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to University Education

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**COMPETITION ANNOUNCEMENT FOR ACCOMMODATION AND SCHOLARSHIPS  
A.Y. 2018/2019  
RESERVED TO STUDENTS  
OF THE CONSERVATORIES OF MUSIC OF ADRIA, CASTELFRANCO VENETO,  
PADOVA, ROVIGO, VICENZA  
AND TO THE HE SCHOOLS OF LINGUISTIC MEDIATORS OF PADOVA, VICENZA,  
(AND BELLUNO), CIELS (PADOVA, BOLOGNA, GORIZIA AND MILANO)**



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## 1 - WHO CAN PARTICIPATE

*Students enrolled / enrolling to the A.Y. 2018/2019 (up to date with the payments of the Regional Tax for the Right to University Studies) can participate to the housing and scholarship competition:*

- ◆ for the Courses of the Conservators of Music of Adria, Castelfranco Veneto, Padova, Rovigo and Vicenza for a number of years equal to the legal duration of the course, with reference to the year of first enrolment;
- ◆ for the courses of HE of the Music Education for a number of years equal to the legal duration of the course, with reference to the year of first enrolment;
- ◆ to the first level experimental courses initiated under the Italian Ministry Decree dated 8th October 2003 prot. no. 629/AFAM/2003, at the Conservatories for seven semesters (seven years for students enrolled in part-time study), with reference to the first year of enrolment; the housing service is granted for a further semester;
- ◆ for the second level experimental courses initiated as per the Italian Ministry Decree dated 8th January 2004 prot. no. 1/AFAM/2004, at the Conservatories for five semesters (five years for students enrolled in part-time study), with reference to the first year of enrolment; the housing service is granted for a further semester;
- ◆ for the degree courses of the HE Schools for Language Mediator of Padua, Vicenza (and Belluno) and CIELS of Padova, Gorizia, Bologna and Milano, activated according to the Italian Ministerial Decree no. 509/99 and Italian Ministerial Decree dated 12th March 2010, for a period of seven semesters from the first year of registration. The housing service is granted for a further six months.

Benefits can only be granted for the first qualification for each level of study.

### WITHDRAW FROM STUDIES

The student who, after prior withdrawal from his/her students, enrolls in a new course of studies, as per the concession of benefits indicated in the Italian D.P.C.M. dated 9<sup>th</sup> April 2001, is considered as enrolled for the first time and the years prior to such enrolment are not considered, unless in case that he/she benefitted of a scholarship during the previous enrolment (or, if already benefitted from it, has already renounced and returned the amount when applying).

Any credits acquired during the previous enrolment will not be calculated as credits in the new course of studies.

**All the years a student is enrolled in a course of studies at an Institution or University are considered in his/her career.**

The levels reached in other universities, in Italy or abroad, are also included in the count.

Withdrawal from studies, if occurred during a three-year bachelor degree course, will not affect the master degree (two-year course).

#### 1.1.1. WHO IS THE NON-RESIDENT/COMMUTER/RESIDENT STUDENT

- a) **NON-RESIDENT** students are those who reside in places more than 80 km distant from the town or city where the courses take place; and/or whose journey to reach the place of study, on the fastest public transport, requires more than 80 minutes. For such reasons the student is obliged to find accommodation near the university, using public housing facilities or other private or corporate housing, for a period not less than the duration of the academic year. If the student residing in a place over 80 km from the university or that requires more than 80 minutes does not take rent accommodation, he/she will be considered as a Commuter student.

*For foreign students with a residence permit for study purposes, however, are considered to be non-resident students, regardless of where they reside in Italy (they will still have to pay for a regular rent contract in the location of the course of studies for a period equal to the duration of the course). This is true except in the case where the student's family resides in Italy, subject to the requirements of art. 4, paragraph 8, letter c) of the Italian DPCM dated 9th April 2001 and art. 3 subsection 7/c - Annex A of the Italian DGR 820/2018.*



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Students participating to the competition for SCHOLARSHIPS, that do not require ESU accommodation, must provide, **by 15<sup>th</sup> October 2018**, copy of the rental contract. The copy must be sent to the email address [dirittoallostudio@esu.pd.it](mailto:dirittoallostudio@esu.pd.it) (*attaching a scan of a valid ID document*).

- a) **COMMUTER** STUDENTS ARE THOSE WHO RESIDE IN PLACES WHICH ENABLE THEM TO TRANSFER DAILY; RESIDE IN MUNICIPALITIES OR LOCAL AREAS BETWEEN 40 AND 80 KM DISTANT FROM WHERE COURSES TAKE PLACE; AND/OR WHOSE JOURNEY TO REACH THE CITY WHERE COURSES TAKE PLACE, USING THE FASTEST PUBLIC TRANSPORT, REQUIRES BETWEEN 40 AND 80 MINUTES.
- b) **RESIDENT** students are those students who reside in the same city/municipality/province of the study course or at distances inferior to 40 km; and/or whose journey to reach the city where courses take place, using the fastest public transport, requires less than 40 minutes.

*In order to identify the condition of the Non-Resident, Commuting and Resident, the student must comply strictly with the specific tables published by the ESU and the University, available at*

<http://www.unipd.it/borse-studio-alloggi-sussidi-straordinari>

The tables are not currently available for the **town of Adria**, for which student must self-certify the above conditions, given that travel time must be calculated using what officially declared by the public transport companies for the connection between the residence city and the usual place of study.

Students with **motor and visual disabilities** can participate in the accommodation competition regardless of their residence.

Students who take part in **international mobility programmes**, in any case, retain the regional scholarship they have originally received (non-resident scholarship, commuter scholarship, resident scholarship) without the possibility of increasing the aforementioned scholarship.

Students in international mobility who declare themselves non-resident must be able to demonstrate that they are entitled to accommodation for the period of mobility, provided that the period cumulated with that in Italy is not inferior to ten months.

