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Ca'Foscari  
Venezia

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**CALL FOR APPLICATIONS FOR THE SCHOLARSHIPS  
FOR STUDENTS FINANCIAL AID  
2018/2019 ACADEMIC YEAR**

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## Art. 1 - Definitions

1. For the purposes of this call, the following definitions apply:
  - a) **University**, Ca' Foscari University of Venice;
  - b) **Study programs**, the study programs set up by and activated at the University which lead to one of the qualifications described at the following point;
  - c) **Qualifications**, Bachelor's degree, Master's degree, PhD degree;
  - d) **'Vecchio ordinamento' degree programs**, degree programs established prior to Ministerial Decree no. 509/1999;
  - e) **'Nuovo ordinamento' degree programs**, degree programs set up under Ministerial Decrees no. 509/1999 and no. 270/2004;
  - f) **Master's degree programs**, second-cycle degree programs set up under the Ministerial Decree no. 270/2004;
  - g) **PhD degree programs**, degree programs set up under Ministerial Decrees no. 224/1999 and no. 45/2013;
  - h) **Student**, anyone enrolled in one of the University's study programs;
  - i) **CFU**, university course credits as provided for in the Ministerial Decrees no.509/1999 and no.270/2004;
  - j) **Part-time student**, anyone enrolled in one of the University's study programs on a part-time basis, as per article 25, section 3 of the University Teaching Regulations issued on 4 December 2012 and subsequent amendments and integrations;
  - k) **Scholarship**, the scholarship for the right to university education as provided for by the Decree of the President of the Council of Ministers of 9 April 2001;
  - l) **Eligible**, the student meeting both the income and academic merit requirements necessary for scholarship eligibility;
  - m) **Beneficiary**, the student to whom a scholarship is eventually awarded;
  - n) **ESU**, Esu-Ardsu – the regional agency for the right to university education;
  - o) **DSU**, a Personal Declaration of Certification as per the Decree of the President of the Council of Ministers no.159 of 5 December 2013 and subsequent amendments and integrations;
  - p) **I.S.E.E.**, the Equivalent Economic Status Indicator for households as per the Decree of the President of the Council of Ministers no. 159 of 5 December 2013 and subsequent amendments and integrations;
  - q) **I.S.E.E.E.**, the Equivalent Economic Status Indicator for households abroad as per Legislative Decree no. 68 of 29 March 2012;
  - r) **I.S.E.E. for income-based benefits for the right to university education**, the Equivalent Economic Status Indicator of the student's household valid for the purpose of obtaining income-based benefits for the right to university education as per Legislative Decree no. 68 of 29 March 2012 and per Decree of the President of the Council of Ministers of no. 159 of 5 December 2013 and subsequent amendments and integrations;
  - s) **I.S.P.E.**, the Equivalent Assets Status Index for households as per Legislative Decree no. 109 of 31 March 1998 and subsequent amendments and integrations, and per Decree of the Ministry of Education, University and Research no. 486 of 14 July 2015;
  - t) **I.S.E.E. equivalent ('parificato')**, the Equivalent Economic Status Indicator for households of Italian or foreign students residing abroad as per the Memorandum of Understanding (MOU) signed on 3 June 2015 between the National Association of all Bodies for the right to university education (ANDISU) and registered Tax Assistance Centres (CAF) listed in the register of tax assistance centres for employees adhering to the National Council.

## Art. 2 - Purpose of the call

1. Under the annual plan of the Veneto Region for the implementation measures related to the right to university education in the 2018/2019 academic year, Ca' Foscari University of Venice has issued a call for applications for scholarships to be awarded to capable and high-achieving students lacking financial means.

The aim of this particular scholarship is to contribute to students' living expenses over a period of at least ten months during each year of their study program.

## Art. 3 – Categories of students that can be assigned the Scholarship

1. Pursuant to articles 2 et seq. and article 12 of the Decree of the President of the Council of Ministers of 9 April 2001, the Scholarships are awarded on the basis of the rankings drafted according to the procedure described in the present call to the following categories of eligible students:
  - a) Students enrolled in a Bachelor's degree program, for a period of seven semesters starting from their first year of enrolment;
  - b) Students enrolled in a Master's degree program, for a period of five semesters starting from their first year of enrolment;
  - c) Students enrolled in a PhD program, for the full duration of their course as established by the respective academic regulations and starting from their first year of enrolment;

- d) Part-time students enrolled in a Bachelor's or Master's degree program, to whom the scholarship is awarded for a longer period of time, as specified in article 15 of the present call;
- e) Students with an assessed degree of disability of at least 66%, to whom the scholarship is awarded for a longer period of time and depending on the type of degree program they are attending, as specified in article 14 of the present call.

