



Università
Ca' Foscari
Venezia

Università Ca' Foscari Venezia
Dorsoduro 3246, 30123 Venezia
P.IVA 00816350276 - CF 80007720271
www.unive.it

CA' FOSCARI INTERNATIONAL COLLEGE

CALL FOR APPLICATIONS 2019/2020 ACADEMIC YEAR

for first year Master's Degree students at Ca' Foscari University Venice

(Call issued by DR. no. 356/2019 of 07/05/2019)

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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 MASTER'S STUDENTS FOR THE 2019/20 A.Y. A total of **8 places** are available: Preference will be given to students who were enrolled at the International College (hereafter referred to as the College) in the 2018/19 academic year and hold the below requisites. Preference is also given to the first two international students ranked in the dedicated admission test held in May 2019.

COLLEGE PROGRAMME AND SERVICES: cross-sectoral courses taught in English are offered in addition to Master's Degree courses. Students reside for 10 months of the year at the University *campus* on the island of San Servolo. Students of the College are exempt from paying university fees. The College provides tutors and offers orientation and placement services for those who finish their Master's Degree. Finally, 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 on the basis of academic qualifications and an interview.

ENTRY REQUIREMENTS: when they apply students must have:

- a university diploma with a minimum of 100/110 mark (or equivalent) taken at an Italian or an International University.

NB Ca' Foscari students can apply even if they have not graduated yet, on condition that they complete their Bachelor Degree within the autumn 2019 examination sessions, that, at the moment of their application, they have at least 150 ECTS recorded on their university career and an average mark of at least 27/30 if they graduate in a humanities or linguistic BA degree course or at least 26/30 if they graduate in a scientific or economic BA Degree course;

- a B2 proficiency level of English;
- must be under 26 years of age.

SELECTIONS: There is one admission exam divided into two parts: a first admission test dedicated to international students (with preference given to the first two students placed in the temporary ranking) is held in May 2019 and a second admission test will be held in the month of July 2019 for all the other students. A single ranking will be created from the results of both admission tests.

THE COLLEGE ADMISSION EXAM HAS NO FEE

ENROLMENT COSTS: the standard enrolment fee for the College € 9,000.00 yearly. A further supplementary fee of € 1,000.00 per year is required to gain admission to the College's two-year Master's Programme.

The College provides enrolment fee reductions (called *vouchers*) that cover College standard enrolment fee either partially or in toto. 4 total vouchers and 4 partial vouchers on the fee are available.

THE COLLEGE SELECTION PROCESS IS FREE OF CHARGE.

CALENDAR AND DEADLINES

	MAY 2019 ADMISSIONS reserved to international students <i>Remote access interview only</i>	JULY 2019 SELECTION
APPLICATION DEADLINE	27/05/2019	08/07/2019
INTERVIEWS START DATE	29/05/2019	10/07/2019
RESULTS	04/06/2019	16/07/2019
PLACEMENT ACCEPTANCE	13/06/2019 (<i>for the first 2 students with right to precedence</i>)	25/07/2019

Art. 1 – Available places

1.1 There are **8 (eight)** places available for students enrolling in the first year of a Master's Degree at the University for the 2019/20 academic year. Preference will be given to students who were enrolled at the International College, hereafter referred to as the College, in the 2019/2020 academic year and hold the following requisites.

2 (two) places are reserved for the first two international students ranked in the relevant admission test held in May 2019.

1.2 The College will hold an admission exam dedicated to international students in May 2019 and a selection on the basis of academic qualifications and an interview in July 2019 for all students as indicated by Article 5 for the 2019/2020 academic year.

1.3 The Call is open to:

a) students currently enrolled at the College in the 2018/2019 academic year that apply, hold the required permanence requisites and who will complete their Bachelor Degree in the summer or autumn 2019 examination sessions or who have completed their Bachelor Degree early in the March 2019 session;

b) students who, for the 2018/2019 academic year, are enrolled in the third year of their Bachelor Degree at the Ca' Foscari University and will complete their course of studies during the 2019 summer or autumn examination session or who have completed their Bachelor Degree early in the March 2019 session and who are under 26 years of age at the date of application;

c) other Italian and international students who have completed their Bachelor Degree in an Italian or international university or who will gain their Degree by 24/07/2019, that is the day before the acceptance deadline indicated in article 5.13 and who are under 26 years of age at the date of application.

