



A

Accommodation application: correctly completing the accommodation application is the first and fundamental requirement for taking part in the Accommodation Competition. The deadlines for submitting it are strict, and the procedures for filling it in are indicated in the Notice, art. 2.1. A tutorial showing step-by-step compilation is also available.

Accommodation offer: a student who is eligible and has been placed on the ranking list in a position that allows them to be assigned, receives an offer at the [Student Desk](#). In order to accept the offer they must pay the deposit by the deadline stipulated in the Announcement and indicated in the offer (see Announcement, art. 2.5). As a rule of thumb, students enrolled in the first year are offered a place in a double room; students enrolled in subsequent years are given priority in single rooms, subject to availability.

Area of the city: a request that comes very often from first-year students is to know in which areas of the city are the residences and faculties, in order to estimate the distance. Padova is a small, bicycle-friendly city. In 15-20 minutes at the most by bicycle you can easily go from any residence to the furthest university department. On the [Esu Padova website](#), it is possible to calculate the route required to move from the residence to one's place of study.

Assignee: is the student who meets the requirements set out in the Competition Announcement and is offered accommodation (see Competition Announcement, art. 2.5).

B

Booking cancellation: the student assigned an accommodation may renounce the place, after having accepted it. Cancellation by October 31st is ruled by the Notice of Competition in Annex 1. Renunciation taking place from November 1st onwards is governed by the General Residence Regulations, art. 7. Please note that withdrawing from accommodation also affects the status (off-site, off-site to be confirmed, commuter) that the University considers when awarding scholarships. See the Annex "Tuition fee calculation methods" available here <https://www.esu.pd.it/en/news/category/scholarships-and-calls-en/announcement-for-the-assignment-of-accommodation-en/>.

C

Communications: All communications relating to the Housing Competition and allocations are sent to the student's personal area in the [Student Desk](#), by ticket and, only in exceptional cases, by email. It is the student's responsibility to keep all communication channels monitored.

Commuter: is the student who lives in municipalities/locations distant from the course venue attended within distances of between 40 and 80 km or has a travel time (by public transport) of between 40 and 80 minutes (See Announcement art. 1.1). Accommodations may only be allocated through the Competition after the ranking lists of eligible off-site students have been exhausted.

Completion of income data: after completing the accommodation application, the student must also fill out the "Completion of income data" section. With the data entered in this section, Esu can check the ISEE/ISEE Parificato statement provided by the student, assess the application and process the ranking. Without the data entered in the "Income data completion" section, it is not possible to assess the application. Since the student can participate in the Accommodation Competition by requesting ISEE/ISEE Parificato until the application closing date, the ISEE data may be available even in the days following the application closing date, therefore the "Income data completion" section remains active even in the weeks following the accommodation application closing date. (See Notice of Competition, art. 2.1). Esu will acquire the income data from INPS and CAF for the last time on the date indicated in the Notice of Competition, art. 2.2

D

Deadlines: the housing competition has several deadlines (e.g. submission of application, payment of deposit in case of housing offer, acquisition of merit, etc.). All deadlines are strict and cannot be waived. Students are invited to consult the deadlines and to read the Announcement carefully.

Deduction from scholarship: for off-site students receiving a regional grant, the grant is paid partly in cash and partly in services. For Esu bed space assignees, the accommodation service fee applied to

the regional grant is € 1,600.00 (reduced by 50% for students enrolled in the first year outside prescribed time) used to partially pay the accommodation fee (See Announcement, art. 1.5).

Delega erasmus: a student going on Erasmus in the first semester or in the course of the year can participate in the accommodation competition and accept the possible offer. After accepting the offer, they can leave the place at the disposal of an Erasmus student arriving in Padova, who will pay for the room instead of the assignee. The request to leave the place available must be made by ticket at the [Student Desk](#).

Deposit: when an eligible student in the accommodation ranking receives a housing offer, in order to accept it they must pay a deposit according to the terms and deadlines indicated in the offer. The deposit paid will be returned within 60 days from the end of the allocation period, subject to regular check-out procedures (See the Competition Announcement, art. 2.5 and Residence Regulations art. 10).