The first year of enrolment is to be understood as the first year in which a student enrolls for the first time in any university. Each year in which students have been enrolled in any study program other than the present one – either at this or at other universities – counts as a year of university studies, meaning that the year of university studies being attended may not necessarily coincide with the attended year of the study program.

For the purposes of requesting a scholarship, the assessment of the year of university studies in which a student is enrolled (as described above) does not take into account eventual periods of interrupted studies.

For the purposes of the benefits referred to in the Decree of the President of the Council of Ministers of 9 April 2001, the students withdrawing from university studies and enrolling into another degree program will be considered as students enrolling for the first time ever as long as they did not receive any scholarship during their previous course.

Any university credits earned in the course of previous enrolment cannot be taken into consideration when assessing the students' academic merit for the purposes of receiving a scholarship after the new enrolment.

2. Financial aid is granted to students accessing each level of studies for the first time. The study programmes listed in the Ministerial Decree no. 509/1999 are equivalent to Bachelor's and Master's degree programs, as per article 3 of Ministerial Decree no. 270/2004.

Students referred to in clause 1, letter a), shall not have previously earned any other degree under either the old ('vecchio ordinamento') or new ('nuovo ordinamento') Italian university systems, either in Italy or abroad; also, they shall not possess a diploma issued by a Conservatory/Fine Arts Academy, or a first-level (three-year) diploma issued under Italian Law no. 508/1999, or any other equivalent qualification.

Students referred to in clause 1, letter b), shall not have previously earned any other degree under the old Italian university system ('vecchio ordinamento'), or be in possession of a degree earned abroad and considered as a second-level qualification, or of a Master's degree (either Laurea Magistrale or Specialistica); also, they shall not possess a diploma issued by a Conservatory/Fine Arts Academy, or a second-level (two-year) diploma issued under Italian Law no. 508/1999, or any other equivalent qualification.

Students enrolled at both the university and an institution of higher education for art, music and performing arts may apply for a scholarship for the 2018/2019 academic year exclusively for one of the two study programs.

Students enrolled in an inter-university study programme shall apply for a scholarship at the university to whom enrolment fees are due (i.e. the administrative seat of their programme).

3. Students earning their Bachelor's or Master's degree within the period laid down by the relevant academic regulations will receive a supplement amounting to half of the whole sum received in their last course year, **provided that sufficient funds are available** in the relevant budgetary period and in any case after the distribution of the scholarship to all entitled students.

The scholarship amounts to 50% of the sum established in Art. 6, clause 2 letter a), clause 3 letter a), clause 4, net of allowances for the canteen and housing services. The amount related to housing is calculated at a flat rate of 1,500.00 € for all students that do not live in the residence halls of ESU in Venice.

The supplement will be firstly disbursed to students earning their qualification by the end of the regular sessions, following a ranking based on income, considering the order of graduation sessions and prioritising the students with the lowest I.S.E.E. for income-based benefits for the right to university education.

4. Scholarships can be granted to students meeting the requirements for admission to the program for which the scholarship was requested, regardless the number of years that have passed since they obtained their previous qualification.
5. Inmate students enrolled in any study program at the University may also apply for the scholarship according to the same criteria as non-inmate students; for the purpose of calculating the scholarship, inmate-students will be considered as resident students.