*ESU performs sample verifications of the actual conditions of the students. In the event of non-veracity of the self-certified information, the granted benefits will be immediately withdrawn, as well as the payment of the contribution to cover the fees of the assessment and for the application of the relative penalties.*

## 2 - WHO IS EXCLUDED

Students are excluded from the allocation of the accommodation and from the granting of scholarships if:

- they do not fill in and do not confirm the online application within the stated terms;
- have not paid the Regional Tax for the Right to University Education within the specified deadline;
- they enrol for the second time at the same level of course;
- have already obtained a degree of equivalent level for which they require the benefits;
- have already obtained a degree equivalent to that for which they require benefits at other universities;
- have already graduated from the HE School of Linguistic Mediators;
- in previous academic years the accommodation was revoked or there is a revocation procedure in progress;
- are not up to date with the payment of the accommodation fee for the academic year 2017/2018, or owe ESU money for past services;
- have given up their studies and have already benefited from ESU accommodation for the same course year (**exclusively for the housing competition**);
- have been subject to legal penalties as a result of the checks carried out on self-certification.



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### 3 - HOW TO PARTICIPATE

The procedure for allocating ESU accommodation and regional scholarships requires the following steps:

#### 3.1.1. ONLINE APPLICATION

The application must be completed, within the deadline, **exclusively** accessing the **Online Services** of Padova's ESU from the institutional portal <https://myesu.esupd.gov.it/it> and completing

- REGISTRATION using the **username and password** of the person concerned and
- the UPLOAD of a valid personal identity document in PDF format (e.g. Identity Card, Passport, Driving Licence).

#### LODGING APPLICATION PERIOD

FIRST YEAR AND FOLLOWING YEARS: FROM 16 JULY (AT 12:00) TO 6 SEPTEMBER 2018 (AT 12:00)

#### SCHOLARSHIP APPLICATION PERIOD

FIRST YEAR AND FOLLOWING YEARS: FROM 16 JULY (AT 12:00) TO 15 OCTOBER 2018 (AT 12:00)

Once **confirmed**, the application cannot be modified directly by the candidate with this procedure.

The student must **CONFIRM** the application, otherwise it will not be valid.

The student will receive a specific PEC (registered email) communication (to the e-mail address indicated) with information on the inclusion in the system of his/her application.

By the end of the deadline indicated in the notice copy of the **regional tax payment fee for the DSU (equivalent to Euro 169,00)** executed **exclusively** through **MYPAY** online procedure - to the mail address [dirittoallostudio@esu.pd.it](mailto:dirittoallostudio@esu.pd.it) - must be transmitted (see *instructions at the link* <http://www.esupd.gov.it/en/Pagine/pagamenti-elettronici.aspx>)

Applications presented **AFTER THE DEADLINE** will not be admitted to the competition, unless due to faulty connections. In that case, they may only be considered if the malfunction has been reported promptly – **within the deadline for submitting applications** - to the e-mail address [dirittoallostudio@esu.pd.it](mailto:dirittoallostudio@esu.pd.it) (*attaching a valid ID document*).

**Any MISTAKES** (concerning, e.g. the income; the definition of non-resident/commuting/resident condition or failure to report past careers even in different Conservatories/Schools/Universities) made in the formulation of the application will have to be promptly notified to ESU ([dirittoallostudio@esu.pd.it](mailto:dirittoallostudio@esu.pd.it)) using the form "**Modifica domanda**" (**Application modification**) in [https://myesu.esupd.gov.it/it/Documents/ITESUPD\\_Modulo\\_modifica\\_domanda\\_concorsi\\_esu.pdf](https://myesu.esupd.gov.it/it/Documents/ITESUPD_Modulo_modifica_domanda_concorsi_esu.pdf) and *attaching a valid ID document*.

Any **MODIFICATIONS** will have to be, indelibly, reported:

- for the housing competition **by 08 September 2018**
- for the scholarship competition **by 19 October 2018**

Any **controls on the credits** obtained must be made by contacting the relevant **Educational Office** of the respective Conservatory or HE School.

The application must include:

- the **ISEE and ISPE values** (= *ISP/equivalence scale*) deducible from the ISEE Certification **2018** (relative to the **2016** income and **2017** assets), **relative to the facilitated benefits for the right to university study**. ISEE certificates issued prior to 1 January 2018 are not considered valid (**P.to 4.1.1.**);
- the **IBAN code** of the current account and the **email address** for communications with ESU **together the mobile phone number**.



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- For ESU accommodation applicants: the indication of **5 accommodation** in progressive order of preference in order to allow the allocation of a bed. **Preferences expressed are not a reservation of the accommodation and do not entitle to a specific accommodation.**

### 3.1.2. EVALUATION OF THE APPLICATION

In order to determine the eligibility to housing and scholarship competitions, it is reminded that ESU will automatically acquire the students' marks from the relevant institutions.

It will therefore be up to the students' to ensure that all credits are **registered by 10<sup>th</sup> August 2018**, by the relevant departments.

For the evaluation criteria of the merits, please refer to the following **P.to 4.1.3**.

For students with disabilities, there are special criteria for assessing merit and income (see section 5 - Students with disabilities)

When evaluating the eligibility of the contest (housing and scholarships), ESU will send a registered email (PEC) communication to its student on his/her status (Eligible, Non-Eligible).

The student's declared ELIGIBLE will no longer be considered.

### 3.1.3. RANKING FORMULATION

**Five rankings** are created:

- for students with EU citizenship enrolled in the first year of their course of studies and for students extra EU enrolled in the first year of the two year course of studies;
- for students with extra EU citizenship enrolled in the first year of their bachelor programme;
- for students enrolled at the Conservatories of Music, at the second or following years;
- for students enrolled at the HE School for Linguistic Mediators, at the second or following years;
- for students enrolled at the HE courses of the Conservatories of Music.

The rankings for the potential eligible students are created as follows:

- a) for students enrolled at the Conservatory of Music, based on the overall merit obtained (which must not be less than 8/10).

At equal level of merit, the position will be determined on the basis of the Increasing Equivalent Economic Situation Index (ISEE) for DSU.

- b) For those enrolled in the first year of the I and II level of Conservatories and the three years of the HE Schools for Linguistic Mediators and CIELS, on the basis of the ISEE value.

