

Regional Agency  
for the Right  
to University Education

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**Competition Announcement for the allocation of special grants  
for the Academic Year 2019/2020  
Application deadline 10th April 2020**

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## 1 - Premises

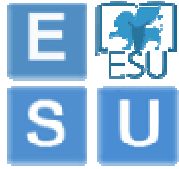
Special grants are intended to remedy situations of particular and exceptional economic hardship, which may prevent or compromise the continuation of studies, as provided for by art. 3, subparagraph 1, lett. d) and by art. 23 Regional Law of 07<sup>th</sup> April 1998 no. 8.

The amount of the special grants is determined by a specific Decree of the Director and in accordance to the residency of the students. This sum may not exceed the overall amount agreed for the Regional scholarships in accordance with the provisions of the Decree of the President of the Council of Ministers dated 9<sup>th</sup> April 2001 and the Regional Action Plan for the Right to Education of the academic year 2019/2020, also approved by the Council of the Veneto Regional Government, no. 676 of 04<sup>th</sup> June 2019.

## 2 - Situations of economic hardship

A situation of particular and exceptional economic hardship is identified as follows:

- ◆ students in possession of the economic condition required by the competition announcement for the allocation of the Regional Scholarship for the academic year 2019/2020, who, although lacking the minimum credit requirements for the access to the aforesaid scholarship, are in a position to provide documentary evidence of severe personal difficulties (such as serious illness and similar) or severe family difficulties (bereavement or serious illness of a member of the household, properly documented, and similar cases, which certify the need for assistance) or of interruption or suspension from the studies attributable to serious reasons which prevented the student from studying and/or attending the lessons;
- ◆ students in possession of the minimum credit requirements in accordance with the notice for the allocation of the Regional Scholarship for the academic year 2019/2020 (*including for students enrolled in the second year of the one-cycle bachelor or master degree, the satisfaction of any additional training*)



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*requirements where required in order to be admitted to the courses*), whose economic condition, after the expiry of the time limits for the access to the scholarships, has suddenly worsened to the point that it may compromise the continuation of studies, and has met the conditions required for the access to the aforesaid scholarship, although not permitted due to time expiry.

- ◆ students in possession of the economic condition and the minimum credit requirements to access the regional scholarship, who did not participate in the call for the allocation of the aforesaid scholarship for the academic year 2019/2020, who are in a position to provide documentary evidence of severe personal difficulties (such as serious illness and similar) or severe family difficulties (bereavement or serious illness of a member of the household, properly documented, and similar cases, which certify the need for assistance).

**Students who are eligible for the regional scholarship, but not selected for allocation due to lack of funds, are not entitled to participate in the competition.**

### 3 - Eligible students

Students who are eligible to participate in the competition, according to the programme attended, are entitled to run for the award of the special grant for a different number of years or semesters starting **from the very first year of enrolment** (at the University of Padova or other Universities).

**Enrolments referring to terminated university career, due to withdrawal from studies, will not be taken into account** provided that the student had not been granted any scholarship during the previous enrolment (or, if they had received it, they had withdrawn it with subsequent return of the sum and the services provided). Any educational credits acquired during the previous enrolment will not be evaluated as credits in the new course of studies.

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

Special grants may also be granted to part-time students enrolled in three-year bachelor degree courses and master degree courses (two-years). *Please note that the option for part-time study regime binds the student for two academic years.*

Access to the competition is granted to all the students enrolled in the University of Padova for the academic year 2019/2020, in the following courses:

- three-year bachelor degree courses for a period of seven semesters, (seven years for part-time students);
- master degree courses for a period of five semesters (five years for part-time students);
- one-cycle master degree courses of a five-year duration for a period of eleven semesters (eleven years for part-time students);
- one-cycle master degree courses of a six-year duration for a period of thirteen semesters (thirteen years for part-time students);
- PhD students, if not benefiting from other scholarships, for a period of three years.

The special grants can also be awarded to students attending courses of higher period at the Music Conservatory of Adria, Castelfranco Veneto, Padova, Rovigo and Vicenza, for a number of years corresponding to the legal duration of the programme attended, with reference to their very first year of enrolment.

Moreover, the competition is open to students enrolled in the higher-degree course of Music Education, for a number of years corresponding to the legal duration of the programme attended, with reference to their very first year of enrolment.



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Students enrolled in the experimental courses of first and second level, held in the Conservatories of Music, with reference to the Ministerial Decree dated 8<sup>th</sup> January 2003 no. 629/AFAM/2003 and 8<sup>th</sup> January 2004 protocol no. 1/AFAM/2004, can apply, according to the following:

- experimental first-level courses for a period of seven semesters, (seven years for part-time students), with reference to their very first year of enrolment;
- experimental second-level courses for a period of five semesters, (five years for part-time students), with reference to their very first year of enrolment.

