

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• **TABLE 5 – MONTHLY EXTRA CHARGES**

Tartaglia	Nievo Meneghetti	Carli Colombo Facciolati	G. Ceccarelli A+B	G. Ceccarelli C+D+E	Agripolis Cornaro S.Silvestro	Ederle Copernico	Villette c/o Copernico
0	€ 15	€ 25	€ 25	€ 45	€ 35	€ 45	€ 55

• **TABLE 6: PUBLICATION LISTS / ELIGIBLE LISTS /ASSIGNEES AND ACCEPTANCE DATE**

<i>Publication Lists of eligible students/ recipients</i>	
<i>FOLLOWING YEARS</i>	<i>Acceptance to be made by</i>
5/08/2011	29/08/2011
9/09/2011	16/09/2011
<i>List Publication of EU and non-EU eligible students /recipients enrolled in 1st years</i>	<i>Acceptance to be made by</i>
13/09/2011	19/09/2011
<i>List Publication of eligible students/ recipients enrolled in the first years of PhD</i>	<i>Acceptance to be made by/ for accommodation admission</i>
21/12/2011	2/01/2012



ANNEXES

• ANNEX 1

REQUIREMENTS TO COMPLY WITH TO BE ELIGIBLE FOR ESU ACCOMMODATION AT SPECIAL RATES

In order to obtain ESU housing at special rates, the Off-site and Commuter student shall comply with the income and merit requirements under this announcement.
For students with disabilities, please see **ANNEX 3**.

FINANCIAL REQUIREMENTS

The financial conditions of the student are identified on the basis of the nature and amount of the income, balance sheet and the extent and type of household, as provided for in the D.P.C.M. 7.5.1999, N. Article 221. 1-aa et seq. mod. and integr. with reference to the calendar year 2010.

The limit values set for the academic year 2011/2012 are:

- Equivalent Economic Situation Indicator (ISEE / ISEEU) up to **19,595.63 euros.**
- Equivalent Real Estate Situation Indicator (ISPE / ISPEU) up to **25,719.28 euros.**

Income earned abroad, as well as movable assets, should be evaluated on the basis of the euro average rate of reference. The real estate assets which are abroad are estimated on the basis of the conventional value of 500.00 euros per square meter.

The student is considered as household and not part of the family of origin if, while not being subject to personal income tax burden, or living alone, both of these conditions exist:

- The student hasn't lived in the home of their family of origin or in accommodation owned by a member of his family for at least two years; and
- receives an annual income from employment or similar over 6,500.00 euros, stated to I.R. by at least 2 years.

If the conditions are not both satisfied, the student must be considered as being part of the family of origin; it is recommended the report to the CAAF (Tax Assistance office) of reference.

MERIT REQUIREMENTS

STUDENTS ENROLLED IN THE FIRST YEAR

Students enrolled in the first year of an undergraduate program, a single-cycle degree, a single-cycle master's degree and a doctorate shall have no special requirements in order to be eligible for the assignment of ESU university accommodation.

Students enrolled in the first year of a post-graduate degree, in order to be eligible for the allocation of ESU University accommodation must have obtained the recognition of at least **150 credits** from the previous (degree) course.



*Students enrolled in the first year of an undergraduate program, post-graduate studies, post-graduate Master's degree, scholarship winners, who do not earn 20 credits by **November 30, 2012**, will return the full amount of the scholarship and pay the relevant amount for the services/facilities actually enjoyed: accommodation and catering.*

STUDENTS ENROLLED IN THE FOLLOWING YEARS

TABLE A 1.1

Bachelor	Year of enrolment	N ° credit 10/08/2011
	second year	25 credits
	third year	80 credits
	additional semester	135 credits

Post-graduate studies	Year of enrolment	N ° credit 10/08/2011
	second year	30 credits
	additional semester	80 credits

Post graduate Master's degree	Year of enrolment	N ° credit 10/08/2011
	second year	25 credits
	third year	80 credits
	fourth year,	135 credits
	fifth year	190 credits
	sixth year	245 credits
	additional semester	55 credits more than the number scheduled for the last year

The validated credits from training activities undertaken outside the University (training professional courses, seminars, internships, etc.) do not contribute to the determination of merit for the right of the accommodation.