Art. 2 – Benefits

2.1 Students admitted to the College are expected to do normal university Master's programme course work as well as participate in the in-house cultural programme reserved for them by the College and complete a personalised teaching programme that covers the entire two-year Master's programme.

2.2 Enrolled students will be able to reside, free of charge, at the College *campus* on the Island of San Servolo.

2.3 Both a house tutor and a tutor for your field of study will be provided to aid all enrolled students in their academic career and in their everyday life at the *campus*. Support is also offered for all paperwork needs connected to outgoing international mobility and *placement* abroad.

2.4 College admission fees, as per Article 3, include the enrolment fee to the chosen Master's Degree programme. The fees do not, however, include regional study taxes set by the Veneto Region, stamp duty and board and the cost of meals.

2.5 All students who satisfy residency requirements as outlined in Article 7 and successfully complete the two years of their course of studies at the College will be awarded both their Master's Degree certificate and an additional College certificate.

Article 3 – Tuition fees and funding

3.1 The standard enrolment fee for the College is € 9,000.00 for the 2019/20 academic year and includes all the benefits listed in above Art. 2.

3.2 A further annual fixed rate of € 1,000.00 per year is required to gain admission to the College's two-year Master's Programme.

3.3 According to the ranking, as per criteria listed in Article 5, successful candidates will benefit from specific enrolment fee reductions (hereafter referred to as "voucher") intended to cover the enrolment fee indicated in the above clause 3.1 or part thereof. In particular, for students enrolled in Master's Degrees, n. 4 total vouchers of € 9.000 and 4 partial vouchers of € 6,500.00 will be distributed. This last sum covers more than 70% of the enrolment fees. The College reserves the right to destine other available forms of co-financing to Master's students.

3.4 Successful students are required to formally accept their vouchers, whether total or partial, or the Merit Award, as applicable. This is to be done in writing or they will be denied admission to the College and the Admission Committee will proceed through the ranking.

3.5 For the sum not covered by an assigned voucher and in the absence of other forms of co-financing, candidates are required to pay the amount not covered by the voucher as well as the annual fixed rate sum by bank transfer following this procedure:

- students who are granted a total voucher must pay the supplementary fee of € 1.000 in one instalment at the moment of their enrolment and by 06/09/2019 at the latest. Only Ca' Foscari students graduating in the 2019 autumn session may postpone the payment;
- students who are granted a partial voucher must pay in two instalments: the first instalment, for the sum of € 2,250.00, is to be made during registration with the College by 06/09/2019. Exceptions to the deadline are only allowed for Ca' Foscari University students completing their degree in the autumn 2019 examination session. The second instalment of € 1,250.00 is due by 03/12/2019.

3.6 Payment is to be made to:

IBAN – **IT170053360202000046604330** account name "COLLEGIO INTERNAZIONALE CA' FOSCARI" indicating as the reason for payment: name, family name, student number, Fixed Rate Master's Fee and "first" or "second" "instalment for admission to the International College.

3.7 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.

Article 4 – Requisites and application

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

- 1) have an English language proficiency level of B2 as per the table approved by the European Council and published on the College's website and, for international students, have a level of B2 proficiency of the Italian language. International students enrolled in Degree Courses held entirely in English need not comply with

the Italian language requisites. Candidates' language skills will be verified during their interview;

- students not holding a B2 English Language Certification are required to self-certify their level following the format outline attached to the application form;
- students holding the required B2 English Language Certification may forward it in accordance with the application process described below.
- international students not holding the required B2 Italian Language Certification are required to self-certify their level following the format outline attached to the enrolment form;
- international students holding the required B2 Italian Language Certification may forward it in accordance with the application process described below;