Finally, eligible students for the special grants, for a period of seven semesters, (seven years for part-time students), with reference to their very first year of enrolment, all students attending bachelor courses in the School for Linguistic Mediators of Padova and Vicenza (including the Belluno branch), CIELS of Padova, Bologna, Gorizia and Milan, initiated in accordance with the Ministerial Decree 509/99 – Ministerial Decree of 12<sup>th</sup> March 2010 – Executive Decree of the Ministry of Education, University and Research protocol no. 1966/2016 and 1059/2018.

*Students enrolled to the Conservatories of Music and Higher Institutes for Linguistic Mediators must also comply with payment of the Regional Tax for the Right to Education academic year 2019/2020.*

#### 4 - Restrictions and ineligibility

Events occurred before 2018 will not be taken into account.

If any particular events occurred in previous years, the situation of hardship that has occurred must prolong its effects until the current academic year.

The special grants are incompatible with the scholarship awarded with funds allocated by the Veneto Region, by the University of Padova, by the Ministry of Foreign Affairs, by Special Status Regions, by Autonomous Provinces. They are incompatible as well with other interventions, including extraordinary ones, granted by any other public or private entity for the current academic year.

Thus, if the candidate is awarded for the same academic year other scholarships/contributions/financing following the allocation contribution referred to in this competition, they shall immediately inform this Agency, by declaring if they either intend to keep the special grant obtained or opt for other scholarships/contributions/financing.

**The special grant can be allocated only once in the course of each student's career and is limited to the achievement of one graduation for each level of study.**

#### 5 - Application: deadline and procedures

The instance for a special grant, made by using the application form available on the website in editable PDF and **appropriately signed**, addressed to Padova's ESU - Benefits and Contributions Sector of the Right to University Education (ESU di Padova - Settore Benefici e Contributi del DSU), must be received by the **deadline of 10<sup>th</sup> April 2020**.

The application can be:

- **delivered by hand** directly to the Protocol Office Padova's ESU – Via S. Francesco no. 122 - 35121 - PADOVA; **from Monday to Thursday, 9.30 - 13.30 / 15.00 - 16.00 – on Friday, 9.30 - 13.30;**

or

- **sent by registered mail** with acknowledgment of receipt, addressed to ESU di Padova - Settore Benefici e Contributi del DSU - Via S. Francesco no. 122 - 35121 - PADOVA;

or



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- **by PEC** (Electronic Certified Mail) to the following address of certified electronic mail (P.E.C.): [esu@cert.esu.pd.it](mailto:esu@cert.esu.pd.it),

making sure to attach the required documentation in Portable Document Format (.pdf or PDF / A), and to specify in the object the following wording: "Application for Special Grant – Last and First Name".

Furthermore, the transmitted electronic documents are to be named as follows:

- Surname and name\_Application
- Surname and name\_Request with motivations
- Surname and name\_ID document
- Surname and name\_Residence permit
- Surname and name\_Rent agreement

The address of the P.E.C. account of the sender must be attributable, uniquely, to the aspiring candidate, if not:

- a digital signature, penalty of exclusion from the procedure, is required for all the application documents and attachments;

or

- the application, hand-signed and scanned in PDF format, must be sent together with a valid document in PDF format.

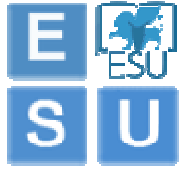
***Emails sent from simple/ordinary email accounts, NON-certified, will NOT be accepted.***

The documents requested to apply for this Competition are the following:

- a) **modulo** is the editable PDF file that students must fill out with their economic conditions based on ISEE – ISP indicators, as assessed by the "ISEE 2019 model - for the access to university studies/Equal" (referred to the 2017 income and 2018 assets), according to the new regulations on the subject (Prime Minister Decree no. 159/2013 and modifications). *The ISEE Certification must present no discrepancy nor omissions. If it does, it will need to be amended through a new ISEE Certification including the information previously omitted or expressed differently, penalty of exclusion from the benefit;*
- b) **duly signed by the student**, stating the reasons for which the allocation of the special grant is requested, accompanied by any documents that may certify the status of particular and exceptional hardship. If the economic hardship is resulting from a change in the economic conditions it is required to submit documents certifying the current economic situation in order to compare the new income situation with situation certified for the year 2017;
- c) copy of a valid ID. **Foreign students** must add copy of their residence permit;
- d) copy of their lease contract near the area in which they attend the University course. In order to be awarded the special grant within the maximum amount established by the Director's Decree, non-resident students are required to provide evidence that they reside, upon payment, where the university is based (i.e. in the Municipality where the university is based or at a Municipality classified at the university), by using public residential accommodation or private accommodation or provided by other Bodies for a period of time not shorter than 10 months in the academic year. **Students must submit copy of the lease contract properly registered to the Revenue Agency (Agenzia delle Entrate).** *If the students fail to submit such documents, they will be considered commuters, instead of non-resident students.*

Foreign students – with residence permit for study purposes – will be considered in any case non-resident students, regardless of their residency in Italy. They will, in any case, have to demonstrate to live in the area of the university, upon payment, with a regular lease contract, for a period not inferior to 10 months (or until graduation, only in the case of a benefit acquired for the additional semester).

