



RULES REGARDING ACCESS TO UNIVERSITY RESTAURANTS FOR THE A.Y. 2020/2021

Criteria for access to the catering service and TARIFFS/BANDS applied for the A.Y. 2020/2021.

Summary

1 - Gaining access the catering service	1
2 - About the Catering Service	2
3 - Catering Service Access Bands.....	3
4 - Terms of payment	6
5 - Forfeiture of right.....	6
6 - Conditions	6
7 - Sanctions	7
8 - Processing of personal data	8
9 - Normative references.....	8

1 - GAINING ACCESS THE CATERING SERVICE

Each student has a daily entitlement to no more than one meal at midday and one in the evening.

Students gain access to the catering service by means of accreditation on the ESU website and **personalised QR Code** that can be used at all catering facilities, including affiliated facilities, both in Padua and on the other sites of the University (provided they are computerised) or through meal vouchers purchased from the Sportello Studente/Student Help Desk (non-computerised locations).

Information regarding issuing of the QR Code is available on the main website, in the section:

<http://www.esu.pd.it/it/i-nostri-servizi/ristorazione>

Access to catering facilities is subject to identification of the person and attribution of the appropriate BAND.

Access is therefore permitted:

- by means of a QR Code containing personal data (computerised sites);
- by presenting paper vouchers issued by ESU (non-computerised sites).

The QR Code and paper vouchers are strictly personal and non-transferable.

Students must apply to the Right to Study Sector for the deactivation of any lost or stolen codes/vouchers to prevent improper use by third parties.

The catering service for university students is normally valid for **12 months** (the allocation of the Bands for access to the service runs **from 1.01.2021 to 31.12.2021**) and is available to:

- students of the University of Padua from matriculation/enrolment for the A.Y. 2020/2021;
- students enrolled at Schools for Specialisation and Research Doctorate at the University of Padua after enrolment in the A.Y. 2020-2021 and for a duration of twelve months.

As students enrolled at the Schools for Specialisation of the University of Padua, 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



Azienda Regionale per il Diritto Allo
Studio Universitario Regional
Company for the Right to University
Education.

Via San Francesco, 122
35121 – Padova
Tel 0498235611
Fax 0498235663
VAT No. 00815750286

esu@esu.pd.it
esu@cert.esu.pd.it
www.esu.pd.it

CIELS of Padua are required to pay DSU Regional Tax, they are entitled to access the catering service under the same conditions as those students enrolled at the University.

Students graduating during the A.Y. 2020/2021 (graduation session A.Y. 2019/2020), 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 C2;
- 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 2020, all attendance certificates for the three-year study period and achieve qualification by April 2021 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. The website also lists the catering facilities that are open and opening times. Reports about Service quality can be made to the university restaurant managers; information regarding access for users other than those who are classified as university users can be obtained by contacting the ESU Padua University Catering Sector.

The catering facilities offer "pasto completo/full meal" or alternatively a "pasto ridotto/light meal". Full meals, which may be available for take-away from a number of catering facilities, comprise:

- primo piatto/first course
- secondo piatto/main course
- contorno/side dish
- dessert or fruit
- beverage

as 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 or 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)

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

Users wanting alternatives to full meal or light meal formats may request individual dishes only where expressly permitted and indicated, to which the following Tariffs will apply:

- cover charge: € 0.50
- primo piatto/first course : € 2,50
- secondo piatto/main course: € 3,00
- contorno/side dish: € 1,00
- dessert or fruit: € 1,00
- speedy ESU (panino/sandwich, drink and fruit): € 3.50



Azienda Regionale per il Diritto Allo
Studio Universitario Regional
Company for the Right to University
Education.

Via San Francesco, 122
35121 – Padova
Tel 0498235611
Fax 0498235663
VAT No. 00815750286

esu@esu.pd.it
esu@cert.esu.pd.it
www.esu.pd.it

The "Cover Charge" (tray, tray cover place mats (where available), serviettes, cutlery, glass, drink, bread or breadsticks) must be paid regardless of how much of the meal is consumed and the length of time the seating place is occupied.

For all formats offered, **no more than** one tray, one tray cover place mat (where available), 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.**

STUDENTS MUST COMPLY WITH ESU SAFETY RULES ESTABLISHED FOR THE CONTAINMENT OF THE HEALTH EMERGENCY (COVID).

Students who do not have a QR Code must pay the BAND E Tariff.

3 - CATERING SERVICE ACCESS BANDS

Students contribute to the cost of the service according to Tariffs corresponding to certain BANDS defined on the basis of the declaration made by the student when completing the Subsidies Application (Richiesta di Agevolazioni) (at www.uniweb.unipd.it), for verifying and evaluating possession of income requirements. Evaluation of the merit criterion is carried out on the basis of data provided by the University of Padua, or by University equivalent institutes.

