

Azienda Regionale per il Diritto allo Studio Universitario

**ANNOUNCEMENT OF COMPETITION
FOR THE ASSIGNMENT OF REGIONAL BENEFITS
SUPPORTING THE RIGHT TO UNIVERSITY STUDY**

Academic Year 2017/2018

- University Housing
- Study Grants (only for Accademia and Conservatorio)
- International Mobility (only for Accademia and Conservatorio)
- Restaurant Service

In order to submit their applications, students must be regularly enrolled - or express their wish to enroll - for the academic year 2017/2018; furthermore, they must meet specific financial and merit requirements.

*Very important: this is a **draft** from the official Announcement of Competition - in Italian language - which has been approved from the ESU Special Commissioner and which is the only official document. This English version is intended for not-Italian speaking students.*

University Housing

The priority for the assignment is as follows:

- *Off-site students*: those who reside in towns more than 80 km away from Venice and/or travel to reach the place of study, using the fastest public transport, taking more than 80 minutes;
- *Commuter students*: those who reside in municipalities or local areas which enable them to transfer daily; reside in municipalities or local areas between 40 and 80 km far from where courses are attended and/or have a travel time, using the fastest public transport, between 40 and 80 minutes for the transfer.

For the academic year 2017/2018 **578** sleeping accommodations are available for this Competition:

Residence	Places
Crociferi	153
Ragusei	20
San Tomà	46
Junghans	243
Abazia	46
Maria Ausiliatrice	62
Apartments in Treviso	8
TOTAL FOR COMPETITION	578
Apartments in Venice and Mestre*	81
Jan Palach*	51
Domus Civica – Venezia*	10
Santa Fosca – Venezia*	4
San Michele – Mestre*	4
WE Crociferi*	22
TOTAL AVAILABLE	750

*These Residences are out of competition: for more information, please visit www.esuvenezia.it.

70% of all places are reserved to students enrolled in years subsequent to the first one of each level;

30% of all places are reserved to students enrolled in the first year of each level (these places are in turn reserved as follows: 90% to EU students; 10% to non-EU Bachelor students).

50 places are reserved to students attending Academy of Arts and Conservatory of Music.

200 places are reserved to students and researchers taking part to International Mobility Programs.

Students who didn't meet the requirements or who didn't participate to the competition, as well as part-time students, may apply to the Housing service only if places will still be available after the assignment.

The procedure for allocating ESU lodgements to students involves the following steps:

- on-line registration at www.esuvenezia.it, within the terms of the deadline;
- reception by mail of a user password and a pin code to be used for the application. Please fill-in the housing application exclusively on-line, utilizing the user password and pin code;
- reception by mail of the confirmation of the application;

Before starting with the application, students must possess an email account, a fiscal code and the University enrollment number or pre-enrollment number.

VERY IMPORTANT: Shouldn't they have it, a generic number "000000" can be inserted instead.

The application shall indicate as well the ISEE and ISPEE amounts deduced from the ISEE Certification 2016 (relative to income/assets of year 2014).

In addition, they must attach a list of the exams (updated to August 10th for Ca' Foscari and IUAV students; to September 30th for Academy and Conservatory students).

Foreign students have to attach to the application confirmation (duly dated and signed) the following documents in addition:

- only for non-EU Bachelor Students enrolled in the first year: documentation attesting the availability of the means of subsistence for the duration of the stay and for the comeback to one's Country;
- only for non-EU students enrolled in years subsequent to the first one: a valid residence permit.

The Benefits Office remains at disposal for any pieces of information regarding the present Competition: please write to benefici@esuvenezia.it.

Procedure to participate to the competition	
STEP 1	On-line application for accommodation on the website: www.esuvenezia.it The application is valid if, at the end of the procedure, the following writing appears: <i>DOMANDA COMPLETA</i> . Save the receipt you will receive at your email and deliver it to ESU VENEZIA (see above).
STEP 2	On-line publication on the website www.esuvenezia.it of the housing assignment list.
STEP 3	Please do check the housing assignment list. Should you notice any mismatch, please write to: benefici@esuvenezia.it
STEP 4	Fill in the confirmation electronic form. It is mandatory to indicate the date and time of arrival on the confirmation electronic form.
STEP 5	Housing assignment (according to the indications received by mail from the Benefits Office).

