



**CA' FOSCARI INTERNATIONAL COLLEGE- CALL FOR APPLICATIONS 2019/2020 A.Y.
for first year Bachelor's Degree students at Ca' Foscari University Venice
(Call issued by DR. 224/2019 del 21/03/2019)**

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CA' FOSCARI INTERNATIONAL COLLEGE

Ca' Foscari International College is Ca' Foscari University Honors School, founded in the 2012/13 academic year with the Italian Ministry of Education, University and Research (M.I.U.R) funding. The College offers its students a merit-based educational path distinguished by excellence as well as student residence.

STUDENTS ATTENDING THE COLLEGE are both Bachelor and Master's Degrees students who enrol in the first year of their respective degrees with the University and have passed the College admissions selection. Students need to satisfy the merit requirements during years for their place to be confirmed at the College.

PLACES AVAILABLE TO BACHELOR STUDENTS FOR THE 2019/20 A.Y.

A total of 10 places are available, 2 of which are reserved for international students participating in the pre-admission selection on April 2019.

COLLEGE PROGRAMME AND SERVICES: an additional cross-sectoral programme is offered in addition to students' degree courses. Taught in English, this programme is based on College Degree **Minor's** programmes. Students of the College reside for 10 months of the year at the University *campus* on the island of San Servolo and are exempt from paying university fees. The College provides dedicated tutors and offers focussed orientation and placement services. Finally, for those who finish their Bachelor or Master's Degree, the International College issues a diploma listing all the activities students undertake along with the added ECTS attained.

ENTRANCE: to be admitted to the College, students must go through a selection process that consists of a written examination and an interview.

ENTRY REQUIREMENTS: Italian students are required an average mark of 7.5/10 (or equivalent) for eight subjects taken at senior high school and an English language proficiency level of B2. International students are required the same average mark in all the subjects taken at senior high school. Those who enrol in a Degree course taught in the Italian language are required to have a B2 proficiency level of Italian; if enrolling in a degree course taught in English they must also possess a B2 proficiency level of the English language.

CALL: The call for 2019/20 admissions is divided in two parts: a pre-admission selection is reserved for international students in the month of APRIL 2019. The two students on top of this pre-selection ranking will have precedence on the final ranking. The second part of the selection will be opened to all students and will take place in the month of MAY 2019. The final ranking will be issued at the end of this selection.

THE COLLEGE ADMISSION EXAM HAS NO FEE

ENROLMENT COSTS: the standard enrolment fee for the College is € 9,000.00 yearly. The College provides enrolment fee reductions (called vouchers) that cover enrolment fees either partially or in toto. 7 total vouchers and 3 partial vouchers are available for 2019/2020 a.y.

CALENDAR AND DEADLINES FOR THE SPRING SELECTION

	PRE-ADMISSION (Reserved for international students) <i>Distance testing</i>	MAY SELECTION
APPLICATION DEADLINE	08/04/2019	02/05/2019
WRITTEN EXAMINATION	10/04/2019	07/05/2019
INTERVIEWS START	11/04/2019	09/05/2019
RESULTS	16/04/2019	14/05/2019
PLACEMENT ACCEPTANCE	23/04/2019	24/05/2019



Art. 1 – Available Places – pre-admission and spring selection

1.1 There are **ten (10)** places available in the selection for students of the College enrolling in the first year of a Ca' Foscari Bachelor's Degree for the 2019/2020 academic year. **Two (2)** of these are reserved for international students who participate in the pre-admissions as outlined in the following Articles 5 and 6.

1.2 The International College, hereafter referred to as the College, makes one pre-admission call for international students in the month of April 2019 and one intake in the month of May 2019 to occupy 10 places as described in Article 6.

Art. 2 – Benefits

2.1 Students admitted to the College are expected to do normal (curricular) course work as well as participate in the in-house cultural programme reserved for them by the College and take one of the three Minor courses reserved for them as outlined in Article 3.

2.2 Successful students will be able to reside, free of charge, at the College *campus* on the Island of San Servolo from the month of September to the following month of June of each academic year.

2.3 An academic tutor from students' field of study will be provided to aid College students in their academic career and a senior student will help them in their everyday life at the *campus* and College. Support is also offered for all paperwork needs connected to outgoing international mobility and placements.