2) be up to date with University fee payments;

3) be under 26 years of age;

4-a) students currently enrolled at the College in the 2018/19 A. Y. (see Article 1.3 clause a) are required to fulfil the International College's residency requirements and obtain a minimum final Degree mark of 100/110. Students completing their Bachelor Degree in the Autumn 2018 examination session are required to have registered a minimum of 150 ECTS (University Credits) and, for each individual exam, have an average mark of minimum 27/30 if enrolled in a Humanities or Language Degree or 26/30 if enrolled in an Economics or Science Degree **at the time of application**;

4-b) students regularly enrolled in the 2018/19 Ca' Foscari University third year completing their Bachelor in the Summer or Autumn 2019 examination sessions (see Article 1.3 clause b) should obtain a minimum final Degree mark of 100/110. Should the degree mark not be available when applying, these students are required to have a minimum of 150 ECTS **at the time of application** and an average exam mark of minimum 27/30 if they are enrolled in a humanities or linguistic BA degree programme or of 26/30 if they are enrolled in a economic or scientific BA degree programme;

4-c) other Italian or international students who have gained their Bachelor Degree in an Italian or international university (see Article 1.3 clause c) and have gained a minimum final Degree mark of 100/110 or equivalent;

4.2 INTERNATIONAL STUDENT ADMISSIONS (MAY 2019)

International students (students with Italian or foreign citizenship in possession of a foreign Bachelor's Degree, students who are not Italian nationals in possession of an Italian Bachelor's Degree, Ca' Foscari students who are not Italian nationals and who will graduate by the 2019 summer or autumn session) may apply for admission to the College for the 2019/20 academic year and take the oral test via remote access (skype) in May 2019 as outlined in article 5 below. Admission applications are available online at www.unive.it/collegiointernazionale and must be received by the Ca' Foscari International College - Ca' Foscari University **by 12:00 noon (Italian time) on 27/05/2019**. Applications may be presented as follows:

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

The application must bear the subject header: **Application for Dedicated Admission to Ca' Foscari International College 2019/2020 – Call for Second Cycle Master's degree students.**

4.3 ADMISSION TO THE SELECTIONS (JULY 2019):

Applications for admission to the Selection is open to all other students with Italian qualifications and for those international students who have not already participated in the dedicated admission exam held in April. The application form is to be completed online at www.unive.it/collegiointernazionale and must be received by the Ca' Foscari International College - Ca' Foscari University **by 12:00 noon on 08/07/2019**. Applications may be presented as follows:

- 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 – Call for Second Cycle Master's degree students.**

4.4 Applications that **do not have the following attachments** will be **excluded** from the Call:

a) **students currently enrolled at the College** (see Article 1.3 clause a):

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 behind your decision to remain at this College;

b) **other students** (see Article 1.3 clause b) and c):

1. copy of valid ID or passport;
2. CV in Europass European format in English with an attached photo;
3. self-certification of academic curriculum indicating exams taken, University Credits attained, the average exam mark and final Bachelor's Degree mark if applicable;
4. a motivation letter in English (200 – 400 words) stating the reasons behind your desire to enter this College. Please refer to the College website for details.
5. a B2 English Language Certification or self-certification following the format attached to the enrolment form as well as a B2 Italian Language Certification for international students. Candidates wishing to enrol in degree courses held exclusively in English are exempt from providing the Italian language certification.

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

- language certificates as per Article 5.8 below;
- other certificates relevant to the student's academic career and admission procedure;
- ISEE 2019 certificate (Indicatore situazione economica equivalente – means- tax declaration form) as per Article 5.

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

[Article 5 – Committee, admission examinations and ranking](#)

5.1 The members of the Admission Committee are university professors drawn from the diverse disciplinary fields that feature in the exam. The members of the

Committee are 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.

5.2 The Call consists of evaluating submitted documents and an interview held in English for the purpose of verifying candidates' requisites and aptitude.