Temporary housing assignment

If students previously enlisted in the temporary assignment list will be eventually cancelled due to further verifications, they are nevertheless allowed to stay in the Residence with a different rate (full price) in case places for "out of competition" students would be available after the regular assignments. If not, they will be asked to leave the Residence within October 31st 2017 and to pay the backdated full price rate.

Last semester students (Bachelor and Master) attending the Winter Semester can regularly apply for the lodgement. Should they be forced to postpone their graduation to the Summer semester, they'll have to enroll in the academic year 2017-18 and to pay the Regional Tax (which is not refundable). PhD students are excluded from this possibility, except if they have a government grant.

The housing right will be extended, in order to guarantee the continuity of the benefit, to Bachelor students attending the last semester in the academic year 2016/2017, who are going to enroll in a Master degree during the academic year 2017/2018.

Financial requirements

For the completion of the financial situation certificate, which calculates the Equivalent Economic Situation Indicator (ISEE) and the Equivalent Estate Situation Indicator (ISPE), Ca' Foscari and IUAV applicants must contact an authorized Tax Assistance Centre (CAF) – for the list, please see the Universities websites; for Accademia and Conservatorio applicants, any CAF will do.

The ISEE financial situation certificates are submitted to INPS (the National Institute for the Social Welfare) which certifies them as indicators and stores them in its National Archives. ESU VENEZIA makes accurate assessments as to the statements given.

The ISEEU (equivalent financial status indicator) and ISPEU (equivalent assets indicator) of students applying for a grant and/or housing must not exceed the limits listed below:

- **ISEE = € 23.000,00**
- **ISPE = € 35.434,78**

In case of untruthful declarations, students may be prosecuted according to the law.

Merit requirements

Students enrolled in the degree courses indicated below must possess specific minimal requirements:

- as of August 10th 2017 for Ca' Foscari and IUAV;
- as of September 30th 2017 for Accademia and Conservatorio.

It is student's responsibility to ascertain that all credits earned before August 10th (for Ca' Foscari and Iuav) or before September 30th (for Accademia and Conservatorio) are fully registered as soon as possible at the Universities' offices.

Bachelor degree	Credits	Bonus
First year	Not requested	No Bonus
Second year	25	5
Third year	80	12
Last Semester	135	15

Master degree	Credits	Bonus
First year	Admission to Master's degree without Educational Debt	
Second year	30	15
Last semester	80	15

Accademia: first year students' merit is verified at a later stage. Students enrolled in years subsequent to the first one must have got the promotion to the subsequent year, have passed all the examinations of the previous year and be up-to-date with their study plans on September 30th 2017; the average has to be at least 24/30.

Fifth year students: they must be in the position to stand only the Master examination.

Conservatorio: they have to have got the admission to the subsequent year with an average not least than 8/10; to be up-to-date with all the examinations on September 30th 2016 and to be attending the academic year which corresponds to the different durations of the Higher Courses (2nd, 3rd and 4th year).

Bonus

Students enrolled for the first, second and third year in a Bachelor degree, or for the first and second year in a Master degree may use a credit bonus to allow them to make up any differences between the minimum number of credits required by the call for application and the credits effectively obtained.

The value of the bonus differs according to the year of enrollment in which the student decides to use it. More specifically:

- **5 credits**, if used for the first time to attain benefits for the second academic year;
- **12 credits**, if used for the first time to attain benefits for the third academic year;
- **15 credits**, if used for the first time to attain benefits for subsequent academic years.

The bonus may be partially used: in this case, students in the following years may use only the rest.

PhD students

First year students have to meet just the financial requirement. Students enrolled in years subsequent to the first one must meet the merit requirements in order to enroll in the subsequent year. Students who benefit from a government or a private grant are neither allowed to participate to the Housing Competition, nor to the Regional Grant Competition.

Students with disabilities

Students with a disability recognized by the National Health Service are subject to particular terms of treatment.

In case of motor, visual or auditory disability students are always considered off-site; they have the right of 2 carers in case of motor disability.

Students with disabilities shall not pay any extra rate for the hospitality of the carer.

Part-time students

They can compete for the grant reduced by 50%, while they cannot apply to the Housing Competition (they can ask for a room only if places are still available after all the assignments have been accomplished); they can use the Restaurant Service at full price (6.20€ for a complete meal, 5.20€ for a reduced meal).

Disciplinary actions

Sanctions will be applied to students who don't regularly pay the housing rates or who produce false certifications.