2.4 College admission fees, as per Article 4, include the enrolment fee to the chosen Degree programme. These fees do not, however, include regional study taxes set by the Veneto Region, stamp duty, board and all other non-specified expenses, all for which students will have to bear the costs.

2.5 All students who satisfy residency requirements (see Article 9) and successfully complete their course of studies at the College receive both their Degree certificate and an additional College certificate.

Art. 3 – Minor courses (three-year International College Courses)

3.1 Minors are courses held by the International College and reserved for its students. They constitute an integral part of additional teaching allowing students at the College to gain a further fourteen (14) ECTS a year alongside the credits they gain with their chosen Bachelor Courses. The Minors last three years.

These courses are held using innovative teaching techniques aimed at developing transversal theoretical and practical skills (*knowledge and skills*) to help students achieve excellence as well as further their prospective professional and academic careers.

3.2 The following Minor courses will be held for students enrolling in the 2019/20 a.y.:

- Global Asian Studies;
- Digital Humanities;
- Sustainability.

The International College takes a multidisciplinary approach in its teaching project and encourages students to choose Minors that are distinctive and complement their curricular degree courses, as specified in Article 5 below.

Art. 4 – Tuition Fees and Funding

4.1 The College enrolment fee is € 9,000.00 per year and includes all the benefits listed in above Article 2.

4.2 According to the ranking, as per criteria listed in Article 7, successful candidates will benefit from specific enrolment fee reductions (hereafter referred to as "voucher") intended to cover all of the enrolment fee or part thereof. These include:



- a) for **seven (7) places** there is a voucher € 9,000.00 (total voucher) fully covering the College enrolment fees for the 2019/20 academic year;
- b) for **three (3) places** the voucher amounts to € 6,500.00 that covers up to 70% of the enrolment fees for the 2019/20 academic year leaving € 2,500.00 to be paid to the College.

4.3 Students are required to formally accept their vouchers in writing be they total or partial or will be denied admission to the College.

4.4 The amount not covered by the partial voucher must be paid by candidates in two instalments of € 1,250.00 each. The first instalment is due by 06/09/2019 and the second by 03/12/2019.

4.5 Payment is to be made by transfer to:

IBAN – IT1700533602020000046604330 account name "COLLEGIO INTERNAZIONALE CA' FOSCARI" indicating as the reason for payment: "name, family name, student number (if assigned)" and "first" or "second" "instalment for admission to the International College 2019/20".

4.6 College vouchers are reductions offered by the College on the basis of academic achievements and are not need-based scholarships. As a result, candidates may apply for student loans and scholarships as determined by Ca' Foscari University.

Art. 5 – Requisites and Application

5.1 To participate in the Call for Admissions to the College candidates are required to:

- a) Have gained a minimum yearly average mark of 7.5/10 (or equivalent) in reference to their third to last and second to last years at high school. Candidates with lower averages will not be accepted at the College.

- Students enrolled in Italian schools are required to self-certify their marks as per the format attached to the application form. Ca' Foscari University reserves the right to verify information received, as per the provisions of the current norm (Presidential Decree DPR 445/2000).

- Students enrolled in International schools are required to attach a full copy of the document certifying all marks received in their third to last and second to last years at high school, alongside a mark scale indicating the maximum and minimum marks. The scale is to be translated into either the English or the Italian language.

- b) Have an English language proficiency level of B2 as per the self-certification table approved by the Council of Europe and published on the University website. Students' level of English proficiency will be verified during their initial interview.

- Students not in possession of a B2 certification are required to self-certify following the format attached to the enrolment form.

- Students who hold a B2 certification may forward the certification as per the following commas.

- c) International students are further required to have a level of B2 proficiency of the Italian language unless they are enrolled in Degree courses held exclusively in English.

- Students not in possession of a B2 Italian language certification are required to self-certify as per the format attached to the application form.

- Students who hold a B2 Italian language certification may forward the certification as per the following commas.