In case of equivalent ISEE values, the final mark of high school will be considered.

- c) For those enrolled for years following the first at the Conservatory Courses and HE Schools for Linguistic Mediators and CIELS, on the basis of the merit obtained.

At equal level of merit, the position will be determined with reference to the Increasing Equivalent Economic Situation Index (ISEE).

### PUBLICATION OF HOUSING BENEFICIARIES

The list of eligible students, relative to the Accommodation competition, will be published on **12<sup>th</sup> September 2018** on the institutional website.

Students will be sent a certified mail from ESU with the information on the lodging proposal and the terms for the **payment of the deposit equivalent to Euro 300.00**.

Students are required to check their eligibility/non-eligibility for **accommodation** status by connecting to the website, using their credentials - obtained when registering online on the website [www.esupd.gov.it](http://www.esupd.gov.it) > Online Services and, if necessary, **correct incorrect/ not updated data**, in accordance with the terms indicated in this competition notice.



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## PUBLICATION OF ELIGIBLE STUDENTS FOR THE SCHOLARSHIP

The final ranking of eligible candidates for the regional scholarship will be published on the ESU website by **31 October 2018**.

Scholarship eligibility does not guarantee the award of the benefit, which depends on the available economic resources. The position in the final ranking determines the priority of being awarded the scholarship.

**The rankings will be available on the institutional website [www.esupd.gov.it](http://www.esupd.gov.it) > I nostri Servizi (our services) > Gestione Benefici (Management of benefits).**

*Their publication shall be notified to the person concerned.*

## 4 - ELIGIBILITY REQUIREMENTS TO ACCESS COMPETITIONS

In order to qualify for housing and a scholarship, the student must meet the income and credit requirements as foreseen in this competition notice, which transposes the contents of the annual Italian DGR on the right to study.

The scholarship may be granted only for the first time, for each level of study courses and cannot be combined with other scholarships awarded for any reason, except those granted as integration for study stays abroad (*mobility grants*).

### 4.1.1. ECONOMIC REQUIREMENTS

The student's economic conditions are determined on the basis of the nature, amount of income, assets and the size and type of family, defined in accordance with the Italian D.P.C.M. dated 5th December 2013 no.159 and subsequent amendments.

The **maximum values** set for the academic year 2018/2019 are:

Equivalent Economic Equity Indicator <b>ISEE</b> (facilitated benefits for the Right to University Education)	<b>23,253.00</b> Euros
Equivalent <b>ISPE</b> Equity Indicator (ISP/equivalency scale)	<b>35,824.56</b> Euros

Only for the purpose of evaluation scholarship eligibility, the value of the regional scholarship of 2015 will not be considered in the calculation of the ISEE.

Only students transferred from other institutions, not belonging to Padova's ESU, or enrolling to the 1st year of the Conservatory, if graduated in a different location, must produce appropriate documentation indicating the extent of the scholarship possibly perceived in the year 2016 from the institution of origin.

Perceived foreign income should be valued on the basis of the average euro exchange rate in the reference year.

The student's family is defined as per art. 8 of the Italian DPCM no. 159/2013.

If the parents not residing with the student, the student is still considered a member of the parents' the household, unless:

- The student has not resided with his/her family for at least two years prior to the date of submission of the 1st application to each course of studies and lives in accommodation not owned by a family member;
- The student who earned at least 6,500 Euro/year income from employment or related, for at least 2 years, with reference to a one-member household.

The Extra European Union student enrolling/enrolled in the first year of the Bachelor will have to demonstrate to have means of subsistence for the duration of the stay and demonstrate to be able to return to the country of origin (ex Article 4 Italian Legislative Degree 186/1998).



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#### 4.1.2. ISEE – BRIEF INFORMATION

**Single Replacement Declaration (DSU)** is the declaration made by students to the CAF, Municipality or INPS (connecting to the website <http://servizi2.inps.it/servizi/lseeriforma/home.aspx>), for the determination of the economic situation of the applicant's family in accordance to the Italian DPCM 5/12/2013 no. 159.

Upon submission of the **DSU**, the declarant is given a receipt of the submission but not of the calculated ISEE. For the calculation of ISEE INPS and the Revenue Agency must acquire other data.

**ISEE Certification** - calculated for the services provided for the right to University Education - is the certification issued by INPS, containing the information relating to: data submitted in the Single Replacement Statement (DSU), calculated indicators, the value of the equivalence scale applied, the number and date of presentation.

Students will be able to obtain the ISEE calculation and certification (Art. 4, paragraph 10 of the Italian DGR no. 820/2018) free of charge.

**ATTENTION:** ISEE requires approximately 15 business days from the date of submission of the DSU to be completed.

It is the responsibility of the student concerned to get his/her ISEE and the necessary information / documents in time for the deadlines to participate in the competition.

#### 4.1.3. MERIT REQUIREMENTS

##### Students enrolled in the first year

For students enrolled in the first year of the bachelor degree in A.Y. 2017/2018 the right to be included in the eligibility rankings is determined by the presence of the requirement of the economic condition.

Students enrolled in the first year of the Conservatory's second level (biennial) degree courses are required to possess at least no. 150 credits

The second instalment of the scholarship is subordinated to the acquisition of **20 credits (10 credits if part-time study) by 10th August 2019**, without any recognition from their previous careers.

This provision does not apply to students with disabilities between 66% and 100%.

**NOTE:** Scholarship beneficiaries, if the **20 credits** have not been achieved by **30<sup>th</sup> November 2019 (10 credits if enrolled in a part-time study programme)** will keep **only** the first installment of the scholarship.