5.3 Students currently enrolled at the College are not required to be interviewed.

5.4 **MAY 2019 DEDICATED ADMISSION EXAMS:** Interviews will be held by remote access (skype) on Wednesday 29/05/2019. Based on the number of applications received, the interviews may also be held on Thursday 30/05/2019. The order and times of the oral examination will be communicated to the e-mail address candidates indicated in their application for the admission exams.

5.5. **JULY 2019 SELECTION EXAMS:** The talks will take place on Wednesday 10/07/2019 at one of the University buildings. Based on the number of applications received, the interviews may also continue on Thursday 11/07/2019. The order, venue and times of the oral examination will be communicated to the e-mail address candidates indicated in the application to the admission exams. Italian students are required to have a face-to-face interview held at a university venue that will be communicated to them. European and other International students as well as Italian nationals living abroad for study reasons may have the interview via conference call with prior College authorisation. Interview dates and times will be defined in line with the viva voce examinations.

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

5.7 Students currently enrolled at the College submitting an application and having the requisites listed at Article 4.1 clause a) will be admitted to the Master's programme according to their rank in the annual College student evaluation that takes place in June 2019;

5.8 Places not assigned to current College students will be assigned to other students according to their ranking. Precedence will be given to international students who participated in the May 2019 dedicated Admissions.

5.9 **EXAMINATION EVALUATIONS:** The **maximum mark of 50/50** is the result of the sum of the marks obtained from the interview (out of 30), the motivation letter (out of 10) and a further 10 marks. The additional 10 points may be awarded if the candidate:

a)- holds relevant language certifications – up to one point will be awarded for one certificate only and up to two points for more certificates.

Only the following certifications will be accepted:

- English language certifications attesting a minimum C1 level of proficiency;
- for international students, Italian language certifications attesting a minimum C1 level of proficiency;
- other language certifications attesting a minimum B1 level of proficiency;

b) provides a suitable academic Curriculum Vitae;

c) holds other certifications or qualifications gathered from the CV deemed relevant by the Admission Committee;

d) has the skills and disposition for communal living.

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 ISEE 2019 Certificate (Indicatore situazione economica equivalente – means- tax declaration form) submitted. If after this assessment candidates continue to be equally ranked, priority will be given to the youngest candidate. In case of further equal ranking, precedence will be drawn between the two candidates.

5.10 A list indicating those international students who passed the Admission Exams will be published by 04/06/2019. The list will indicate the two placements who have enrolment precedence as per Article 5.4.

5.11 The two successful candidates will have **until 12:00 noon on 13/06/2019 to assert their right to precedence**. Written acceptance of the place is to be sent to the University via e-mail along with evidence that enrolment procedures with the University have started and a visa application at the Italian Embassy-Consulate Offices of their country if necessary has been made. Failure to comply with these provisions will result in the loss of the right to precedence and inclusion in the final ranking based on exam results as per paragraph 5.13.

5.12 Should the first two candidates referred to in the previous article lose the right to precedence, the list will be scrolled only once to assign the right to precedence to the candidates immediately following them. The selected candidates will have time **until 12:00 noon on 09/07/2019 to assert their right to precedence**. Written and signed acceptance of the place is to be sent to the University via email along with evidence that enrolment procedures with the University have started and a visa application at the Italian Embassy-Consulate Offices of their country if necessary has been made. Failure to comply with these provisions will result in the loss of the right to precedence and inclusion in the final ranking based on exam results as per comma 5.13.

5.13 The final Ranking will be published by 16/07/2019 at the end of the July 2019 selection. This Ranking will include all the candidates assessed in the May 2019 Admission Exam and the July 2019 selection together with eligible students and assigned vouchers. The successful candidates are required to formally accept their vouchers, whether total or partial in writing or will be denied admission to the College. **Acceptance must be sent via e-mail to the College Administration Office by 12:00 noon on 25/07/2019.**

5.14 Should a student decide to neither accept placement nor the voucher as described by this Call, the Committee will immediately continue through the ranking.