5.2 It is mandatory for students to possess the above requisites at the time of application.



5.3 PRE-ADMISSION FOR INTERNATIONAL STUDENTS (APRIL 2019): International students (students holding an foreign high school title or ending their foreign high school programme, holding an International Baccalureate or a title of an Italian high school abroad) may apply for pre-admission to the College for the 2019/20 a.y. and sit for the written and oral examinations in distance mode in the month of April 2019 as outlined in the following Article 6. The pre-admission application can be found online at www.unive.it/internationalcollege, and must be submitted to Ca' Foscari University – Ca' Foscari International College by **11:59 p.m. on 08/04/2019**. Applications may be presented in the following manners:

- via e-mail to: collegio.internazionale@unive.it;
- via PEC (certified email) to: protocollo@pec.unive.it;

The application must bear the subject header: ***Application for Pre-Admission to Ca' Foscari International College 2019/2020 – BACHELOR LEVEL – PREADMISSION CALL-INTERNATIONAL STUDENTS.***

5.4 ADMISSION TO THE MAY SELECTION (MAY 2019): The application to the May Selection, valid for all Italian students and for the international students who have not participated in the pre-admission, can be found online at www.unive.it/internationalcollege-applications and must be submitted to Ca' Foscari University – Ca' Foscari International College - by **11:59 p.m. on 02/05/2019**. Applications may be presented in the following manners:

- via e-mail to: collegio.internazionale@unive.it;
- via PEC (certified email) to: protocollo@pec.unive.it;

The application must bear the subject header: ***Application for Admission to Ca' Foscari International College 2019/2020 – BACHELOR LEVEL – MAY SELECTION.***

The application must indicate the curricular course (Degree) chosen by the student and two preferences for the College Minor courses. College students will be assigned to one Minor course on the basis of the preferences indicated on their application and the final student ranking. The College Teaching Committee reserves the right to assign students to Minor courses. The criteria adopted are to establish balanced course numbers and degree affinity, and the characteristics and requirements of the College's and University annual teaching programmes.

5.5 Applications must have the following attachments or will be excluded from the Call:

1. copy of valid ID or passport;
2. CV in Europass - European format in English with an attached photo;
3. a motivation letter in English (200 – 400 words) stating the reasons for choosing this College (please refer to the College webpage for information);
4. For students enrolled in an Italian High School: a self-certification declaring the average mark obtained during the student's third to last and second to last high school years following the format of the self-certification form attached to the application. For students enrolled in an international High School: full copy of the document certifying all marks obtained at their High School alongside a mark scale indicating the maximum and minimum marks. The scale is to be translated into either the English or Italian language;
5. A certificate or self-certification attesting an English language proficiency level of B2 as found attached to the application form, and for international students, a further certification attesting an Italian proficiency level of B2. Candidates wishing to enrol in degree courses held exclusively in English are exempt from providing the Italian language certification.



6. The request to sit for the examination in distance mode as per the format attached to the application.

5.6 The following documents **may also be attached** to the application form:

- the S.A.T. (*School Assessment Test*) certificate attesting the student's successful results.

- C1 or above English language certificate;

- B1 or above other languages certifications;

- other certificates relevant to the student's academic career and selection procedure;

- 2019 ISEE certificate (Indicatore Situazione Economica Equivalente – means-tax declaration form) as per Article 7.

5.7 Applications that are unsigned or submitted outside the application period will not be accepted.

5.8 Services for students with disabilities:

a) Specific request must be made in case entry examination adjustments are required.

In particular:

- The use of necessary aids and extra time (30%) may be granted according to the specific disability;

- Candidates with documented Specific Learning Disabilities will have to forward a certificate attesting the disability dated within the last two years.

b) The requests are to be made in writing, to which the specific certification is attached. These are to be sent to Servizio Disabilità del Settore Orientamento e *Career Service* (e-mail: disabilita@unive.it) (Disability Services, Orientation and Career Sector) at least two weeks prior to the examination.

Art. 6 – Admission Committee and Selections

6.1 The members of the Admission Committee are university professors drawn from the diverse disciplinary fields that are the object of the exam. The Committee is appointed by the Rector of Ca' Foscari University, or by his delegate and may include external experts. Depending on the number of applications, more than one Committee may be appointed and arranged.

6.2 The admission examination consists of a **written paper** and an **interview**.

6.3 The aim of the written examination is to assess the overall knowledge candidates have. The written test is a multidisciplinary exam with multiple-choice questions and/or open questions requiring short answers testing candidates' general knowledge and logic skills. The written exam is English.