Exceptions will be considered if the family of the student resides in Italy, *in accordance with what is provided for Italian students.*



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***It is a right of this Company, unless otherwise acquired, to ask for additional documentation if needed for the proceedings.***

*During the preliminary investigation phase, further documentation providing evidence of the completeness and accuracy of the self-certified information may be required.*

The economic and financial condition of foreign students with household not resident in Italy and foreign students resident in Italy with household resident abroad *as well as Italian students resident abroad* must be certified with ISEE equivalent (ISEE parificato), elaborated with appropriate documentation issued by the competent Authorities of the Country where such income was generated and translated into Italian by the competent Italian Diplomatic Authorities for the area (Embassies and Consulates) at the Country of origin. The aforesaid documentation may be produced by the competent diplomatic authorities or consular posts in Italy for those countries where there are particular difficulties in obtaining certification attested by the local Italian Embassy, and then legalized by the Prefecture.

For foreign students coming from particularly poor Countries, the list of which is defined by specific decision – Decree of the Ministry of Education, University and Research of 11<sup>th</sup> June 2019 – the provisions of Prime Minister's Decree of 9<sup>th</sup> April 2001 are applied together with the relevant legislation.

For students recognized as political Refugees or Stateless persons, only income and assets held in Italy are considered.

*Students with political or complementary refugee status (subsidiary protection ...) must produce appropriate certification on their condition (EC Directive 2004/83 of 29/4/04 - Legislative Decree no. 251/2007).*

## **6 - Award of the grants**

The results of Competition will be published on the website [www.esupd.gov.it](http://www.esupd.gov.it) by the **10<sup>th</sup> June 2020**, in compliance with the GDPR.

Students will be informed in writing by the Company of the outcome of their application.

## **7 - Payment of the grants - Withdrawal of the granted funds**

The special grant will be allocated within the limits of the budget resources available and paid according to the following manners:

- in a single payment by 30<sup>th</sup> June 2020 provided that the beneficiary student possesses the credits established by the Regional Scholarships Competition for the academic year 2019/2020;
- if the student is enrolled in a first year, or does not possess the above-mentioned credit requirements, the grant will be paid in two instalments:
  - 40% of the total amount by 30<sup>th</sup> June 2020;
  - 60% of the amount **once** the student, in the course of the year 2020, has obtained at least 15 credits in enrolled in the following: three-year bachelor degree courses, master/bachelor degree courses, one-cycle master and bachelor degree courses, experimental courses of 1° and 2° level of the Music Conservatories, bachelor degree courses of the Higher Institute for Linguistic Mediation and CIELS.

Students enrolled in a higher-degree course in the Conservatories will have to provide evidence that they have successfully passed the examination, in order to attend the following year with a minimum final mark of 8/10.



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The final instalment will be paid, to all part-time students, **after** having obtained at least 10 credits during the year 2020.

The granted funds will be withdrawn and must be paid back if the students withdraw from their studies within 30<sup>th</sup> September 2020.

## 8 - Information regarding the use of personal data (GDPR)

As provided by art. 13 of the European Regulation 2016/679 (GDPR), all data contained in the self-certification, as well as the data submitted in the further documentation *if* requested, are collected with the purpose of fulfilling all the operations in order to allocate the grants, pursuant to Regional Law no. 8/1998.

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

The data collected may be communicated to other public entities if necessary for the development of ESU's institutional functions or for legal obligations.

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

The data processing will be conducted through electronic and telematic as well as paper-based means, in compliance with art. 32 of the GDPR 2016/679 on security measures, by authorized parties and in compliance with the provisions of art. 29 of the GDPR.

The applicant is guaranteed the rights provided for by the Regulation, in particular: access to personal data; rectification / cancellation / limitation of data processing; opposition and complaint (pursuant to art. 77 of the GDPR) to the Guarantor for the personal data protection or to another competent European 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 minimization, however for a period not exceeding 10 years.

The data won't be transferred outside the European Union.

The general notice is available at the institutional website (<http://www.esupd.gov.it/it/Pagine/privacy.aspx>).