5.15 The College reserves the right to use the ranking to assign places at the College that have been made available.

[Article 6 – Placements and entry](#)

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

1. accept their offer of a place at the College;
2. enrol in a Ca' Foscari University Master's Degree Course;
3. make a deposit to guarantee their residence in the College;

4. settle accounts by paying the annual fixed rate sum not covered by the voucher, as per Article 3.

6.2 Successful candidates are to accept the offer of a place and the partial voucher in writing; via email is acceptable. Failing to do so will result in the candidate being denied admission to the College. Written acceptance must arrive at the College Administration Office (Segreteria) as for art 5 above.

6.3 College activities are an integral part of Ca' Foscari Master's Degree Courses but do not in any way substitute courses held. Successful candidates are, therefore, required to register with the University by 06/09/2019. Should candidates fail to register they will be excluded from the College and their place offered to the next student ranked. Exceptions to the said deadline can be made solely to Ca' Foscari students completing their degree in the Autumn 2019 examination session.

6.4 Candidates need to register as students via the University online portal. Once the procedure is complete, **do not select Pagamenti (Payment)**. Instead, please send an email to collegio.internazionale@unive.it to access the first phase of your registration as a student of the International College. Once registered, your university fees will be recalculated. Information for College students regarding fees and the method of payment will follow.

6.5 Students will also have to provide proof of having paid the sum of € 500.00 as well as having registered with the University by 06/09/2019. 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 the College Regulations have been met. For continuing students at the College, the initial deposit made previously will be held. **Students who decide to forfeit their place at the College after having registered are not entitled to a refund of the deposit.**

6.6 Banking details:

IBAN – **IT170533602020000046604330** Account Name "COLLEGIO INTERNAZIONALE CA' FOSCARI" referencing the payment as: name, family name, student number (if assigned) and "Cauzione Collegio Internazionale (Deposit International College).

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

6.8 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.

6.9 Unjustified withdrawal from the College after 10/09/2019 will result in the immediate loss of College student status, loss of the deposit paid to the College and of the right to exemption from student contributions. These accounts must be settled immediately according to the instructions laid out by ADiSS – International Office (Educational Programmes and Student Services Area) to unlock their academic career. This provision will be applied in all cases, regardless of any voucher or award received.

6.10 International students are required to complete the pre-evaluation procedure requested for enrolment to Ca' Foscari Master's 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 and to scrupulously observe the provisions of Italian law regarding the economic means of subsistence necessary for their planned stay and visa issue. Further information regarding visa applications and timing can be found at: www.study-in-italy.it

Article 7 – Residence requirements

7.1 Apart from normal Degree coursework, students admitted to the College will also commit themselves to:

- a) participating in the specific internal courses outlined in the College's cultural programme and complete a minimum of 14 "College Credits" a year;
- b) residing in the lodgings provided on the Island of San Servolo – Venice;
- c) obeying the rules outlined in the Ca' Foscari College Regulations and signed on entrance to the College;
- d) obtaining the following merits in **the chosen Master's Degree course** to remain part of the College educational programme and, that is:
 - to have a yearly average of 26/30 of all marks for students enrolled in the Economics or Science fields and 27/30 of all marks if you are enrolled in Language or Humanities subjects;
 - 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 CFUs (University Credits) within the Summer exam sessions held in June. Exams held in the September session will be evaluated in the following academic year;
 - to commit to taking part in an internship abroad;
- e) completing their degree within the Autumn session of the second year of the established course of studies.

7.2 The requisites of the above letters a) and d) should be met by June 30th each year of residence in the College, or the student will be expelled.

Article 8 – Head of Admissions

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

Article 9 – Private and personal data handling

9.1 Article 13 Legislative Decree June 30th 2003, n. 196 of the "Data Subject Protection Code" states that:

- a) personal details collected or requested and 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 in 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 purposes;

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 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, 07/05/2019

THE RECTOR
Prof. Michele Bugliesi
Ca' Foscari University Venice