For the purpose of assigning the payment BANDS/TARIFFS, the following requisites are necessary:

Financial Requirements:

- *ISEE (Indicatore della Situazione Economica Equivalente - Indicator of Equivalent Economic Situation) not greater than: € 23,626.32*
- *ISPE (Indicatore della Situazione Patrimoniale Equivalente Indicator of Equivalent Asset Situation) not greater than: € 36,399.72*

Academic merit:

- *70% of that required for entry to the Regional Scholarship Competition A.A. 2020/2021.*

Once in possession of ISEE 2020 Certification (regarding 2018 income and assets) students must complete, by 30.11.2020, the Subsidies Application - "Richiesta di Agevolazioni" on the website www.uniweb.unipd.it

Applications made after 30.11.2020 will not be considered. The Indicators (calculated in the ISEE Certificate for Right to University Study Subsidies) acquired by the University of Padua in relation to other benefits covering the academic year 2020/2021 are automatically assessed by ESU when determining the appropriate BAND for use of the catering service.

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> > Diritto allo Studio/Right to Study, by 30.11.2020 (together with a copy of ID document).

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/lseeriforma/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/lseeRiforma/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:

BAND A		
Tariff A € 2.70 pasto completo/full meal	Lunch	Tariff A € 2.00 pasto ridotto/light meal
Tariff B € 4.70 pasto completo/full meal	Dinner	Tariff B € 3.50 pasto ridotto/light meal

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 10.08.2020)*

USERS (excluding those enrolled part-time):

- **students enrolled on subsequent years of** the old and new university system degree courses, Advanced/3-year/2-year (Sup./trienni/bienni) courses at Conservatoires, Schools for Linguistic Mediators and CIELS

FURTHERMORE

USERS (excluding those enrolled part-time):

- Students enrolled on the first year of three-year degree (Laurea Triennale) single cycle master's/(magistrale a ciclo unico)/two-year specialisation course (Laurea Magistrale) who are eligible for a scholarship but who are not beneficiaries;
- students enrolled on the first year of Advanced/3-year/2-year (Sup./trienni/bienni) courses at Conservatoires, Schools for Linguistic Mediators and CIELS who are eligible for a scholarship but who are not beneficiaries;

First-year students eligible for the regional scholarship (excluding part-time students), upon a specific application to be made at the Right to Study Sector, can apply for Tariff A for dinner instead of lunch. This concession is valid from the date of the application and for the entire period of use of the benefit (from 01.01.2021 to 31.12.2021).

BAND B		
Tariff B € 4.70 pasto completo/full meal	Lunch	Tariff B € 3.50 pasto ridotto/light meal
Tariff B € 4.70 pasto completo/full meal	Dinner	Tariff B € 3.50 pasto ridotto/light meal

REQUISITES:

- *Financial Requirements: those necessary for the regional scholarship competition (or)*
- *Academic Merit: 70% of that required for entry to the Regional Scholarship Competition (by 10.08.2020)*



USERS (excluding those enrolled part-time):

- students enrolled on old and new system degree courses;
- students enrolled/pre-enrolled on the 1st year of degree courses who are not eligible for or do not require Regional Scholarship or who are awaiting evaluation or scholarship holders (first and subsequent years) from Regions-Autonomous Provinces-University who have renounced the Scholarship from the Veneto Region;
- students enrolling for specialisation course (Laurea Magistrale) with pre-enrolment on Uniweb (by request);
- students enrolled at Schools for Specialisation and for Research Doctorates at the University of Padua;
- students enrolled on Advanced/3-year/2-year (Sup./trienni/bienni) courses at Conservatoires, Schools for Linguistic Mediators and CIELS;
- students enrolled on TFA (Active Traineeships); PAS (Special Qualification Courses) etc.

BAND C1		
Tariff C1 € 5.70 pasto completo/full meal	Lunch	Tariff C1 € 4.60 pasto ridotto/light meal
Tariff C1 € 5.70 pasto completo/full meal	Dinner	Tariff C1 € 4.60 pasto ridotto/light meal

USERS:

- students enrolled on subsequent years without both the income and merit requirements referred to in BANDS A and B;
- students enrolled on Advanced/3-year/2-year (Sup./trienni/bienni) courses at Conservatoires, Schools for Linguistic Mediators and CIELS who lack the income and merit requirements required for BANDS A and B, as well as part-time students;
- students participating in international mobility programmes (Erasmus,) and bilateral exchanges;
- University of Padua and Public research bodies post-graduate grant recipients
- students enrolled part-time on three-year degree (laurea triennale) and specialisation course (magistrale)

BAND C2		
Tariff C2 € 6.50 pasto completo/full meal	Lunch	Tariff C2 € 5.50 pasto ridotto/light meal
available only at the Piovego restaurant		

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;
- participants in work experience schemes/traineeships required by the University of Padua university system.
- students from other Universities, for study purposes;
- students enrolled at Inter-University Research Doctorate Schools and Schools for Specialisation in teaching networks with Veneto Universities;
- students enrolled at Research Doctorate Schools (by request, up to discussion of thesis);
- those involved in the "Community Service" project;
- upper secondary school students (by request);
- holders of research grants at the University of Padua;
- users belonging to non-profit associations, in particular operating in the disability field.