6.4 **PRE-ADMISSION SELECTIONS:** selections for international students sitting for pre-admission are held in distance mode as outlined by the instructions on the form found online. This is to be completed and attached to the application for pre-admission. The interview for these candidates will be conducted by videoconference call. The written examination will be held on Wednesday 10/04/2019, from 9.30 a.m. (Italian time), followed by paper correction. On the basis of the number of candidates, the results of the written paper will be posted on the College website by 7:00 p.m. (Italian time), of the same day.

The interviews will begin Thursday 11/04/2019. The College reserves the right to continue with the interviews on Friday 12/04/2019 should numbers require it. Candidates will be notified of the order in which they will be called.



6.5 MAY 2019 CALL SELECTIONS: the written exam will be held on Tuesday 07/05/2019 in a room of Ca' Foscari University that will be indicated on the College website starting at 9:00 a.m., followed by paper correction. The results of the written paper will be posted on-site and on the College website by 6:00 p.m. Wednesday 08/05/2019 should candidate numbers allow for this.

6.6 The interviews will be held in one of the Ca' Foscari University seats that will be notified to the candidates who passed the written exam on Thursday 09/05/2019 at 9:30 a.m. The College reserves the right to start interviews as of Friday 10/05/2019 should numbers allow for this. Candidates will be notified of the order in which they will be called.

6.7 The written exam will be marked out of 60, both for the April pre-admission and the May 2019 selection. **Candidates need to gain a minimum of 30/60 to pass the written exam.** The results of the written exam will be used to compile a ranking for admission to the interview phase.

6.8 The first 30 candidates on the said ranking will be admitted to the interviews. All candidates ranked equal in the last eligible place will be admitted to the interviews.

6.9 The interview will be held both in English and in Italian and is aimed at evaluating student motivation as well as assessing their proficiency in the English and Italian languages. The content of the written exam will also be discussed during the interview.

6.10 The interview will be marked out of 30. Candidates are required to gain a minimum of 21/30 to pass.

6.11 Candidates of the May selection are required to sit for the exams in person at the above University premises. International students, EU nationals and Italian nationals living abroad may take the examination in distance mode for motivated reasons (health, impediments etc.). Explicit request must be made at the latest **10 days** before the date of the written exam and must be approved by the Committee. Candidates are required to request and complete the relevant form online. These candidates may arrange to have the interview via videoconference call with prior College authorization. The examination dates and times for these candidates will be consistent with the examinations held on-site.

Candidates are required to produce a valid identity document at the examination.

6.12 Candidates are not allowed to make use of any electronic device or reference texts during the test. In case a candidate will be found to use one, he/she will be excluded from the selection.

Art. 7 – Ranking, acceptance and entrance

7.1 Placements with the College are assigned according to the ranking established at the end of the spring selection in May 2019.

The maximum mark of 110/110 is the result of the sum of the written examination (out of 60), the interview (out of 30), the motivation letter (out of 10) and a further ten marks. The additional 10 points will be awarded on evaluation of the following abilities, skills, aptitude and knowledge:

a) Holding relevant language certifications. Only the following certifications will be considered here:

- English language certifications attesting a minimum C1 level of proficiency;
- For international students certifications attesting a minimum C1 level of proficiency in the Italian language;
- Other language certifications attesting a minimum B1 level of proficiency.

b) Having successfully passed the S.A.T – School Assessment Test with a 70% score or above of the SAT User Percentile (1 point for score from 70 to 80%, 2 points for results from 81 to 90%, 3 points from 91% or above);

c) Holding other certifications or qualifications deemed relevant by the Admission Committee as sent in or gathered from the candidate's CV;



d) Having the skills and disposition needed for communal living.

7.2 In the case of candidates with equal ranking, precedence will be given to the candidate in the least favourable economic situation as shown by the submitted ISEE 2019 Certificate (Indicatore situazione economica equivalente – means-tax declaration form). If after this assessment candidates are still equally ranked, priority will be given to the youngest candidate.