Students enrolled in degree programs of the new system, may use a **bonus** to achieve the requirements of merits, in addition to the credits actually achieved.

This bonus can be used only once in the entire course of study and is valued differently depending on when it is applied:



TABLE A 1.2

Enrollment Year	bonuses
second year	5 bonus credits
third year	12 bonus credits
Additional semester	15 bonus credits specialist

If the bonus is not used in full, the share in the surplus can be used over the next years. The share of the bonus which is not used for a three-year degree can also be used in one of the years of the master's degree.

The application of the bonus is automatically granted to those who, in the absence of CFU (university educational credits), can achieve the threshold of eligibility for obtaining the expected benefit.

The credits earned are valid only when considered in the student's curricula and recognized for the course of study for which the benefit is required, even if different from the previous academic year.

The ESU will acquire the student's situation electronically as resulting from the information system of the University of Padua. It will therefore be the student's responsibility to ensure that by this date, all loans obtained by **August 10, 2011** have been recorded by university secretary's office in their entirety.

For students enrolled in the **old system**, the requirements are assessed on the basis of the number of exams taken by the candidate no later than August 10, 2011, in relation to the average number of exams incurred by the students enrolled, during the last three years, in the same year of course of the same course degree.

Excluding are the exams that are out of the curriculum and proficiency testing.

The TABLE which shows the number of reference tests for each course and year of graduation registration is available at:

http://www.unipd.it/unipdWAR/page/unipd/studenti4/it_Book38_Page7

The enrolled in the **doctoral and specialization course** is required a regular registration at the course year.

- **ANNEX 2**

ISEE - BACKGROUND INFORMATION ISEE / ISEEU - ISPE / ISPEU

For ISEE financial situation certificate is meant the statement made by the student to the CAAF, which is suitable for the determination of the financial situation of the household, in order to apply for a special social benefit, according to Legislative Decree No 109 of 1998, as amended, and Decree of the President of the Council of Ministers of May 7, 1999, No 221, as amended.



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For **ISEE certification** is meant the certification issued by the CAAF, which contains the information relating to the data in the Self Certification, the calculated indicators, the value of the scale of equivalence applied and the dates of presentation, transmission and maturity.

- **ISEEU = Equivalent economic situation indicator for the Right to University Studies**
- **ISPEU = Equivalent Estate situation indicator for the Right to University Studies**

ISEEU and ISPEU consider 50% instead of 100% of the income and assets of brothers and sisters who are part of the student's family.

PRESENTATION OF ISEE FINANCIAL SITUATION CERTIFICATE

BEFORE THE PRESENTATION OF THE FINANCIAL SITUATION CERTIFICATE

For the completion of the Financial Situation Certificate, which calculates the Equivalent Economic Situation Indicator (ISEE / **ISEEU**) and the Equivalent Estate Situation Indicator (ISPE / **ISPEU**), the applicant must contact a Tax Assistance Center (**CAF**) or other entity competent to the receipt.

The ISEE financial situation certificates are submitted to INPS ISEE, which certifies them as indicators and stores them in its National Archives. The 'ESU makes accurate assessments as to the statements given.

Additional information for the filling in of the ISEE Financial Situation Certificate are available at <http://www.inps.it/servizi/isee/default.htm>

ISEE DATA CONFIRMATION

If no significant changes occur in income and assets, only those who are eligible after the competition for the award of the scholarship in the previous year - yy2010/2011 - may, when submitting an application for accommodation online for 2011/2012, confirm the latest indicators ISEE/ISEEU and ISPE/ISPEU, provided that they are not prior to 'yy 2009/2010.