Disability: special application evaluation methods are applied to students with disabilities, with recognition pursuant to art. 3, paragraph 1, of L. 05/05/1992, no. 104 or with a disability recognised by the National Health Service to a degree $\geq 66\%$ and duly documented. All information is available in the Competition Notice, in particular in Annex 2.

Dsu: the prerequisite for issuing the ISEE Certificate is the completion of the DSU (Single Substitute Declaration) which is the document that contains the personal data, income and assets of the student's family unit.

E

Enrollment not completed: the Accommodation Competition is open to students enrolled at the University of Padova for the Academic Year 2024/2025. Students who, on the application deadline date, have not yet completed enrollment at the University for reasons relating to the chosen course of study, such as, for example, waiting for the outcome of an admission test, can also participate. (See Notice art. 1.1). In the event that the student who has not yet enrolled receives an offer of accommodation, he may accept it by paying the deposit (see the Competition Announcement, art. 2.5). In the event that enrolment at the University is not completed, it will be possible to withdraw and, in some cases, request a partial or total refund of the deposit (see Annex 1 of the Competition Announcement).

Eligible accommodation rate: this is the rate applied to the off-site student assigned accommodation and who is not on the regional scholarship ranking list (See Announcement, art. 1.5 and Annex 1).

Eligible accommodation status: this is the off-site student who meets the requirements set out in the call for applications and is on the ranking list but has not yet received an accommodation offer.

Eligible commuter rate: this is the rate applied to the commuter student assigned to accommodation (See Announcement, art. 1.5 and Annex 1).

- Eligible commuter status:** this is the commuter student who meets the requirements set out in the Notice of Competition and has not yet received an accommodation offer. Commuter students can only be allocated through the Accommodation Competition once the lists of eligible off-site students have been exhausted.
- Eligible for the scholarship rate:** this is the reduced rate applied to the off-site student assigned accommodation and who is eligible for the scholarship but not a beneficiary (See Announcement, art. 1.5 and Annex 1).
- Eligible for scholarship status:** this is the student who meets the requirements of the regional scholarship competition, managed by the University of Padova, but is not awarded a scholarship due to lack of resources.
- Erasmus:** students planning to go on Erasmus during the Academic Year may still participate in the Accommodation Competition. If they are going on Erasmus in the second semester, they may renounce their accommodation in accordance with the procedures set out in article 7 of the Residence Regulations. If, on the other hand, they goes on Erasmus in the first semester or in the middle of the year, they can leave the place at the disposal of an Erasmus student ("Delega Erasmus") arriving in Padova, who will pay for the room instead of the assignee. The request to leave the place in "delega erasmus" must be made by ticket in the [Student Desk](#)
- Exclusions:** "on-site" students, students enrolled from the second year outside prescribed time, students in debt with Esu and all the cases indicated in the Notice of Competition, art. 1.2 are excluded from the Accommodation Competition.
- Expression of non-interest:** In the months following the opening of the residences, a notice may be sent to all eligible students who are not assigned accommodation, asking them to express their "non-interest" in the accommodation, with the aim of thinning out the rankings by speeding up their scrolling. Students who communicate that they are no longer interested in accommodation will be excluded from the ranking. The communication must be made by ticket in the personal area of the [Student Desk](#) (see Announcement, art. 2.5).
- Expression of interest:** this is sent after the sending of the "Expression of non-interest" with the intention of keeping in the ranking only those students who are still interested in accommodation. All students who do not confirm their interest are excluded from the ranking. Confirmation of interest must take place via a ticket in the personal area of the [Student Desk](#) (see Announcement, art. 2.5).
- Extra-competition application:** Once the allocations of eligible students have been exhausted, the rankings lapse to all effects. Any available accommodation may be assigned to students who submit an application in the appropriate form ("Application for extra competition accommodation" area) at the [Student Desk](#) according to the procedures that will be published on the website on the dates indicated in the Announcement. To these students, if assigned, the "Non-eligible" rate will be applied (See Announcement, art. 2.9)

F

Faq: they are available [here](#) and answer most of the questions we receive. We recommend searching the [Faq](#) for answers to your doubts before contacting us, it is faster!