**If the aforementioned requirements will not be achieved by 30<sup>th</sup> November 2019, the scholarship will be revoked and the whole amount will have to be returned, plus the amount corresponding to the benefitted services will have to be paid. This implies: accommodation (full tariff) and catering service (tariff b) (art. 5 comma 5 DGR 820/2018).**

##### Students enrolled in the years following the first

In order to determine the right to be included in the qualification rankings, the merit requirements are defined as follows:

- For students of the HE Courses of the Conservatories of Music:
  - enrolled in the Courses, must have been promoted with a mark of at least 8/10.
- For students of the Bachelor's Degree (first level - three-year course) of the Conservatories and HE School for Linguistic Mediators, by **10<sup>th</sup> August 2018**:

First level / Bachelor degrees Enrolment year	No. of Credits	No. of Credits Part-Time
Second year	25 credits	12 credits
Third year	80 credits	25 credits
Further semester	135 credits	60 credits
V° three-year period (only T.P.)	---	80 credits
VI three-year period (only T.P.)	---	110 credits





VII three-year period (only T.P.)	---	135 credits
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➤ For students of the 2nd level (biennial) courses of the Conservatories, passing by 10th August 2017:

II° level (two years) Enrolment year	No. of Credits	No. of Credits Part-Time
Second year	30 credits	15 credits
Third year	80 credits	30 credits
IV° year (only T.P.)	---	60 credits
V° year (only T.P.)	---	80 credits

Credits are valid only if they are recognized for the course for which students apply for the benefit, although different from the one of the previous year.

#### BONUS

For the achievement of the aforementioned merit requirements, in addition to credits actually earned, a "BONUS" matured during the year attended may be used, in accordance with the following modalities:

- 5 credits if used for the first time to achieve the benefits for the second academic year;
- 12 credits if used for the first time to achieve the benefits for the third academic year;
- 15 credits if used for the first time to achieve the benefits of the last semester.

The "bonus" may be used only once within the entire study path.

The "bonus" quota not enjoyed in the academic year of reference can be used in subsequent years, but only with regard to the remaining part.

Students attending master degrees (second level - biennial) can only use the bonus if matured but not used during the bachelor degree (first level degree).

This provision does not apply to students enrolled in second level degree courses (biennials) coming from the previous type of degree course (higher education courses).

Application is automatically done by the Office, without the student's request.

## 5 - STUDENTS WITH DISABILITIES

### EVALUATION OF THE ELIGIBILITY CONDITIONS

Special treatment procedures are applied to students with disabilities recognized by the Italian National Health Service:

- determining the Equivalent Economic Situation Index (ISEE) and the Equity Balance Sheet Indicator (ISPE);
- in considering the number of years they can compete for. (points 5.1.2 a. – b.);
- in the evaluation of merit (points 5.1.2 a. – b.).

Disabled students with motor or visual impairment do not need to apply the criterion of the distance between the place of residence and the place of the course and are therefore considered to be Non-Resident **for the sole purpose of accommodation assignment.**

#### 5.1.1. PERIOD FOR WHICH THE BENEFIT IS ASSIGNABLE

Students with a disability between 66% and 100% can take part in the competition for nine semesters if enrolled in three-year undergraduate programme and for seven semesters if enrolled in master degree (2nd level) with reference to the year of their first enrolment.



### 5.1.2. EVALUATION OF MERIT REQUIREMENTS

- a. In order to determine the right of access the benefits, students enrolled in the years following the first of the bachelor degree programmes, must pass by 10<sup>th</sup> August 2018:

Enrolment year	No. of credits Invalidity 66-80%	No. of credits Invalidity 81-100%
Second	20	15
Third	64	48
Fourth	108	81
Further semester	144	108

- b. In order to determine the right to access to benefits, students enrolled in years following the first of the master degree programmes (second cycle) must pass by 10<sup>th</sup> August 2018:

Enrolment year	No. of credits Invalidity 66-80%	No. of credits Invalidity 81-100%
Second	24	18
Third	64	48
Further semester	96	72

- c. To achieve the merit requirements referred to in the previous paragraph, the student, with a CFU (university degree debit), may use a "BONUS" matured on the basis of the year of course attended. The bonus can only be used once within the entire study career and is of different value depending on when it is used:

Enrolment year	Bonus - No. of credits Invalidity 66-80%	Bonus - No. of credits Invalidity 81-100%
Second	4	3
Third	9	7
Fourth	12	9

The portion of the "bonus" not enjoyed in the academic year of reference can be used in the following. Students of master degree courses (second level) can only use the bonus if matured but not used during the bachelor degree (first level).

This provision does not apply to students enrolled in second level degree courses (biennials) coming from the previous type of degree course (higher education courses).

Application is automatically done by the Office, without the student's request.

These provisions are not applied to disabled students:

- when the payment of the 2nd instalment is subordinated to the achievement of 20 credits by 10<sup>th</sup> August 2019
- the revocation of the scholarship in the event of failure to reach 20 credits by 30<sup>th</sup> November 2019.



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### 5.1.3. REQUEST FOR SPECIAL INTERVENTION

Students with disabilities who need special services, such as the presence of one or two carers in an accommodation, must report it during the online application, i.e. to the Benefit and Contribution Sector of the ESU's DSU ([dirittoallostudio@esu.pd.it](mailto:dirittoallostudio@esu.pd.it)) **by 14<sup>th</sup> October 2018**. ESU does not guarantee the acceptance of applications after the deadline.

In the case of **motor disability**, ascertained by the University Disability Office, students can request 2 carers by following the online procedure.

At the **DSU Benefits and Contributions Sector** students will also be able to consult the List of students who have indicated their willingness to be a carer. However, ESU takes no responsibility for the names listed on the list.

**When reporting potential carers "preference" will be granted to students staying in ESU accommodation and to those who possess special training certificates.**

**Disabled students who are eligible** for ESU Accommodation are not required to pay any tariff supplement for hosting the carer.

ESU can admit in its accommodation facilities **disabled students not eligible in accordance to the requirements set by the competition, subjected to availability of spaces**. The required fee is defined as "**Other Users - Non-Eligible**".

ESU will grant the disabled student, non-eligible, a contribution for his/her carer, based on the reference ISEE indicator:

ISEE	ESU contribution per Carer
≤ Euro 23.253,00	<b>100%</b> fee required for carer/s
> Euro 23.253,00 and ≤ Euro 70.000,00	<b>50%</b> fee required for carer/s
> Euro 70.000,00	<i>No contribution</i>

In the exercise of the carer activity, the canteen service will be offered free to the carer to the student with a disability suitable for the competition. Likewise, the carer to a noneligible disabled student but, in any case, a recipient of a bed in the ESU accommodation facilities, will be granted free use of the canteen.