If, however, changes occur in household composition, income or in the assets, that may lead to exceeding the ISEE/ISPE and ISEEU/ISPEEU set for the academic yy 2011/2012, students shall resubmit the ISEE certificate for the 2011/2012 academic year.

Upon the signing of the contract, the ISEE certification relevant to the years 2009 or 2008 shall be delivered.



- **ANNEX 3**

STUDENTS WITH DISABILITIES

EVALUATION OF THE CONDITIONS OF ELIGIBILITY

Students with a disability recognized by the National Health Service are subject to particular terms of treatment:

- when considering the Equivalent Economic Situation Indicator (ISEE/ISEEU) and Equivalent Estate Situation Indicator (ISPE/ISPEU). In this regard, please consult the CAAF of reference;
- when considering the number of years they can compete. Students with disabilities between 66% and 100% can compete for a number of years, starting from the year of registration (see Table A3.1);

TABLE A3.1

Degree	Years
Three-year	5 years
Post-graduate Studies	4 years
Post-graduate Master's degree	Same years of the legal course + 2
Old system	Same years of the legal course + 2 *

* If, on the date of **August 10, 2011**, students have exceeded 80% of the exams provided for in their syllabus, rounded down, the housing service is granted for a further year.

- In judging the merit.

ASSESSMENT CRITERIA

Students with disabilities enrolled in an undergraduate program must have earned by August 10th, 2011 the number of credits as shown in TABLE A3.2:

TABLE A3.2

Year of enrollment	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
additional semester	144 credits	108 credits



Students with disabilities enrolled in a **master's degree**, must have earned by August 10th 2011 the number of credits as shown in TABLE A3.3:

TABLE A3.3

Year of enrollment	Disability between 66% and 80%	Disability between 81% and 100%
second year	24 credits	18 credits
third year	64 credits	48 credits
additional semester	96 credits	72 credits

Students with disabilities enrolled in a **Post-graduate Master's Degree** of first and second level must have earned by August 10th 2011, the number of credits as shown in TABLE A3.4:

TABLE A3.4

Year of enrollment	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
additional semester	288 credits	216 credits

To comply with the merit requirements, students with disabilities may use, in addition to the credits actually achieved, a **bonus** accrued and based on the year of the course attended. This bonus shall be used only once within the entire curriculum and be of different value according to the period it will be used, see TABLE A3.5:

TABLE A3.5

Year of enrollment	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
additional semester	12 credits bonus	9 credits bonus

If the **bonus** is not used in full, the share of bonuses in excess can be used in subsequent years.

The share of the bonus which is not used during an undergraduate program may also be used in one of the years of the Post graduate master's degree.

The application of the bonus is automatically granted to those who, in the absence of credits (university credits), may achieve the merit threshold to earn the benefit.



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For students with disabilities who are enrolled in a graduate program which complies with the **old educational system** the following assessment of merit applies:

- for students with a disability between 66% and 80% the registration of one year is simulated following the real one.
- for students with disability above 80% the registration of two years is simulated following the real one.

The table showing the number of reference tests for each degree course and year of registration is available at the following Internet address:

http://www.unipd.it/unipdWAR/page/unipd/studenti4/it_Book38_Page7

SPECIAL REQUEST FOR ACTION

Students with disabilities who require special interventions, such as, for example, the presence of a carer at the lodging, must also notify in writing those needs at the Ufficio Benefici ed Interventi dell'ESU - ARDSU of Padua - Via San Francesco 122 PADUA, by **September 14, 2011**. ESU does not guarantee the acceptance of applications received after this deadline.

In case of severe motor disability which requires a carer, the student shall specify in the application/request to ESU if he/she wants 1 or 2 carers (possibly mentioning them), attaching the disability certificate stating the presence of motor disability which does not allow a complete self-sufficiency, and such a certificate will be evaluated by a special Commission for which the University is the reference.