G

General Residence Regulations: these contain precise provisions that the student assignee must comply with in relation to both ESU and the other students. By completing the accommodation application and signing the form to collect the key to the assigned room, the assignee accepts the Rules and Regulations (see Announcement, art. 2.6).

H

Help!: all the information on how to fill in the application, accept the possible offer, check the position in the ranking, find out about residences and so on is available on the institutional website, in the Announcement, in the Regulations, in the Tutorial, in the [Faq](#) and in this Alphabet. We invite students to read the material available, the answer to 99% of the questions is there. However, if an answer is not there or there are doubts, better to ask for help than to get something wrong and be excluded. For questions, doubts, clarifications students can contact the Right to Study office and the Residence Service by opening a ticket in their personal area at the [Student Desk](#).

House manager: each residence hall has a manager to whom the student assigned in that residence hall can refer to for issues concerning the residence hall itself, for requests to change room, use of space and so on.

I

ISEE/ISPE certificate: The student's economic conditions are identified on the basis of the Indicator of the Equivalent Economic Situation (ISEE) and the Indicator of the Equivalent Financial Situation (ISPE) obtainable from the ISEE certificate for the Right to University Study benefits. The ISEE value is explicitly indicated while the ISPE is obtained by dividing the ISP by the equivalence scale indicator. To be considered 'eligible', both ISEE and ISPE values must fall within the limits indicated in the Announcement. (See Call for applications art. 1.3.3 and Annex 3). The ESU verifies the economic requirements by querying the INPS database. The query is carried out using the protocol number of the ISEE certificate provided by the student in the 'Compilation of income data' area. Please note, the ISEE must not contain any omissions or discrepancies, we urge students to check carefully. To obtain the Isee certificate it is necessary to contact a CAF/professional expert or through the INPS website. (See Announcement art. 1.3.3 and Attachment 3). Students with income and/or assets abroad must apply for the ISEE Parificato

ISEE parificato: Foreign or Italian students resident abroad must request the ISEE/ISPE Parificato Universitario (ISEE/ISPE Parificato Universitario) from the CAF conventioned CIA - E-mail: caf-iseeunipd@ciapadova.it. The request and issuance is made exclusively through the on-line procedure. It is advisable to complete the ISEE/ISPE Parificato request as soon as possible, in order to receive the ISEE in time for the first allocation. Students presenting the ISEE Parificato must upload a .pdf copy in the "Upload documents" section of the [Student Desk](#). (See Announcement art. 1.3.3 and Attachment 4). Esu will acquire the parified ISEE from the CAF for the last time on the date indicated in the Announcement, art. 2.2.

L

Laundry: all residences have an internal laundry area equipped with washing machines and dryers. This is the only paid service in the accommodation; utilities, gym, internet connection, study rooms etc. are included in the cost of the allocated place.

M

Merit coefficient: the ranking for students enrolled in years subsequent to the first is drawn up on the basis of the merit coefficient and, only in the event of a tie, in ascending ISEE order. The methods for calculating the merit coefficient are indicated in the Announcement, art. 2.3.

Merit: students enrolled in years subsequent to the first are assessed on the basis of merit, i.e. university credits acquired by August 10th. The merit coefficient is used to compare students enrolled in different years. The merit figure is acquired through data exchange with the university. It is the student's responsibility to check that all exams taken by August 10th have been registered in time for the accommodation assignments. (See Announcement art. 1.3.2 and 2.3). Esu will acquire the merit data from the University for the last time on the date indicated in the Announcement, art. 2.2.

Miscellaneous: this guide contains summary and simplified information that does not replace the Notice of Competition and does not include all the cases. For this reason, we reiterate the need to read the Announcement and all the material on the site, including the [Faq](#) page. Almost all the questions posed by students via e-mail and tickets are answered in the published material.

N

Notice of competition: it is the document that sets out the rules and procedures of the housing competition. There are other useful tools on the site, such as this Alphabet, the Tutorials, the [Faq](#), etc., which summarise in a simplified way what is set out in the Notice and in the General Residence Regulations. Please note: the information provided in those tools does not replace either the Call for Proposals or the General Residence Regulations, which we invite you to read carefully.

