Rules regarding access to university restaurants for the A.Y. 2022/2023

Valid from 15/09/2022 to 30/09/2023

Approved by Director’s Decree no. 191 of 13/09/2022

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1 – GAINING ACCESS THE CATERING SERVICE

Pursuant to articles 2 and 3 LR no. 8/1998, the catering service is for all students of the Universities, of the AFAM Institutions-Conservatories, of degree courses at the Schools for Linguistic Mediators based in Veneto and is disbursed at different rates based on merit requirements and financial position.

Access to the catering facilities is permitted after accreditation on the ESU website and assignment of the relevant Tariff Band.

After accreditation and activation of the catering service, it will be possible to associate the "Esudp.Eat" App, previously installed on your personal device, which will allow you to download the QRCODE (canteen card) to access all computerised catering facilities in Padua and at other sites of the University.

At non-computerised sites access will be possible using paper meal vouchers by the ESU di Padova Catering Service.

N.B.

For students enrolled at the University of Padua, personal data entered at the time of registration on the ESU site must exactly match those registered in UNIPD, otherwise it will not be possible to activate access to catering. In order for the service to be activated, students must be enrolled for AY 2022/2023.

Information about activation of the service is available on the official website, in the section:

www.esu.pd.it > i nostri servizi > ristorazione

Information about activation of the service is available on the official website, in the section:

Access tickets (canteen card - QR - paper voucher code) are strictly personal and non-transferable.

In the event of suspicion of improper use of personal access tickets, students must immediately notify the Settore Diritto allo Studio (Right to Study Sector).
The catering service is available for:

- students of the University of Padua
- students enrolled at Schools for Specialisation and Research Doctorate at the University of Padua after enrolment in the A.Y. 2022-2023.
- students enrolled for the AY 2022/2023, on the advanced and experimental courses of the Music Conservatoires of Padua, Rovigo, Adria, Castelfranco Veneto, Vicenza and on the diploma courses of the Schools for Linguistic Mediators of Padua, Vicenza and CIELS of Padua, after verification of payment of the D.S.U Regional Tax.

Students graduating during the A.Y.2022/2023 graduation session A.Y.2021/2022), will be able to use the catering service as follows:

- students of the system prior to Ministerial Decree 509/99, who have submitted a degree application or passed all exams required by their approved study plan have access under Band/Tariff E;
- students of three-year degree courses in the health professions (Classes 1-4SNT - degree sessions regulated by MIUR), who have submitted a degree application and obtained, by September 2022, all attendance certificates for the three-year study period and achieve qualification by April 2022, have access under Band/Tariff “B” or “C” for prior system. Those to whom Band/Tariff “A” or “D” formerly applied will have access the service under Band/Tariff “B”.

2 – ABOUT THE CATERING SERVICE

The main features of the ESU Catering Service are published on the website [www.esu.pd.it > i nostri servizi > ristorazione](http://www.esu.pd.it). The website also lists the catering facilities that are open and opening times.

Each student is entitled to have one lunch and one evening meal per day only.

Scholarship recipients are entitled to the first meal of the day free of charge: Tariff B will be applied to the second meal.

The catering facilities offer "pasto completo/full meal", a "pasto ridotto/light meal", or a meal with different composition depending on the location: check on the website [www.esu.pd.it > i nostri servizi > ristorazione](http://www.esu.pd.it).

<table>
<thead>
<tr>
<th>FULL MEAL</th>
<th>LIGHT MEAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>comprise:</td>
<td>comprise:</td>
</tr>
<tr>
<td>First course</td>
<td>First course or Main course</td>
</tr>
<tr>
<td>Main course</td>
<td>Side dish</td>
</tr>
<tr>
<td>Side dish</td>
<td>Bread or breadsticks</td>
</tr>
<tr>
<td>Bread or breadsticks</td>
<td>Dessert or fruit or coffee</td>
</tr>
<tr>
<td>Dessert or fruit or coffee</td>
<td>Beverage</td>
</tr>
<tr>
<td>Beverage</td>
<td></td>
</tr>
</tbody>
</table>

N.B. Details of meals are listed in special "meal format" notices displayed in university restaurants.