7.3 The list of eligible candidates will be published by 16/04/2019 at the end of the pre-admission reserved for international students and as outlined in the above Article 5.3. This will indicate the two candidates who have been successful in gaining priority over the final ranking and that will be offered a total voucher for the admission to the 2019/20 a.y. of the Ca' Foscari International College.

7.4 The two successful candidates will have **until 12:00 p.m. on 23/04/2019 to take advantage of their acquired priority rank**. Formal acceptance of placement and voucher is to be made via email. Candidates are also required to attach evidence that they have begun enrolment procedures with the University and proof of visa from the Italian Embassy-Consular Offices of their country, if necessary for them to study in Italy. Failure to respect these requirements will result in the candidate losing their priority and inclusion in the final ranking as per comma 7.6.

7.5 Should the first two candidates, as described in the above Article, lose their priority placement, the Committee will turn to the list of eligible candidates only once in order to assign a priority place to the successive candidates. Successful candidates will have **until 12:00 p.m. on 06/05/2019 to take advantage of their acquired priority rank**. Formal acceptance of placement and voucher is to be made via email. Candidates are also required to attach evidence that they have begun enrolment procedures with the University and proof of visa from the Italian Embassy-Consular Offices of their country, if necessary for them to study in Italy. Failure to respect these requirements will result in the candidate losing their priority and inclusion in the final ranking as per comma 7.6.

7.6 The final ranking will be published at the end of the whole May selection and by 14/05/2019. This will indicate all the candidates that were successful in the pre-admission of April 2019 and in the May 2019 selection. The ranking will indicate the names of the successful candidates, their scores, candidates deemed eligible and the vouchers that are assigned. The final ranking will be used to assign the 10 placements for the 2019/20 a.y. of which two places are reserved for international students as per the above Article.

7.7 Should the student decide not to accept the placement and voucher offered, as outlined in the following article, the Committee will immediately continue through the ranking.

7.8 The College reserves the right to use the ranking to assign places at the College and vouchers that have been made available, until the following summer selection.

Art. 8 – Placements and Entrance

8.1 To register as a student with the College, the successful candidate is required to:

1. accept the offer of a place at the College;
2. enrol in a Ca' Foscari University Degree Course;
3. make a deposit to guarantee their residence in the College;
4. settle accounts by paying the sum not covered by the voucher, as per Art. 4.

8.2 Successful candidates are to accept the offer of a place and any voucher (total or partial) offered with the placement in writing via email. Omitting to do so will result in the candidate not being admitted to the College. Acceptance must arrive at the College Administration Office (Segreteria del Collegio) by 12:00 p.m. on the 23/04/2019 for the first two eligible international students selected at the pre-admission of April 2019, and by 12:00 p.m. on 24/05/2019 for all the other students.



8.3 Candidates who also sit for entry tests to closed number Degree Courses are required to deposit any pre-enrolment fees indicated by the Call for Admissions to their chosen Degree Course. In doing so, these candidates indicate they accept placement in the said Degree Course. The deposited sum will be reimbursed should the candidate enter the College.

8.4 College activities are an integral part of Ca' Foscari Degree Courses. Successful candidates are, therefore, required to register with the University as indicated by the Registration Sector (see www.unive.it/immatricolazioni). Should candidates omit to register they will not be admitted to the College and their place offered to the next student ranked.

For Degree Courses with unrestricted access: candidates are required to register by **19/07/2019**. Once the online pre-evaluation procedures have been completed, **do not select** the item *Pagamenti*. Please send an email to collegio.internazionale@unive.it to confirm having completed the first enrolment phase. University fees owed will be thus recalculated on the basis of the above Article 2 comma 4. Payment means will be communicated via email.

For closed number Degree Courses, candidates are required to register by:

- **19/07/2019**, for students taking part in the spring selections;
- **06/09/2019**, for students taking part in the summer selections.

8.5 **International students are required to complete the pre-evaluation procedure requested for enrolment to Ca' Foscari Degree Programmes at www.unive.it/evaluation.** Non-resident students from non-EU countries must request a study visa at Italian Embassy-Consulate Offices of their country. Further information regarding visa applications and timing can be found at www.study-in-italy.it.