Non-eligible rate: this is the rate applied to the "non-eligible" student (see Announcement, art. 1.5 and Annex 1) who can access the residences via the "Extra-Competition bed application".

Non-eligible status: this is the student who does not meet the requirements set out in the call for applications and cannot be allocated accommodation through the housing competition.

O

Of age: except in rare cases, students taking part in the Accommodation Competition are over 18 years of age. For this reason, information regarding the accommodation application can only be given to the person concerned. When a student has doubts, does not understand or wants clarification/information in general, it must be the student themselves who contacts us and not other people to whom we will not give information on specific situations.

Off-site status: this is the student who lives in municipalities/locations more than 80 km away from the course venue attended or has a travel time (by public transport) of more than 80 minutes (see Announcement art. 1.1).

P

Parents: very often parents contact us to have the procedures explained to them and to get updates on the progress of the competition, allocation possibilities and so on. As those taking part in the housing competition are over 18 years of age, we would like to inform you that it is not possible for us to give information on specific situations to persons other than the applicant for accommodation. For privacy reasons, when the students have doubts, does not understand or wants clarification/information in general, they must contact us personally.

Part-time: a student enrolled on a part-time basis may access the housing service once the list of eligible students has been exhausted, at the rate of "not-eligible" students by submitting the "Extra-Competition Accommodation".

Preferences: When completing the application form, residences must be indicated in order of preference, but the allocation of accommodation does not depend on the preference expressed. The allocation of a bed consists of the right to use one of the places offered, not a place chosen by the students. It is not possible to express a preference for a single or double room (see Announcement, art. 2.1). For example, Maria is in position 123 on the ranking list: when it is time to assign her a place, the computer system checks which is her first preference and, if there are places available in that residence, assigns it to her. If there are no places available in the first preference, it moves on to the second preference and so on. The computer system assigns the residence and the Residence Office assigns single or double rooms. Usually, first-year students in the three-year degree course are assigned to a double room, while other students are assigned to a single room and, when the single rooms are full, they are assigned to a double room.

Privacy: we take great care to protect the privacy of students participating in the housing competition.

For this reason, the rankings and their updates that we publish during the Competition on a weekly basis are anonymised. All students will be entered in the ranking list published on the website with the Student Code instead of their first and last name. The Student Code can be found in the Esu personal area, [Student Desk](#) (see Announcement, art. 2.4). The protection of privacy also requires us to give information regarding the accommodation application only to the person concerned. When a student has doubts, does not understand or wants clarification/information in general, they must contact us themselves and not other people to whom we will not give information on specific situations.

Q

Quiz: Before entering the residence, students will have to watch a safety video and answer a questionnaire on the topic.

R

Ranking: accommodation assignments are made on the basis of the student's ranking position and available places. Different rankings are drawn up and each student may be "Beneficiary", "Eligible for accommodation", "Not eligible for accommodation", "Suspended for assessment". In the first few weeks after the closing of the competition application, the rankings are "incremental", i.e. since merit and income data are also acquired after the closing of the accommodation application, students for whom merit or income data were acquired after the first rankings were drawn up may be included in the rankings. Students can check their position in the rankings (identified by their Student Code) and the weekly updates both in their personal area at the [Student Desk](#) and on the Esu website on the page dedicated to the Accommodation Competition, where the anonymised rankings are published (see Announcement, art. 2.4).

Rates: places in residence are allocated at subsidised rates to students eligible for the housing competition, there are no places allocated free of charge. Rates are made up of the basic monthly fee set for by the Veneto Region, which varies according to the student's status (i.e. eligible for accommodation, eligible for a grant, commuter eligible, not eligible) and the surcharge, which depends on the type of residence and room. We invite all accommodation applicants to carefully read Annex 1 of the Notice of Competition, where all the information on fees and their application methods are detailed.