Light meals/Pasto Ridotto (full meal without a 1st or main course) can only be taken at catering facilities under direct management (Piovego e Agripolis) and those duly authorised by ESU agreement.
The following meals are on offer, where available:

- Pizza (equivalent to pasto completo/full meal)
- Mini-pasto/Mini-meal (equivalent to light meal/pasto ridotto)
- Insalatona/Large salad (equivalent to light meal/pasto ridotto)
- Panino/Sandwich

Formats other than those listed above may be offered at any time at Tariffs established at the time by ESU.

For all formats offered, no more than one tray, two napkins and one set of cutlery (one knife, one fork and one spoon) may be used.

**IT IS FORBIDDEN TO:**

- a) reserve tables (occupy table before collecting meal);
- b) enter canteens and not consume meals or eat meals not produced in the canteen.
- c) share meals with other users.

Students who do not have a QR Code must pay the BAND E Tariff (by showing the Flash Studio Card or pre-enrolment receipt).

Reports on the quality of the Service must be promptly made in the canteen to university restaurants managers and by "Ticket" via the portal [https://myesupd.dirittoallostudio.it/](https://myesupd.dirittoallostudio.it/) > Catering Service > General Information

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### 3 – CATERING SERVICE ACCESS BANDS AND TARIFFS

Pursuant to Article 3 of Regional Law No. 8/1998, the catering service is provided at different rates depending on financial position and merit requirements, which determine the different bands as specified below.

The Tariffs have a validity of 12 months from 01.01.2023 to 31.12.2023 but may be subject to change during the year as a result of band updates.

For the identification of the Tariff Band to which they belong, students enrolled at the University of Padua in possession of ISEE 2022 Certification (referring to income and assets 2020), issued for Right to Study subsidies, must complete by 30.11.2022 the Subsidies Application (Richiesta di Agevolazioni) (on the website [https://uniweb.unipd.it/](https://uniweb.unipd.it/)) applications submitted after this date will be exempted the right to tariff changes.

The income indicators calculated in the ISEE certification acquired by the University of Padua for obtaining other benefits relating to the academic year 2022/2023, are evaluated by ESU for the determination of the BAND of access to the catering service.

Evaluation of merit criteria is carried out on the basis of data provided by the University of Padua.

For students enrolled at AFAM/Conservatories/SSML Institutions, similar procedures apply for data acquisition.

Any student enrolled on subsequent years who is in possession of the above requisites and who has not made any request for benefits, to ESU or to the University, can apply to use the catering service at a reduced Tariff by completing financial and asset indicators in the editable Self-Certification form (available on the website www.esu.pd.it > Servizi alla persona/Personal Services > Moduli online/Online Forms) and sending it by initiating a "Ticket" at [https://myesupd.dirittoallostudio.it/](https://myesupd.dirittoallostudio.it/) > Diritto allo Studio/Right to Study, by 30.11.2022: applications submitted after this date will be exempted the right to tariff changes.
Financial Position Requirements:

- ISEE (Indicatore della Situazione Economica Equivalent - Indicator of Equivalent Economic Situation) not greater than: € 24,335.11
- ISPE (Indicatore della Situazione Patrimoniale Equivalent/Indicator of Equivalent Asset Situation) not greater than: € 37,031.71

Merit Requirement:

- 70% of that required for access to the Regional Scholarship Competition AA 2022/2023.

(It should be noted that in order to obtain 70% of the required merit, bonuses may not be used)

**ISEE – Information**

ISEE Certification - calculated for right to university study benefits - is the certification, issued by INPS, containing information relating to: data submitted with the Single Substitute Declaration, financial indicator calculations, equivalence scale value applied, number and date of submission.

The Dichiarazione Sostitutiva Unica (DSU/Single Substitute Declaration) is the declaration made by the student to the CAF, the Municipality or INPS (by connecting to the website http://servizi2.inps.it/servizi/IseeRiforma/home.aspx), in order to determine the financial situation of the family unit of the applicant for subsidised social benefits, pursuant to DPCM 5/12/2013 No. 59 as amended and supplemented.