BAND D		
Tariff D pasto completo/full meal free of charge	Lunch or Dinner	Tariff D pasto ridotto/light meal free of charge
Tariff B € 4.70 pasto completo/full meal	Dinner	Tariff B € 3.50 pasto ridotto/light meal

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

Off-site students who are beneficiaries of a regional scholarship are subject to a deduction by the competent institution of € 600 paid to ESU.

Commuter students who are beneficiaries of a regional scholarship are subject to a deduction by the competent institution of € 400 paid to ESU.

BAND E		
Tariff E € 8.00 pasto completo/full meal	Lunch	Tariff E € 6.00 pasto ridotto/light meal

USERS:

- those authorised to access the university;
- other users

4 - TERMS OF PAYMENT

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

- a) by cash
- b) by means of post-paid system
- c) by means of prepaid system (Smart Cash (*borsellino elettronico*) topped-up at the sportello studente/student help desk or Meal voucher to be purchased at the sportello studente/student help desk)

5 - 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. 2020/2021;
- b) move to another university site;
- c) submit an application to withdraw from studies;
- d) do not enrol for the 2020/2021 academic year.

6 - CONDITIONS

Tariffs assigned to individual BANDS may be subject to change during the year.

A student awarded a Regional Scholarship as an Off-site student and who has accommodation in a private residence with which ESU has special arrangements may request, by means of a specific application to be submitted by **30.12.2020** to the Right to Study Sector, the credit to the administration of the private residence of the amount withheld from the scholarship for the catering service, deducting the fee charged, if a catering service is available within the private accommodation.



Azienda Regionale per il Diritto Allo
Studio Universitario Regional
Company for the Right to University
Education.

Via San Francesco, 122
35121 – Padova
Tel 0498235611
Fax 0498235663
VAT No. 00815750286

esu@esu.pd.it
esu@cert.esu.pd.it
www.esu.pd.it

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 2021.

Students enrolled on the first year who are beneficiaries of scholarships in assignments subsequent to the first, can ask ESU for the reimbursement of lunches paid from 1 January 2021, by filling in the specific online form available on the website www.esu.pd.it > Servizi alla persona/Personal services> Elenco servizi online/List of online services.

Students who no longer have right to access 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 on the website www.esu.pd.it > Servizi alla persona/Personal services> Elenco servizi online/List of online services.

NB.: Failure to use the catering service by students who are beneficiaries of a regional scholarship does not give the right to any reimbursement for meals deducted from the scholarship.

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, by initiating a "Ticket" at (<https://myesupd.dirittoallostudio.it> > *Diritto allo Studio/Right to Study*), and attaching the receipt with student details.

7 - 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).

IN ORDER TO VERIFY THE CORRESPONDENCE BETWEEN THE IDENTITY DETAILS CONTAINED IN THE QR CODE AND THE IDENTITY OF THE HOLDER, FOR ACCESS TO BANDS A), B), C) AND D), ESU MAY REQUEST, ON A RANDOM SAMPLING BASIS, A VALID IDENTITY DOCUMENT AND THE RECEIPT.

Improper use of the QR Code (and meal vouchers where provided) will result in the following penalties for the user of the catering service:

INFRINGEMENT	PENALTY
A) Use of QR Code by third parties	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.
B) Use of paper vouchers for the consumption of more meals per day higher than allowed	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.
C) Use of paper vouchers by third parties	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.



Azienda Regionale per il Diritto Allo
Studio Universitario Regional
Company for the Right to University
Education.

Via San Francesco, 122
35121 – Padova
Tel 0498235611
Fax 0498235663
VAT No. 00815750286

esu@esu.pd.it
esu@cert.esu.pd.it
www.esu.pd.it

In the event of repeat of the behaviour referred to in points A), B), i.e. from the second infringement ascertained and attributable to the same user, ESU may proceed with the permanent prohibition to access to the ESU catering service(s) and to reporting the wrongdoing to the competent authorities.

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)

Data Protection Officer (DPO), pursuant to art 37 of the GDPR, can be contacted: dpo@esu.pd.it.

9 - NORMATIVE REFERENCES

- DPCM 9.4.2001 “Uniformity of treatment on the right to university studies”;



Azienda Regionale per il Diritto Allo
Studio Universitario Regional
Company for the Right to University
Education.

Via San Francesco, 122
35121 – Padova
Tel 0498235611
Fax 0498235663
VAT No. 00815750286

esu@esu.pd.it
esu@cert.esu.pd.it
www.esu.pd.it

- 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. 998/2020 on the Annual Programme for the implementation of the Right to University Study for the 2020/2021 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
- Board of Directors Resolution No. 46 of 30/09/2020

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, 30 September 2020

The Director

Stefano Ferrarese

The Chairman of the Board of Directors

Giuseppe Agostini