In both cases the benefit will apply only for the period in which the activity is actually carried out. It is up to the disabled student, to whom the carer is assigned, to promptly communicate their names or any changes to: **[dirittoallostudio@esu.pd.it](mailto:dirittoallostudio@esu.pd.it) - [residenze@esu.pd.it](mailto:residenze@esu.pd.it)**

## 6 - FOREIGN STUDENTS

Pursuant to Article 8, paragraph 3 of Legislative Decree no. 68, the economic status of foreign or Italian students residing abroad is defined through the Equivalent Economic Situation Indicator abroad, calculated as the sum of the perceived income abroad and 20% of the assets owned by the foreigner, evaluated in the same manner and on the basis of the average exchange rate of the euro in the reference year, as defined by the Ministry of Finance decree Article 4, paragraph 6 of the Decree-Law dated 28th June 1990, no. 168, converted, with amendments, by Law dated 4th August 1990 no. 227.

The tables on the average euro exchange rate are available at:

<http://www.unipd.it/borse-studio-alloggi-sussidi-straordinari>



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[www.esupd.gov.it](http://www.esupd.gov.it)

To obtain the **equivalent ISEE**, go to – with priori appointment – to the **CAF AIC in Via Belzoni no. 48 – phone (+39) 049 772167** ([iseeparificatounipd@gmail.com](mailto:iseeparificatounipd@gmail.com)).

- **FOREIGN STUDENTS WHOSE FAMILY DOES NOT RESIDE IN ITALY;**
- **FOREIGN STUDENTS RESIDING IN ITALY (BUT WITH AN INCOME LOWER THAT EURO 6,500.00) AND WITH FAMILY RESIDING ABROAD;**
- **ITALIAN STUDENTS RESIDING ABROAD.**

#### **DOCUMENTS TO PRESENT CAF TO OBTAIN THE EQUIVALENT ISEE**

**In addition to the documentation concerning any income and assets produced and held in Italy, it is necessary to show documentation, for each member of the family nucleus, as follows:**

- A certification that defines the family composition (dated after 01/01/2018);
- the certification of the total income received in 2016 by all members of the family or income from unemployment benefits (dated after 01/01/2017);
- the certification of all assets held at 31/12/2017 by all members of the household, in particular in the case of possession of dwellings and the dimensions of the same (dated after 01/01/2017)
- any rent agreement abroad.

Such documents, issued by the competent Authorities of the country where such income was generated, must be translated into Italian by the competent Italian Diplomatic Authorities for the area (Embassies or Consulates).

Students coming from countries where there are particular difficulties in obtaining a certification by the local Italian Embassy/Consulate, the aforesaid documentation may be produced by competent diplomatic authorities or consular posts in Italy and then legalized by the Prefecture

**In case of controls, ESU may ask the students to provide the documentation submitted to the CAF.**

#### Particular cases

Students from countries where **human development is low** (a list of these countries is published on the page <http://www.unipd.it/borse-studio-alloggi-sussidi-straordinari>) may also submit a certification attesting that they do not belong to high-income families or have a high social level.

The certification should be required to:

- to Italian Diplomatic Authorities (Embassies or Consulates) in the country of origin;
- if the student is enrolled in a University in his/her country of origin, which is related with agreements or conventions to the University of Padova, also to such University;
- only students enrolled in the first year of the bachelor courses, to Italian financial aid institutions entitled to offer economic guarantees; in these cases the institution issuing the certificate agrees to return the scholarship on behalf of the student in case it is revoked; The student must, in any case, declare his/her income and assets if produced or held in Italy by his/her household.

**FOR STUDENTS RECOGNIZED AS POLITICAL OR STATELESS REFUGEES, ONLY INCOME AND ASSETS HELD IN ITALY ARE CONSIDERED.**

*Students with political or complementary refugee status (subsidiary protection ...) will have to produce appropriate certification regarding their condition (Dir. 2004/83 EC dated 29/04/04 - Legislative Decree 251/2007).*

*Those who:*

- do not present all the documents
- self-declare fake information

as well as being subject to legal sanctions, they will not benefit from ESU accommodation at a reduced rate or be eligible for regional scholarships.



## 7 - SCHOLARSHIP AMOUNT AND PAYMENT MODALITY

The funds allocated to the provision of regional scholarships for the A.Y. 2018/2019 derive:

- from the revenue of the Regional Tax for the DSU;
- from the portion of the State Supplemental Fund specifically established pursuant to Legislative Decree no. 68/2012 and by the Prime Ministerial Decree of April 9th 2001;
- from the own resources of the Veneto Region pursuant to Legislative Decree n. 68/2012.

The resources deriving from the revenue of the TR for the DSU are distributed using the following criteria:

- 30% to students enrolled for the first time in the first year of the bachelor and master/two-year degree programmes**, of which only 5% is the maximum limit, reserved for non-EU students enrolled for the first time in the first year of the three-year degree courses;
- 70% to students enrolled in years following the first of all courses.

The scholarship amount is equal to:

Student status	Maximum import	Minimum import
Non-resident students	€ 5,180.50	€ 2,590.25
Commuter student	€ 2,859.00	€ 1,429.50
Resident student	€ 1,955.50 + daily meal	€ 977.75

For students enrolled in **part-time** studies the scholarship is fully paid in cash and is equal to:

Student status	Maximum import	Minimum import
Non-resident students	€ 2,590.25	€ 1,295.13
Commuter student	€ 1,429.50	€ 714.75
Resident student	€ 977.75 + daily meal	€ 488.87

**The scholarship is completely** paid to students with ISEE inferior or equal to **Euro 15,502.00**.

For ISEE between Euro 15,502.00 and Euro 23,253.00 (ISEE max) the scholarship is reduced proportionally until the minimum amount indicated in the table.