Regional scholarship for Unipd students: the regional scholarship for students enrolled at the University of Padova is managed directly by the University. The requirements to be eligible for the scholarship are the same as those set out in the Notice of the Accommodation Competition, which is why we suggest that all accommodation applicants also apply for the scholarship. The off-site student

assigned accommodation through the Accommodation Competition and beneficiary of a scholarship receives the scholarship partly in cash and partly in services; the service fee applied to the scholarship for the accommodation assignee is € 1600, used as a contribution towards the partial payment of accommodation rate. All information and instructions regarding the regional scholarship are available on the University of Padova website at this link: <https://www.unipd.it/borse-studio-alloggi> (see Competition Announcement, art. 1.5 and Annex 1). Please also carefully read the section entitled "Booking cancellation" in this document.

Requirements: in order to be considered eligible, off-site and commuter students enrolled in the years following the first year must meet the merit and income requirements set out in the Call for applications. Students enrolled in the first year of a bachelor and a master's degree course need only meet the income requirement (see Announcement, art. 1.3).

S

Scholarship holder rate: this is the rate applied to off-site students who are allocated accommodation and receive a scholarship with the service fee of €1,600 applied (see Announcement, art. 1.5 and Annex 1).

Scholarship holder status: is the student who is the winner of a regional scholarship.

Status: is the student's condition that identifies him/her as "off-site", "commuter" or "on-site" based on the distance of their residence from the place of study (See Announcement, art.1.1). In addition, Status also means the student's condition based on the outcome of the ranking (e.g. "status beneficiary off-site" or "status eligible commuter").

Student Code: This is the student code generated by the system when registering on the ESU [Student Desk](#) portal. All students will be included in the ranking published on the site with the Student Code instead of their first and last name. The Student Code can be found in the Esu personal area, [Student Desk](#).

Student Desk: this is the personal area on the Esu website which is accessed with SPID/CIE (if resident in Italy and of age) or accreditation. All stages of the housing competition (filling in the application, completing income data, sending and receiving communications, payment of any deposit, etc.) go through the [Student Desk](#).

T

Transfer from other universities: the accommodation application of students transferring from another university can only be assessed when the student is in possession of the credit recognition resolution issued by the competent committee of the University of Padova. Until then the student is "Suspended". Eligibility will be assessed considering the year of enrolment and the credits indicated

in the Resolution. Interested parties must report their situation by means of a ticket (see Announcement art. 1.1).

Transfer of accommodation: the request to change the assigned place is frequent. Specifying that accommodation assignment is not bound by the preference expressed and that students enrolled in the first year are assigned to a double room while students enrolled in subsequent years are assigned a single room until they have been used up, it is important to emphasise that internal transfers within the residence are managed by the house manager while requests to transfer to another residence are managed by the Residence Service and are authorised only in rare cases.

Tutorial: on the page dedicated to the Accommodation Competition on the Esu di Padova website there is a tutorial for filling in the accommodation application. In case of doubts, we suggest using the tutorial and reading the material available on the same page and the [Faq](#).

U

Undergraduate student: is the student enrolled in a three-year degree course who plans to graduate by the last graduation session of the 2024/2025 academic year and enrol in the first year of a Master degree in the 2025/2026 academic year. Undergraduates intending to enrol in the Master's degree course must complete the application as a student enrolling in the first year, indicating the hypothetical date on which they will be awarded their three-year degree (See Announcement, art. 1.1).

University: the Accommodation Competition is reserved for students enrolled or about to enrol at the University of Padova. Data relating to the student's career (enrolment, credits obtained) are acquired through data exchange with the university. The University independently manages the Scholarship Competition. Any information on scholarships must be requested from the University.

University residences: on the Esu website and in an annex to the Call for applications there is information on the university [residences](#) available for the Accommodation Competition. In the accommodation application students must express their preferences, which, however, are not binding (see Announcement, art. 2.1).

V

Verifications: In order to ascertain the economic conditions, Esu di Padova randomly verifies the student's real condition, also by requesting information from other administrations or by accessing INPS (see Notice, art. 3.1) and Agenzia delle Entrate databases.

Z

Zebra: a beautiful animal that we needed to have a Z word with which to complete the alphabet.