Further information on compiling the ISEE Single Substitute Declaration is available from https://servizi2.inps.it/servizi/IseeRiforma/home.aspx

Students can obtain the ISEE calculation and certification delivery free of charge (art 4 paragraph 10 DGR No. 998/2020).

The BANDS are as follows:

<table>
<thead>
<tr>
<th>BAND A</th>
<th>First meal of the day</th>
<th>Second meal of the day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tariff A</td>
<td>€ 2,70 pasto completo/full meal</td>
<td>€ 2,00 pasto ridotto/light meal</td>
</tr>
<tr>
<td>Tariff B</td>
<td>€ 4,70 pasto completo/full meal</td>
<td>€ 3,50 pasto ridotto/light meal</td>
</tr>
</tbody>
</table>

The tariffs applied to students are VAT exempt.

**REQUISITES** to be possessed jointly:

- Financial Requirements: those necessary for the regional scholarship competition
- Academic Merit: 70% of that required for entry to the Regional Scholarship Competition (by 10.08.2022)

**USERS** (excluding those enrolled part-time):
• enrolled in subsequent years of University of Padua degree courses or on courses at the Conservatories, Schools for Linguistic Mediation and CIELS;

• enrolled in first years of University of Padua degree courses or on courses at the Conservatories, Schools for Linguistic Mediation and CIELS, eligible for scholarship but not beneficiaries;

Students in band A benefit from the application of Tariff A to the first meal of the day taken: Tariff B is applied to the second meal.

BAND B

<table>
<thead>
<tr>
<th>Tariff B</th>
<th>First meal of the day</th>
<th>Tariff B</th>
</tr>
</thead>
<tbody>
<tr>
<td>€ 4,70 pasto completo/full meal</td>
<td>Lunch or Dinner</td>
<td>€ 3,50 pasto ridotto/light meal</td>
</tr>
<tr>
<td>€ 4,70 pasto completo/full meal</td>
<td>Second meal of the day Dinner</td>
<td>€ 3,50 pasto ridotto/light meal</td>
</tr>
</tbody>
</table>

The tariffs applied to students are VAT exempt.

REQUISITES to be possessed as an alternative

• Financial Requirements: those necessary for the regional scholarship competition

or

• Academic Merit: 70% of that required for entry to the Regional Scholarship Competition (by 10.08.2022)

USERS (excluding those enrolled part-time):

• students enrolled on old and new system degree courses at the University of Padua;

• students enrolled at Schools for Specialisation and for Research Doctorates at the University of Padua;

• students enrolled on courses at Conservatories, Schools for Linguistic Mediators and CIELS;

• students enrolled on TFA (Active Traineeships); PAS (Special Qualification Courses) etc;

• graduates from the three-year degree courses (Laurea Triennale) and enrolling on specialisation courses (Laurea Magistrale) at the University of Padua with pre-registration on Uniweb (on request to be made by “Ticket” via the portal [https://myesupd.dirittoallostudio.it/](https://myesupd.dirittoallostudio.it/) > Catering Service > General Information.).

BAND C

<table>
<thead>
<tr>
<th>Tariff C1</th>
<th>Lunch</th>
<th>Tariff C1</th>
</tr>
</thead>
<tbody>
<tr>
<td>€ 5,70 pasto completo/full meal</td>
<td></td>
<td>€ 4,60 pasto ridotto/light meal</td>
</tr>
<tr>
<td>€ 5,70 pasto completo/full meal</td>
<td>Dinner</td>
<td>€ 4,60 pasto ridotto/light meal</td>
</tr>
</tbody>
</table>

The tariffs applied to students are VAT exempt.

USERS:
- enrolled in subsequent years of courses at the University of Padua or of courses at Conservatories, Schools for Linguistic Mediators and CIELS without both the income and merit requirements referred to in BANDS A and B;
- enrolled part-time on courses at the University of Padua or on courses at Conservatories, Schools for Linguistic Mediators and CIELS;
- students participating in international mobility programmes and bilateral exchanges;
- University of Padua and Public research bodies post-graduate grant recipients.