In the event that part of the scholarship is paid in services, the amount is determined as follows:

Type	Amount in Euro
Only accommodation	€ 1,500.00
Only meals (one meal per day)	
Non-Resident students	€ 600.00
Commuter students	€ 400.00
Meals (one meal per day) + housing	€ 2,100.00



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and will be withheld directly from the amount of the outstanding scholarship.

Non-Resident and Commuter students are nevertheless assured that the amount paid in cash is at least Euro 1,100.00 (Euro 550.00 for students who are part-time commuter and non-resident students).

For students enrolled in the last semester of the degree programmes, the amount of scholarship and deductions will be attributed to the extent of 50% of their value.

With regard to the **scholarship provided in services, it is not possible to ask for cash instalments for the non-use of the service itself** (except for special and certified cases).

The amount of the scholarship will be paid (first assignment):

- in one instalment until 31<sup>st</sup> December 2018 to the students enrolled in the HE Courses of the Conservatories of Music, and to the students enrolled in the years after the first of bachelor and master degree programmes of the HE Schools for Linguistic Mediators and CIELS;
- in two instalments for the first-year students of the bachelor and master degree programmes of the Conservatories of Music and the bachelor degree programmes of the HE Schools for Linguistic Mediators and CIELS;
  - 1<sup>st</sup> instalment, 50% of the scholarship by 31<sup>st</sup> December 2018
  - 2<sup>nd</sup> instalment, 50% of the scholarship after having verified the actual achievement of 20 credits by 10<sup>th</sup> August 2019.

Appropriate certified email (PEC) communication will be sent to each beneficiary student regarding the timing and manner of collection of such amounts.

The scholarships after the first assignment depend on the time of liquidation of the additional resources provided by the Veneto Region and MIUR.

#### 7.1.1. WITHDRAWAL REASONS

The scholarship (and relative eligibility) will be revoked to students:

- enrolled in the academic year 2018/2019 to the first year of the HE School and the three- and two-year courses of the Conservatories of Music, who have not achieved at least 20 credits (10 credits for students enrolled part-time) by 30<sup>th</sup> November 2019 deemed valid for the course of study to which the student is enrolled or, alternatively, for the course of study which will be enrolled in the A.Y. 2019/2020, even if different from the previous one. For exceptional and documented impediments, the deadline may not exceed 3 months;
- who give up their studies or move to another Conservatory or other HE School, not affiliated with this Company, during the academic year 2018/2019 and in any case by 31<sup>st</sup> July 2019, regardless of the number of credits achieved;
- students in debt towards the Company and who have not yet provided to solve such situations;
- who declare, or who in previous years have declared, the false. these students will be excluded from being granting benefits throughout the course of their studies;

Students receiving regional scholarships that fall under one of the above conditions must report it to the Benefits and Contributions Office of the DSU of Padova's ESU by sending a certified (PEC) email to [esu@cert.esu.pd.it](mailto:esu@cert.esu.pd.it), attaching a *valid ID document*.

In case of revocation for non-achievement, the sums paid and the amount corresponding to the value of the scholarship provided in the form of services actually enjoyed must be returned referring to the full rate (accommodation) and tariff B (catering).



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## 8 - ACCOMMODATION RESERVATION AND ROOM CONSIGNMENT

The student **beneficiary of accommodation** will have to pay a deposit (**Euro 300,00**) to confirm his/her **reservation**.

### 8.1.1. DEPOSIT

Payment of the deposit may be done exclusively by:

- o **online payment by accessing MYPAY portal**

clicking the *link* indicated in the email sent by the system > **select Anonymous Payments > NOTICE** and complete with the information provided in the email (No. Notice – Fiscal Code – e-mail address) then > **Proceed** (info <http://www.esupd.gov.it/it/Pagine/pagamenti-elettronici.aspx>).

After payment of the deposit, the student will receive from ESU confirmation by registered email (PEC) of the assigned place, which will be made unavailable for others.

Once the **booking term of the accommodation has expired** without the student having paid the deposit, he/she **will lose the benefit** and the place will be allocated to the remaining students awaiting.

The deposit will be converted into **security deposit** once you have taken possession of the accommodation.

The student who has taken possession of the accommodation is required to comply with the **General Regulations of University Residences**, including the payments established.

The deposit will be returned **within 60 days from the deadline provided in the Assignment Form**, and will be paid into the bank / postal account indicated by the student.

Any **modifications to the IBAN coordinates** must be communicated asap to [dirittoallostudio@esu.pd.it](mailto:dirittoallostudio@esu.pd.it)

### Return of the Deposit

*In case of non-enrolment students will be able to request the **return of the deposit** paid for the reservation of the place, after **payment of the fee** applied to **Non-Eligible** students.*

If the **renunciation** is communicated by September, it will be possible to request the return of the entire deposit. The deposit will be returned **within 60 days**.

If, however, the student enrolls but decides to not stay in ESU accommodation, the deposit will be fully deducted.

### 8.1.2. AVAILABLE BEDS

Non-Resident and Commuter students enrolled in the HE Courses of the Conservatories of Music Adria, Castelfranco Veneto, Padova, Rovigo and Vicenza, the Linguistic Mediator Schools of Padua and Vicenza and CIELS are reserved **18** beds in ESU residences (**P.to 9**).

Benefit is given first of all to Non-Resident students, who are eligible according to merit and income requirements.

**Part-time** students will be able to access the housing service in the availability of the remaining places at the rate for "Other Users - Non-Eligible". Priority is determined on the basis of the chronological order of the application.

For future needs, ESU can assign the student an **alternative bed**, or **delay the opening of certain residences**. In case of unavailability ESU will return the paid deposit to the student.

### 8.1.3. BED CONSIGNMENT

To access the residences **the student must present him/herself and sign the Assignment Form for the accommodation the 26th September from 10.00 to 17.00 at the Residenza 'Cittadella dello Studente' in via Venezia 20, Padova, Italy.**



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**Residences will be accessible until 10.00 of 25<sup>th</sup> July 2019.**

The student granted accommodation that does not present him/herself on the above indicated dates to sign the Assignment Form is considered **RENUNCIATORY**, and has no right to get the deposit back except for **serious / motivated circumstances** to be notified by e-mail within the dates indicated above ([residenze@esu.pd.it](mailto:residenze@esu.pd.it)).