The student with disabilities, who has been eligible in the competition for ESU accommodation, shall not pay any extra rate for the hospitality of any carer.

The ESU can grant accommodation for students with disabilities who have not been eligible in the competition (according to the limit of reserves above mentioned, in the case of motor disability). The accommodation expenses related to the hospitality of the carer/companion shall be borne by the disabled. The accommodation rate, both for the student with a disability and the carer, is the non-concessionary rate. In this case, the disabled student, whose Equivalent Economic Indicator shall not exceed the limit ISEE / ISEEU for the achievement of the eligibility, will be granted a financial contribution by ESU amounting to the fee due for the carer; and if the Equivalent Economic Situation Indicator should exceed the above-mentioned limit, but be lower than 55,000.00 euros, the contribution paid by the Company will be 50% of the fee due to the carer; therefore, the grant will be calculated as follows: non-concessionary rate for the disabled student who is not eligible, plus a non-concessionary rate reduced by 50% for the carer.

During the accompanying service food will be free for the accompanying person or, if granted, the carers of the disabled student who has been eligible in the competition.

Similarly, in its exercise, the carer of the disabled student who has not been eligible but, however, is an assignee of bed at ESU facilities housing, will be granted free meals. In both cases this shall apply only for the real period of the caring service.



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- **ATTACH 4**

STUDENTS OUTSIDE THE EUROPEAN UNION

DOCUMENTATION TO BE SUBMITTED

Foreign students, who are residents both in Italy and abroad, in addition to the ISEE certification, must submit **by 14/10/2011** the documentation relating to their personal data and economic conditions:

a certification stating:

- the composition of the household
- all income and assets of household members.

If the **foreign student** lives abroad, the documents issued by the competent authorities of the country where the income was produced, must be translated into Italian by the appropriate diplomatic local authority (Embassies or Consulates). Students coming from countries where difficulty exists for the release of documents by the Italian Embassy or Consulate abroad can request them through the foreign diplomatic or consular representation in Italy and have them legalized by the Prefect's Office.

However, if the **student is resident in Italy** for work reasons, family reunion or having a status of refugee, he/she must submit, together with the ISEE certificate, the statement of income and declaration of family status issued by the Registry Office/Servizio Anagrafe of the municipality of residence.

Besides this the student must also include the documentation submitted to the Italian representatives, who are responsible for the territory where the student lives, in order to issue an entry visa, showing:

- a) the availability of the means of subsistence for the duration of the stay;
- b) the housing conditions at the university.

Those who:

- do not submit the complete documentation **by 14/10/2011**
- self-certify false data

besides incurring the penalties of the law, will not benefit from ESU housing.

SPECIAL CASES

Students from countries with low human development (a list of these countries is published in http://www.unipd.it/unipdWAR/page/unipd/studenti4/it_Book38_Page7 site) may also submit a certification stating that they do not belong to a family known to have high income and high social level.



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The certification must be obtained:

- at the Italian diplomatic authorities (Embassies or Consulates) in the country of origin.
- from the University of the country of origin where the student is enrolled, and which has agreements or covenants with the University of Padua,
- to the Italian Institutions which may guarantee a financial cover, only for the students who enroll in the first year of degree courses, in which case the entity issuing the certificate agrees to return any scholarship on behalf of the student in case of withdrawal. The student is, however, obliged to declare the income and assets held in Italy from their household.

PECULIARITIES IN THE CALCULATION OF ECONOMIC CONDITIONS

Foreign students, who live both in Italy and abroad, when stating the private income within the Financial situation certificate should note that:

- the income earned abroad is valued on the basis of the average exchange rate in euro relevant to the year 2010; exchange tables are available at:
http://www.unipd.it/unipdWAR/page/unipd/studenti4/it_Book38_Page7
- the assets owned abroad are valued only in the case of buildings for residential purposes and considered on the basis of the conventional value of 500.00 euros per square meter.
- for the students recognized as political refugees or stateless people, only income and assets held in Italy will be considered.