<table>
<thead>
<tr>
<th>BAND D</th>
<th>First meal of the day</th>
<th>Tariff B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tariff D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>pasto completo gratuito/full meal free of charge</td>
<td>Lunch or Dinner</td>
<td>pasto ridotto gratuito/light meal free of charge</td>
</tr>
<tr>
<td>Tariff B</td>
<td>Second meal of the day</td>
<td>Dinner</td>
</tr>
<tr>
<td>€ 4,70 pasto completo/full meal</td>
<td></td>
<td>€ 3,50 pasto ridotto/ light meal</td>
</tr>
</tbody>
</table>

*The tariffs applied to students are VAT exempt.*

**USERS (excluding those enrolled part-time):**
- regional scholarship winners: 1 lunch or 1 dinner
- eligible for scholarship (excluding the first year of degree courses): 1 lunch or 1 dinner
- helpers of disabled students who have been assigned ESU accommodation: both daily meals

**N.B.**

- Off Site students who are beneficiaries of a regional scholarship are subject to a deduction of € 700.00 by the granting institution and paid directly to ESU;
- Commuter students who are beneficiaries of a regional scholarship are subject to a deduction of € 500.00 by the granting institution and paid directly to ESU;
- Failure to use the catering service by students who are beneficiaries of a regional scholarship does not confer the right to any reimbursement of the deduction made from the scholarship for food (see point 5 below).
- **Free meals for students who are beneficiaries of a regional scholarship end with the attainment of their degree and the termination of the status of Scholarship Student.**
- **Free meals for students receiving the six-month scholarship end on 30.06.2023.**
<table>
<thead>
<tr>
<th>Tariff E</th>
<th>Lunch</th>
<th>Tariff E</th>
</tr>
</thead>
<tbody>
<tr>
<td>€ 8,00 pasto completo/full meal</td>
<td></td>
<td>€ 6,00 pasto ridotto/light meal</td>
</tr>
</tbody>
</table>

The amount includes the VAT at the rate in force by law.

**USERS:**

- students enrolled on: single courses; specialisation courses and advanced courses held at the University of Padua;
- students enrolled on 1st and 2nd level Masters at the University of Padua;
- holders of research grants at the University of Padua;
- other users classified as university users who are authorised to access after registering online via the Sportello/Help desk and applying by initiating a "Ticket" via the portal [https://myesupd.dirittoallostudio.it/](https://myesupd.dirittoallostudio.it/) > Catering Service > General Information:
  - participants in University of Padua work experience schemes/traineeships
  - students from other Universities;
  - students enrolled at Inter-University Research Doctorate Schools and Schools for Specialisation in teaching networks with Veneto Universities;
  - students enrolled at Research Doctorate Schools at other Universities
  - upper secondary school students (by request);
  - other users classified as university users.

**4 – TERMS OF PAYMENT**

Payment for use of the catering service by all users can be made as follows:

a) by cash

b) through a prepaid system (smart cash - borsellino elettronico) for the purchase of paper meal vouchers in NON-computerised sites and for access to facilities with advance meal bookings

Other payment systems may be envisaged or activated for specific Conventions/Agreements

**5 – REGULATIONS ON REPAYMENT OF DEDUCTIONS AND REFUNDS**

Following the Operational Protocol signed between the University of Padua and ESU di Padova, pursuant to Director's Decree 71/2022 of 28/03/2022, student beneficiaries of a scholarship to which the compulsory deduction for the catering service has been applied, may request its return in the cases listed below (the regulations are extended, for equal treatment, to students benefiting from a scholarship granted by ESU di Padova):

a) students suffering from pathologies, duly documented by certification from a specialist doctor from the NHS, that do not permit use of the catering service;
b) students engaged in work experience or trainee schemes or in the preparation of degree theses at external sites certified as lacking catering services;

c) students with a disability of more than 80%, on the understanding that such students intending to use the catering service will pay Tariff B;

d) carers of disabled students, who have been assigned ESU accommodation, with a disability recognised as greater than or equal to 66% by NHS Commission, applying tariff B for the catering service for the period subsequent to carrying out accompanying activities;

e) students who carry out compulsory annual internships at hospitals in Veneto where ESU has not activated a specific canteen service or at times that do not permit them to go to the catering facilities (e.g. medical health courses), duly certified by the UniPD tutor/coordinator of the internship;

f) students attending courses at off-site locations for which ESU is unable to provide a catering service;

g) students who carry out national community service, in relation to the project and location;

h) working students, whose hours (duly certified by the employer) do not permit use of the catering service.