**All students who signed the Assignment Form accept the accommodation offered.**

Those who do not collect their key by 15<sup>th</sup> October are considered **RENOUNCERS** and will have to pay the whole month of October. Furthermore, the deposit will not be returned.

With the allocation of the accommodation, the formal furnishing of the room is provided, except for bed linen (sheets, pillowcases, towels and pillows) to be provided by the assignee (as stated in the General Residence Rules). In addition, the assignee is required - under the General Residence Rules - to attend the Security Course organized by ESU as are any other persons deemed to be required for specific activities (e.g. **carers for students with disabilities** ...).

**9 - ACCOMMODATION RATES AND PAYMENT METHODS**

For the period of stay in the assigned accommodation the rates are fixed as follows:

- a) **full tariff:** for **Non-Resident students who are eligible for the regional scholarship** for whom the relevant service has been monetized and for Non-Resident students who have been granted accommodation with the necessary eligibility requirements:

Type of accommodation	Monthly rate in Euro Full rate
Single room	136.00
Double room	110.00

Commuter students, who possess the eligibility requirements, who could be assigned an accommodation, in the case of remaining places, after having exhausted the rankings of Non-Resident eligible students. The rate applied will be the full fee plus 26.00 = € per month.

- b) **Reduced rate: 50%** of the total fare, only for the **Non-Resident students** who, after having participated to the competition, are **eligible to be granted a regional scholarship, but do not benefit of it due to the lack of funds.**

The reduced rate will apply only after the publication of the results of the competition for regional scholarships. Before the publishing of such results, students must pay the full rate, balanced at a later date.

- c) **Non-Eligible – Other-Users DSU:** For students who **do not meet the requirements** of this competition, or exceed the established reserves, and assignees of a place only after completing the allocation of available beds to the eligible students in the ranking:

Type of accommodation	Monthly rate in Euro Other users DSU
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Single room	230.00
Double room	190.00

#### Monthly Increases (in euro)

Residence	Single	Double
Agripolis	55.00	
Ceccarelli	65.00	35.00
Colombo A + B	35.00 > 45.00	35.00
Copernico	55.00	45.00
Copernico <i>Villette</i>	65.00	55.00
Cornaro	45.00	35.00
Ederle	45.00	
Goito	45.00	
Nievo	25.00	15.00
Carli	55.00 > 65.00	
Nord Piovego	85.00	75.00

\* due to increased management needs, ESU can remove some residences from the competition availability, and add further places for students with disabilities.

\*\* The Residenza Nievo will not be available for the competition.

**Rates include** utilities (water, light, ..) and the use of ancillary services in the residences, for example: internet connection, air conditioning (if present), telephone services etc. ... Any interruption of such services does not entitle you to reimbursements or reductions in rates.

#### Payment modality

Payment can be made by:

- online procedure **MYPAY** (<http://www.esupd.gov.it/it/Pagine/pagamenti-elettronici.aspx> );

- **POS terminal (debit or credit card) present in the office of the Resident Manager during office hours.**

The payment modalities are indicated in the **Residences General Regulations** ([http://www.esupd.gov.it/it/Documents/Residenze/ENESUPD\\_Regolamento\\_residenze.pdf](http://www.esupd.gov.it/it/Documents/Residenze/ENESUPD_Regolamento_residenze.pdf) )

#### Withholding on regional scholarship

The amount of **1,500.00 Euros** will be deducted to the sums given to the assignees, non-resident, of the regional scholarship = on an annual basis (750 Euros for students enrolled in the last semester). The same shall pay to ESU the difference corresponding to the higher entitlements foreseen for the above-mentioned accommodation.

**To the student assignee of the accommodation, whose rate is less than the deduction made, will be granted a reimbursement.**

#### Private residences with agreements

If the student has a place in a private residence, which has a contract with ESU and appears as a regional scholarship assignee, as a non-resident, at the end of the competition process, with a specific application to be presented by 31<sup>st</sup> October 2018 to the Benefits and Contributions of the DSU ([dirittoallostudio@esu.pd.it](mailto:dirittoallostudio@esu.pd.it)),



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he/she can request the Administration of the **Private Residence** for the accreditation of the amount held from the scholarship for the accommodation service as deduction of the amount you applied.

## 10 - WHO WAS NOT ELIGIBLE FOR ACCOMMODATION ALLOCATION

Once the appropriate student assignments **have been exhausted**, rankings cease to be valid.

Residual housing may be awarded to students who are non-eligible for the competition.

These students will apply the "**Other DSU Users - Non-Eligible**" tariffs, without any burden on the Company.

## 11 - EVENTS SUBSEQUENT TO THE SUBMISSION OF APPLICATIONS

The student must give timely communication to the DSU Economic Benefits Sector ([dirittoallostudio@esu.pd.it](mailto:dirittoallostudio@esu.pd.it)), of any relevant event (eg: changes of ISEE – changes in status, etc.) for the purpose of allocating the accommodation and the delivery of the scholarship, which occurs after the date of submission of the application.

Students at the same time enrolled at the Conservatory of Music and at Italian Universities (regardless of the degree course followed) that are included in the rankings of the scholarship of both the ESU and the University attended will have to choose, **by 20<sup>th</sup> November 2018**, for one or other benefits. Any residual accommodation may be assigned to students who submit an application in the appropriate Form in the time and manner that will be published on the institutional website after 15<sup>th</sup> October 2018.

## 12 - FINAL DISPOSITIONS

### 9 - ASSESSMENT OF THE ECONOMIC CONDITIONS (ART. 71 D.P.R. 445/2000)

For the purpose of assessing the economic conditions, Padova's ESU does sample controls. In the event of non-truthfulness, ESU will proceed with the immediate revocation of the assigned accommodation and scholarship, plus apply the relative law sanctions.