Graduated students

Benefits are only granted for the attainment of the first title for each leave of study.

Students have to leave the Residence within a week from the graduation day. Possible extensions could be asked, according to the availability, at full price.

If students, who dropped out in the past, enroll again, they can participate to the present Competition only if they didn't win a past Competition for the same enrollment year.

Acceptance of the housing assignment

Students must accept the assignment on-line and then print the receipt they will receive by mail, in order to deliver to the receptionist for the check in.

If students, within 15 days from the publication of the assignment list – or from the date in which the room is at their disposal – don't

take possession of the room without any justification, they will irrevocably lose the benefit.

The Housing Service Guideline and Security Guideline are published on the website and have to be read and accepted at the moment of the on-line application.

Students are obliged to participate to conferences regarding security and risk prevention.

Housing service

Accommodation is assigned for the whole academic year:

- for Ca' Foscari students, starting from September 11th 2017 to June 20th 2018;
- for IUAV students, starting from October 1st 2017 to July 15th 2018;
- for Accademia and Conservatorio students, starting from October 15th 2017 to September 30th 2018 (except July and August).

Pre-assignment

Pre-assignment is possible, only if places are available, just for students already enrolled who comply with the requirements for the new academic year and who applied on-line within July 31th 2018. Students will be hosted in Ragusei and San Toma' Residences and shall pay the rent in advance (150€ for a single room; 110€ for a double room).

There will be **86** places available at Abazia and Ragusei.

Documents to be produced for the assignment

- Bank transfer receipt of 300€ (deposit): please check on www.esuvenezia.it for bank details;

- other documents to complete the assignment application (if necessary);
- the first rate (225€ + 25€ supplies contributions) has to be paid within a month from the day of arrival by electronic payment My Pay (check on www.esuvenezia.it for details): if not, students shall lose their benefit.

Duration of assignment

Enrollment	Length
Bachelor degree	8 semesters
Master degree	6 semesters
PhD	According to the courses
Specialization	According to the courses

Payment conditions for recipients

Students have to pay 4 rates, according to the following schedule:

Rate	Deadline	Students who didn't participate to the competition	Students who participated to the competition		
			Winner first assignment	Winner second assignment	Excluded for shortfall in funding
		Extra ordinary fare			
First	October 15 th	250€	250€	250€	250€
Second	January 31 st	250€	1.500€ (grant tranche)	250€	250€
Third	March 31 st	250€	250€	1.500€ (grant tranche)	250€
Fourth	May 15 st	Balance	Balance	Balance	Balance

Part of the grant is reserved for the Housing and Restaurant Services.

Payments are to be made by electronic payment My Pay (check on www.esuvenezia.it for details).

Balance will be updated if students should receive the grant during the academic year.

Students who participate to an International Mobility Programme and students who didn't win the Competition have to pay every 2 months.

Places are assigned for 10 months; in case of early leaving no refund is provided.

PhD students (who don't benefit from a government or a private grant) can use the lodgement for short periods too: they will pay the daily rate.

Residents have to contribute to the water, electricity and heating supplies.

RU ai Crociferi	they must contribute to the supplies according to the metering; in any case they won't pay more than 45€ per month.
Apartments 3-5 beds	€40,00 per month
Appartamenti from 2 beds	€50,00 per month
ESU structures With centralized plants	€30,00 per month

Internet Key Service - WIFI c/o Abazia

Students can rent 2 different kinds of Internet Keys: 20 GB per month (11€) or Hot Spot 20 GB per month (16€). It is necessary to order them on line at this link, preferably before the arrival: www.serviziesuvenezia.it/esumobile/ligin.php

Bed linen

Students can ask for it by email: the cost will be charged together with the due balance.

Repairing/Replacement

Students can ask for them in case of necessity: the cost will be charged together with the due balance.

Christmas Holiday

During Christmas holiday, **all Residences will be closed.**
Students will pay reduced rates.

Summer Holiday 2018

During the summer, students who need to stay in Venice will be hosted according to the places at disposal; they shall pay as follows by bank transfer:

Ca' Foscari students from June 15 th to August 31 st : 625€
Iuav students from July 15 th to August 31 st : 375€
Accademia and Conservatorio students from July 1 st to August 31 st : 500€

Students have to apply on line for it within April 30th 2018.

Deposits are not refundable.

Students will leave the Residence within 10 AM of the last day of their stay.