i) to students who have been awarded a regional scholarship and who are engaged in international mobility programmes or internships, ESU will return the expected portion of the deduction for the catering service limited to the period of actual stay abroad or internship calculated in full months and not apportionable (a whole month is considered from the 16th day onwards) and after verifying achievement of the required merit, on the understanding that students intending to use the service will pay Tariff B. In the case of an Erasmus/Internship period that extends over two different academic years, students can request reimbursement using two distinct forms per year specifying the two different periods relating to the two years and the reimbursement will be calculated for the months of actual non-use of the service.

N.B.:

except for the cases specified above, refund of the deduction is not envisaged, including the voluntary non-use of the catering service.

**The Tariffs for the catering service are applied for the period from 01.01.23 to 31.12.2023.**

**Students who are enrolled on the first year and are first-time regional scholarship (Unipd or Esu) beneficiaries will enjoy free meals at Tariff D for the period indicated above and will not be able to request reimbursement for meals taken at Tariff B for the months October - December 2022.**

Students who are beneficiaries of scholarships in assignments subsequent to the first, can apply to ESU for the reimbursement of meals paid at Tariff B from 1 January 2023 to the date of assignment of the benefit, by filling in the appropriate form available from the Sportello Studente/Student Help Desk from the link: [https://myesupd.dirittoallostudio.it](https://myesupd.dirittoallostudio.it).

Applications for refunds of the deduction must be submitted by filling in the appropriate online form on the ESU portal: [https://myesupd.dirittoallostudio.it](https://myesupd.dirittoallostudio.it) no later than 31 December of the year in which the scholarship is paid.

Students eligible for University scholarships who opt for the benefit provided by Regions or Autonomous Provinces, as well as by other public institutions, lose the right to the discounted/free tariff for access to the catering service. Tariff B will be automatically attributed with any recalculation and charge for meals consumed from 1 January 2023.
Students who no longer have right to access (because of completion or interruption of a university career) and have a residual credit can request a refund (if the residual is equal to or greater than € 5.00) by filling in the appropriate online form available in the Sportello Studente/Student Help Desk from the link: https://myesupd.dirittoallostudio.it.

Any student who, in the event of an extraordinary malfunction of the computer system, has been charged a different Tariff than that due will be refunded the difference on the higher amount paid, after applying for a refund using the appropriate form.

### 6 – SANCTIONS

Anyone who, without being in the conditions established by the relevant laws, uses the service referred to above as a result of untruthful declarations, made by themselves or their relatives, shall lose the right to obtain any benefits and/or services provided by ESU, for the duration of the course of study, without prejudice to reporting any unlawful deed identified to the appropriate authorities (articles 75 and 76 of Presidential Decree No. 445/2000), and shall be fined in the amount of three times the sum due (art 10 of Legislative Decree 68/2012).

To verify the correct use by the legitimate holder of the QR Code or meal vouchers, where provided, ESU may carry out random checks.

Improper use of the QR Code (e.g. transfer to third parties) and meal vouchers where provided will result in the following penalties for the user of the catering service:

<table>
<thead>
<tr>
<th>INFRINGEMENT</th>
<th>PENALTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>A) Use of personal access (App or meal voucher) by third parties</td>
<td>Immediate prohibition (disabling) to access to the catering service by the holder for a period of 15 days, as well as application to the user of the Tariff applied in BAND E for the meal(s) unjustly taken.</td>
</tr>
<tr>
<td>B) Use of paper vouchers for the consumption of more meals per day higher than allowed</td>
<td>Immediate prohibition (disabling) to access to the catering service, for a period of 15 days, as well as application to the user of the Tariff applied in BAND E for the meal(s) unjustly taken.</td>
</tr>
</tbody>
</table>

In the event of repeat of the behaviour referred to in points A), B), ESU may proceed with the permanent prohibition to access to the catering service(s) and to reporting the wrongdoing to the competent authorities.