Padova's ESU will carry out, by all means available, the controls deemed appropriate, also requiring information to the concerned administrations. Padova's ESU may check databases (Siatel, INPS ...) and perform tax audits. It will also send to INPS and the provincial *Guardia di Finanza* Police Command - in accordance with the Memorandum of Understanding – the lists of students who have benefited from the accommodation with a discounted rate as well as students receiving regional scholarships.

Anyone who, without being in the conditions set forth by the laws in question, benefits of the service referred to in this notice as a result of **unfaithful statements**, loses the right to obtain any of the benefits and / or services provided by ESU for the duration of the course, unless stated by the judicial authority (Articles 75 and 76 of the Italian Presidential Decree 445/2000). Furthermore, he/she is subjected to an administrative penalty consisting in the **payment of a sum triple the amount owed for services that are unduly paid or benefitted as regional scholarship** (Article 10 of Italian Legislative Decree 68/2012).

### INFORMATION REGARDING THE USE OF PERSONAL DATA (GDPR)

As provided in article 13 of the European 2016/679 (GDPR), self-certified data as well as what contained in the required documentation are intended for the complexity of operations, usually carried out by electronic and automated means, aimed at compiling the list and lists of students for the allocation of university accommodation and regional scholarships provided by the Italian Regional Law no. 8/1998.

Submitting the requested data is mandatory to participate in the call; a lack of such documentation will result in the exclusion from the Competition.

The lists and rankings with the names of the students eligible for the competition will be published in the appropriate area of the institutional website.



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The data collected may be communicated to other public entities if the communication is necessary for the performance of the institutional functions of ESU or for compliance with the law.

The external data processor is DATALAB srl, via Panà n. 56 35027 Noventa Padovana (PD).

The processing of personal data will be based on principles of correctness, lawfulness, transparency, protection of your rights.

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 regarding security measures, by authorised parties and in compliance with the provisions of art. 29 of the GDPR.

*The collected data may also be used to produce statistical studies and research on the right to study, in any case, to conduct further research on subject of institutional competence for ESU.*

*The data may also be used to keep students informed about initiatives and projects undertaken by ESU's partners.*

Those concerned are entitled to the rights provided for by the Regulations, in particular: access to personal data; correction/cancellation/limitation of processing; opposition and proposal for a claim (pursuant to article 77 of the GDPR) to the Guarantor for personal data protection based in ROME piazza Monte Citorio n. 121, or to another competent European control authority.

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, however for a period not exceeding 10 years.

Data will not be transferred outside the territory of the European Union.

**Holder of the processing** of personal data collected by the ESU is:

ESU of Padova - REGIONAL COMPANY FOR THE RIGHT TO UNIVERSITY STUDIES

office in via S. Francesco 122 - 35121 Padova ([esu@cert.esu.pd.it](mailto:esu@cert.esu.pd.it))

**Data Protection Officer** (DPO), pursuant to art. 37 of the GDPR, has been designated with Italian D.D. no. 152 dated 23.05.2018 the Studio Associato Servizi Professionali Integrati (SASPI), that for this purpose has identified as referent person Lawyer Francesca Gravili, email [dpo@esupd.gov.it](mailto:dpo@esupd.gov.it).

## 13 - RULES AND REGULATIONS

### Right to University Education

- D.P.C.M. April 9, 2001 "Uniformity of the right to university education", in the wake of the determination by the State of the essential levels of performance in the field of Law on University Study and subject to the application of successive different provisions concerning those Who are enrolled in the academic year 2016/2017;
- Regional Law dated 7<sup>th</sup> April 1998 no. 8 "Rules for the implementation of the right to University Education";
- Regional Law dated 22<sup>nd</sup> February 1999 no. 7;
- Regional Law dated 28<sup>th</sup> January 2000 no. 5;
- Regional Council Resolution dated 27<sup>th</sup> July 1999 no. 2668;
- Regional Council Resolution dated 4<sup>th</sup> August 2000 no. 2694;



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[www.esupd.gov.it](http://www.esupd.gov.it)

- Regional Council Resolution dated 14<sup>th</sup> November 2003 no. 3550
- Legislative Decree no. 68 dated 29<sup>th</sup> March 2012, where applicable
- Regional Committee Resolution no. 820 of 8<sup>th</sup> June 2018 concerning the Annual Plan of Interventions for the implementation of the Right to University Education for the academic year 2018/2019;

#### Dichiarazione Sostitutiva Unica

- DPR 28 December 2000 no. 445
- D.P.C.M. - Prime Minister's Decree dated 5<sup>th</sup> December 2013 no. 159
- Minister of Labour and Social Policies' Decree dated 7<sup>th</sup> November 2014
- INPS Memorandum dated 18<sup>th</sup> December 2014 no. 171

*As far as not provided in this notice, reference is made to the relevant laws and regulations, the annual DGR on the right to study, the General Residential Rules.*

**Responsible for Administrative Proceedings** (Article 4 of Law No. 241/1990 and subsequent)

Dr. M. Cristina Betteto, Head of the Economic Benefits Sector

By Decree of Special Commissioner no. 26 dated 12<sup>th</sup> July 2018 this is the only competition reserved to students of the Music Conservators and HE School for Linguistic Mediators for the allocation of ESU accommodation and regional scholarships for the academic year 2018/2019.

**NOTE: Please note that this is a translation from Italian language. The version in Italian language is to be considered legally binding.**

Opposing this provision can be done via judicial appeal in front of the T.A.R. within 60 days of its publication or, alternatively, appeal to the Head of State within 120 days of its publication.

#### **ESU FRONT-DESK FOR THE RIGHT TO UNIVERSITY EDUCATION**

At the Economic Benefits Sector there is a FRONT-DESK for information on services and facilities for the right to University Education.

In particular, foreign students without a Tax Code can contact the office for the payment of the accommodation deposit. It is also open to students with disabilities for specific interventions and information.

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Padova, 12 July 2018

The Director  
Stefano Ferrarese

Special Commissioner  
Giuseppe Agostini