Grants

The Regional Tax for the academic year 2017/18 amounts within a range from 125€ to 166€, according to the ISEEU declaration.

ISEEU	TAX
From 0 to 15. 748,78€	From 125,00€ to 144,99€
From 15.748,79€ to 31.497,56€	From 145,00€ to 165,99€
From 31.497,57€	166€
No declaration	166€

The Regional Tax will be refunded to eligible students (with or without grant) within March 31st 2018 (as well as the Enrollment Fee from Accademia and Conservatorio, according to their schedule).

All applicants have to be up-to-date with their payment.

Grants amounts

- Off-side students: **5.124€**
- Commuters: **2.827€**
- In-site students: **1.934€**

Part of the grant - for off-side students and commuters and for students lodging in a University Residence – consists of services. In order to cover the costs, this part will be deducted from the grant as follows:

- Off-side students: **600€** for a daily meal for a whole year (and, if eligible, **1.500€** for the residence service);
- Commuters: **400€** for a daily meal for a whole year;
- In-site students: one free daily meal for the whole 2017.

If not lodging in a University Residence, off-site students shall prove within November 15th 2017, on the basis of a regularly registered contract, to have rent a private accommodation in Venice or its surroundings for the whole academic year.

It is not possible to renounce to the Restaurant Service (except by proof of serious health problems).

The amount of scholarship is calculated:

from 15.333,33€ to 23.000,00€	
Off-side students	€ 5.124,00 - (I.S.E.E.U. - 15.333,33€) * (COEFFICIENT REDUCTION 0,366009)
Commuters	€ 2.827,50 - (I.S.E.E.U. - 15.333,33€)* (COEFFICIENT REDUCTION 0,201954)
In-site students	€ 1.934,00 - (I.S.E.E.U. - 15.333,33€) * (COEFFICIENT REDUCTION 0,138143)

Coefficient reduction calculation

Coefficient reduction	
Off-side students	$(5.124,00/2€)/(23.000,00-15.333,33) = 0,366009$
Commuters	$(2.827,50/2€)/(23.000,00-15.333,33) = 0,201954$
In-site students	$(1.934,00/2€)/(23.000,00-15.333,33) = 0,138143$

Last Semester students will receive 50% of the due grant.

Should students be awarded for a grant issued by the Italian Government, by other Governments or by other public or private Bodies, they are forced to choose just one grant.

Students, whose economic situation will become worse (if compared with the fiscal declaration produced for participating to the grant competition), can produce a new ISEE within May 30th 2018 in order to get an increase of their grants.

The grant will be delivered in 2 rates:

- the first rate (50%, minus the housing and restaurant services tranches) within December 15th 2017;
- the second rate within June 15th 2018 (for first year students within the July 2015).

Suspension of the second rate will occur for students enrolled in the first year of all levels who, by November 10th 2018, won't have achieved at least 20 credits.

Grant ranking will be published within:

- October 31st 2017 (temporary ranking)
- November 30th 2017 (definitive ranking).

Ranking formation

- For students enrolled in the first year of all levels: according to the economic conditions;
- for students enrolled in years after the first one: according to the merit conditions (credits and marks). In case of equal terms of merit, according to the economic conditions.

Revocation of the grant will occur for students enrolled in the first year who, by September 30th 2017, won't comply with the merit requirements according to the present Competition.

International mobility contribution

For just one time in one's University career, students have the possibility of a grant integration if they participate to an International Mobility Programme.

This is possible as well for students who didn't apply for the grant, under the condition that their ISEEU declaration doesn't exceed the limit by more than 40%.

A journey refund is foreseen: **100€** for EU destinations, **500€** for non-EU destinations.

The assignment priority will be as follows:

A - students who benefit of the grant;

B - students qualified for the grant;

C - students who comply with the merit conditions and whose ISEEU declaration doesn't exceed the limit by more than 40%.

For the A and B categories, the contribution amounts to **500€** per month up to 10 months;

For the C category the contribution amounts to **125€** per month up to 10 months.

Eligible students won't have to apply: Esu Venezia will ask Academy and Conservatory the list of students participating to International

Mobility programs.

This grant integration will be delivered in 2 rates:

- the first one (70%) before their departure;
- the second one (30%) at the end of the International Mobility Program, after verification of the outcomes according to the Program.

ANNEX:

- a) COMPETITION DEADLINES
- b) HOUSING RATES

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