### 7 – FORFEITURE OF RIGHT

Students who - as a rule - lose the right to use the catering service are those who:

a) obtain a degree or diploma during the A.Y. 2022/2023;
b) move to another university site;
c) submit an application to withdraw from studies;
d) do not enrol for the 2022/2023 academic year.
8 – PROCESSING OF PERSONAL DATA

Pursuant to Article 13 of EU Regulation 679/2016 (GDPR), please note the following:

**Purpose of data processing and legal basis**

Data will be processed for the institutional purposes of ESU regarding the Right to University Study, in accordance with the provisions of Regional Law No. 8/1998, in particular to enable access to the catering service.

The data provided (directly by the Data Subject or through data flows with the University and the Institutions) may also be used for statistical purposes.

**Recipients**

Data can be accessed by duly authorised employees, as well as external suppliers, appointed, if necessary, as data processors. Furthermore, the data provided may be disclosed to other bodies for verification and control purposes.

**Retention period and criteria**

Processing is carried out in an automated and/or manual manner, with methods and tools aimed at guaranteeing maximum security. 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, and in any case for a period not exceeding 10 years. The data will not be transferred outside the territory of the European Union.

**Rights of the Data Subject**

In particular, the Data Subject is guaranteed the right to:

- access Personal Data;
- rectify Personal Data,
- erase Personal Data for which there is no longer any legal basis for its processing;
- challenge processing where provided for by applicable law;
- limit the ways in which Personal Data is processed, within the limits established by the legislation protecting personal data.

**Nature of data provision**

The provision of personal data is mandatory. Failure to provide, or partial or incorrect provision of, such data will make it impossible to access the catering service at a reduced tariff.

**The Data Protection Officer (DPO)** pursuant to Article 37 of the GDPR, has been designated under D.D. 152 of 23.05.2018 and can be contacted at the following email address: dpo@esupd.gov.it.

General information is available on the web site (http://www.esu.pd.it/it/Pagine/privacy.aspx).

The Data Controller of personal data collected by ESU is:

ESU di Padova – AZIENDA REGIONALE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO

with offices in via S. Francesco 122 – 35121 Padova (esu@cert.esu.pd.it)
9 – NORMATIVE REFERENCES

DPCM 9.4.2001 “Uniformity of treatment on the right to university studies”;
Regional Law 7 April 1998 no. 8 "Regulations for the implementation of the right to university study";
Regional Law 22 February 1999 no. 7
Regional Law 28 January 2000 no. 5
Resolutions of the Regional Council of Veneto n 2668 of 27.07.1999 and 2694 of 4.08.2000, relating to the implementation of the right to study for students of the Higher Courses at the Music Conservatoires of the Region and of diploma courses at Veneto Schools for Linguistic Mediators;
MIUR note dated 5.11.2012 (prot. no. 1201);
Legislative Decree No. 68 of 29 March, 2012 as applicable;
D.G.R. no. 875 of 19/07/2022 on the Annual Programme for the implementation of the Right to University Study for the 2022-2023 Academic Year;
Legislative Decree No. 68 of 29 March, 2012;
Presidential Decree No. 445 of 28 December 2000
Prime Ministerial Decree No. 159 of 5 December 2013;
Decree of the Ministry of Employment and Social Policies of 7 November 2014;
INPS Circular of 18 December 2014 No. 171;
EU Regulation 2016/679 GDPR ;
UNIPD Protocol - ESU Padova no. 2194/2022 - Regulations on repayment of deductions for catering

For anything not provided for in this document, reference is made to the laws and regulations in force on the matter, as well as to regional guidelines.

Padua, 13th September 2022

The Director

Dott. Gabriele Verza