8.6 Students will also have to give proof of having paid the sum of € 500.00 at the same time they register with the University. This amount is the required deposit to guarantee a place at the College and be assigned a lodging. The sum will be refunded at the end of residency in the College once all obligations provided for in the College Regulations have been met. **Students who decide to forfeit their place at the College after having registered are not entitled to a refund of the deposit.**

8.7 Banking details: IBAN – **IT1700533602020000046604330** Account Name "COLLEGIO INTERNAZIONALE CA' FOSCARI" referencing the payment as: name, family name, student number (if assigned) and "Cauzione Collegio Internazionale (Deposit International College).

8.8 Failure to respect the deadlines in the above comma will result in the loss of the voucher, deposit and loss of placement.

8.9 The College Teaching Committee will place students in the Minor courses they indicated on their application following the ranking as illustrated in Article 5.

8.10 Rooms are assigned only after the deposit has been made, on the day and at the time the College announces after 10/09/2019. Failure to appear for room handover without a valid reason will be considered as forfeiting admission to the College and will result in the loss of the deposit.

8.11 Students who decide to abandon the College programme with no acceptable justification (due to serious problems such as health issues or family loss, etc.) after 10/09/2019 will immediately lose the College student status and the benefits involved. This means that they will not have the deposit back and that they will have to pay the University fees entirely, regardless of the voucher received. They will also have to contact University offices in charge (ADISS Ufficio Carriere Studenti e Diritto allo Studio di Ateneo) to set their university student status.



Art. 9 – Residence requirements

9.1 Aside from normal Degree coursework, students admitted to the College will also commit themselves:

a) participating in the Minor courses specifically outlined in the College cultural programme that will be published on the College website and complete a minimum of 14 ECTS of said Minor courses a year;

a) residing in the lodgings provided on the Island of San Servolo – Venice;

b) obeying the rules outlined in the Ca' Foscari College Regulations and signed on entrance to the College;

c) obtaining the following merits for the chosen Degree Course (regardless of the Minor course undertaken) **required to remain part of the College educational programme** and, that is:

- to have a yearly arithmetic average of 27/30 of all marks if you are enrolled in Language or Humanities subjects and 26/30 for students enrolled in the Economics or Science fields;

- for students enrolled in a Humanities or Language Degree, a minimum mark of 24/30 for each individual exam and, for those enrolled in the Economics or Science fields a mark of 23/30 or over;

- to obtain at least 42 CFU (University Credits) within the summer exam sessions held in June. Exams held in the September session will be evaluated in the following academic year.

- commit to taking part in an **internship or in a period of study abroad** starting from the second year of the degree course;

d) completing their degree within the special spring session of the third year of the established course of studies.

9.2 The requisites of the above letters a) and d) will be entirely satisfied within June 30th of every year of residence in the College or the student will be expelled from the same.

Art. 10 – Head of Admissions

10.1 Debora Ferro, Secretary to the International College of Ca' Foscari, Ca' Foscari University of Venice, is the Head of Admissions pursuant to and in accordance with Law no. 241/1990.

Art. 11 – Private and personal data handling

11.1 Article 13 Legislative Decree June 30 2003, n. 196 of the “Data Subject Protection Code” states that:

a) personal details collected or requested, information relating to student's university career produced and processed by the University in its institutional functions may be collected, handled, used and communicated – during both students' university career and at course completion – to external subjects for uses related to the function of University institutional activities;

b) communication of the above personal data at item a) is compulsory;

c) further, as per item a), personal data may be disseminated to other public bodies, associations and entities, in Italy and abroad, solely for the purposes of employment initiatives or career guidance (*work experience programmes* and *placements*) and for post-graduate training;

d) Data may be handled by a data processor, electronic devices and computer software to ensure its protection and confidentiality;

e) As per Article 7 of the above law, data subjects have the right to access their own personal data, to have inaccurate or incomplete data rectified, updated, supplemented or



Università
Ca' Foscari
Venezia

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www.unive.it/collegiointernazionale
www.unive.it/internationalcollege

cancelled if unlawfully gathered. They further have the right to object to the processing of their data for legitimate reasons;

f) The Data Controller is Ca' Foscari University, registered office in Dorsoduro, 3246 – 30123 – Venice.

Venice, 21/03/2019

THE RECTOR
Prof. Michele Bugliesi
(electronically signed)