**The controller of personal data** collected by ESU:

ESU of Padova - REGIONAL AGENCY FOR THE RIGHT TO UNIVERSITY EDUCATION  
based in via S. Francesco 122 – 35121 Padova ([esu@cert.esu.pd.it](mailto:esu@cert.esu.pd.it))

**The Data Protection Officer (DPO)**, in accordance with art. 37 of GDPR, [dpo@esupd.gov.it](mailto:dpo@esupd.gov.it)

## 9 - Assessment of the economic conditions (art. 71 D.P.R. 445/2000)

Padova's ESU may carry out all inquiries deemed appropriate on the veracity of the self-certification declarations and notarial deeds presented, also requiring information to the concerned Administrations. Padova's ESU may check databases (Siatel, INPS, etc.) for appropriate controls on self-certifications and may request specific information on the composition of the household from the municipal offices.

If, during the controls, irregularities or omissions that can be detected ex officio do not constitute falsehoods, the person in charge of the procedure – pursuant to art. 71 paragraph 3 of Presidential Decree 445/2000 – will inform the interested party who must proceed with the regularization/integration of the declaration within the assigned deadline. In the absence of such regularization, the procedure will be concluded with a negative result.



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Self-declarations made pursuant to art. 46 and 47 of the Italian Presidential Decree 445/2000 are considered to be made public (art. 76 paragraph 3 Regional Decree 445/2000).

Whoever, without the conditions established by the laws, and by providing untruthful statements, is awarded special grants will be subject to the following administrative measures imposed:

- ESU will not allocate the grant if the detection is made before the grant's allocation (preliminary investigation phase);
- ESU declares the forfeiture of the benefit if it has already been disbursed, with consequent initiation of procedures for the recovery of the sums paid and communication to the competent Public Prosecutor's Office (attaching a copy of the declaration and indicating the elements of untruthfulness).

For any matters not specifically covered by this Notice, please refer to the regulation in force, as well as to the regional rules and regulations.

## 10 - Rules and regulations

### Right to University Education

Regional Law no. 8 of 7th April 1998 "Rules for the implementation of the Right to University Education";  
Regional Law no. 7 of 22<sup>nd</sup> February 1999;  
Regional Law no. 5 of 28<sup>th</sup> January 2000;  
Regional Committee Resolution no. 1267 of 20<sup>th</sup> April 1999 "Approval of the criteria to issue special grants for students in particular and exceptional economic hardship. Art. 3, d) and 23 – Regional Law 8/1998";  
Regional Committee Resolution no. 1636 of 6<sup>th</sup> November 2018 "Updating of the objective criteria for the provision of special grants to university students who are in situations of particular and exceptional economic hardship. Regional Law 7<sup>th</sup> April 1998 no. 8 art. 3, paragraph 1, lett. d) and art. 23";  
Regional Committee Resolution no. 2668 of 27<sup>th</sup> July 1999;  
Regional Committee Resolution no. 2694 of 4<sup>th</sup> August 2000;  
Regional Committee Resolution no. 3550 of 14<sup>th</sup> November 2003;  
Regional Committee Resolution no. 761 of 4<sup>th</sup> June 2019 concerning the Annual Plan of Interventions for the implementation of the Right to University Education for the academic year 2019/2020;  
Prime Minister's Decree of 9<sup>th</sup> April 2001 "Equal treatment on the Right to University Education",  
Legislative Decree no. 68 of 29<sup>th</sup> March 2012, where applicable  
Regional Committee Resolution no. 1266 of 3<sup>rd</sup> September 2019

### Dichiarazione Sostitutiva Unica (Single Substitute Declaration)

Presidential Decree 28<sup>th</sup> December 2000 no. 445  
Prime Minister's Decree of 5<sup>th</sup> December 2013 no. 159  
Minister of Labour and Social Policies' Decree of 7<sup>th</sup> November 2014  
INPS Memorandum of 18<sup>th</sup> December 2014 n. 171  
INPS Memorandum of 25<sup>th</sup> July 2016 no. 137  
Legislative Decree of 28<sup>th</sup> January 2019 no. 4, converted into Law no. 26/2019

**Responsible for the Administrative Procedure** (art. 4 Law no. 241/1990 and modifications)  
Ms. Cristina Betteto, Responsible of the Economic Benefit Sector (Settore Benefici Economici)

With the **Director's Decree** no. 28 of 14<sup>th</sup> February 2020 the Competition for the allocation of special Grants for the academic year 2019/2020 is published.

**NOTE** *The English version is a translation of the original document in Italian for information purposes only. In case of any discrepancy, the Italian original will prevail.*



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This measure may be appealed against before the Tribunale Amministrativo Regionale (Regional Administrative Court) within 60 days of its publication or, alternatively, to the Head of State within 120 days of its publication.

#### **FOR FURTHER INFORMATION**

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Padova, 14<sup>th</sup> February 2020

THE DIRECTOR  
(Dr. Stefano Ferrarese)