#### Art. 4 - Deadlines and application procedure

1. To apply for a scholarship for the 2018/2019 academic year students must be:
  - Enrolled in a Bachelor's degree program for the first time;
  - Enrolled in subsequent years of a Bachelor's degree program;
  - Enrolled in a Master's degree program for the first time;
  - Enrolled in subsequent years of a Master's degree program;
  - Enrolled for the first time in a PhD program;

- Enrolled in subsequent years of a PhD program.
2. In order to apply for a scholarship students must have completed all of the following steps by the **non-deferrable deadline of 1 October 2018 at 11.59 p.m.:**

- a) **Request the 2018 I.S.E.E. certification** valid for the income-based benefits for the right to university education in favour of the student requesting the benefits and including the student's Italian tax code ('codice fiscale'). The I.S.E.E. certification shall not contain any omission or discrepancy. To request the certification students must fill in the DSU form with the required information about income and assets of each member of their household. This can be done either directly by students on the "servizi online" section of the INPS website (Italian Institute of Social Insurance - [www.inps.it](http://www.inps.it)), or with the help of an Italian tax assistance centre (CAF) or a qualified consultant. In case two (or more) students belong to the same household and wish to apply for a scholarship, the I.S.E.E. certification shall report the indication that it is valid for each of the two (or more) students, of whom all Italian tax codes must be included. Foreign or Italian students residing abroad must follow the guidelines provided for in article 13, clause 1, requesting the I.S.E.E equivalent ('parificato').

Students do not need to submit the hard copy of their ISEE certification to the University, which will only import it if they have already compiled and transmitted the online request for financial aid. ISEE certifications alone without the online request for financial aid and requests sent past the above mentioned deadline will not be taken into consideration. For this purpose, the date of the receipt issued when submitting the DSU will be considered.

- b) **Submit**, starting from 23 July 2018, the scholarship application by filling in the online "scholarship request" ('Richiesta agevolazioni') available in the Personal Area of the University website. By submitting an application, the student authorises the university to receive all information contained in the I.S.E.E. certification from the INPS. The form must be completed and sent in order to be considered; unsent forms are not valid and will not be accepted. If the form has been completed correctly, a receipt will be sent to the student's email address (student'snumber@stud.unive.it) and must be kept as proof of submission.
- c) **Enrol in the 2018/2019 academic year** by paying the first instalment of the university tuition fees. Students enrolling in their first year can pay their fees starting from 2 July 2018; students enrolling in all other years can proceed to the payment from 23 July 2018 onwards. The first instalment of the tuition fee is equal to:
- **EUR 700.00** (regional tax and stamp duty included) for students enrolling in Bachelor's and Master's degree programs;
  - **EUR 185.00** (regional tax and stamp duty included) for students enrolling in PhD programs. Failure to carry out any of the above steps will lead to exclusion.

No additional documents can be submitted, nor amendments made, following the deadline of the call.

3. The deadline to complete the application procedure described in clause 2 is 17 December 2018, 11.59pm, solely and exclusively for students enrolling for the first time in a Master's degree program for the 2018/2019 academic year.
4. Students enrolling in subsequent years of Bachelor's and Master's degree programs (with the exclusion of students who have not completed the requirements of the previous academic years within the prescribed time and are thus considered "fuori corso" for the 2018/2019 academic year) and students enrolling in the second or third year of a PhD programme who proved to be eligible in the 2017/2018 academic year may pay by 1 October 2018, 11:59 p.m., the stamp duty (EUR 16.00) and the regional tax for financial aid (EUR 169.00) only, upon meeting all the necessary requirements as per the present call and submitting their application. Students that do not meet the requirements or do not submit an application or prove to be excluded from the scholarship must contact the Financial Aid Unit in order to recalculate the amount of fees to be paid; unpaid fees will be added to the third instalment, which must be paid in one lump sum.
5. **Students transferring from another university may request a scholarship by submitting their application by 11.59pm of 17 December 2018** by following the procedure described at section 2, provided they have submitted their transfer request to their university of origin by 1 October 2018 and they meet the requirements listed at articles 7 and 8 of the present call. The assessment of transfer students' merit requirements will also take into account the years of enrolment at their university of origin

Transfer students meeting the requirements will be considered eligible for a scholarship following the publication of the first scholarship ranking (no later than 31st October 2018) and will be included in a separate ranking that will be drafted only after the supplementary state funding for the 2018/2019 academic year has been allocated.

## Art. 5 – Definition of the student's status

1. The following categories are used to define the status of students applying for scholarships:
  - a) **Resident students:** students residing in the municipality or the surrounding area of the campus where they are attending their study program;
  - b) **Commuting students:** students residing in a place that requires them to travel 40 to 80 km on a daily basis (a 40 to 80-minute journey) to the campus where they are attending their study program; students residing in the municipality where the campus is located may also be considered commuting students depending on the distance involved or length of journey on public transport;
  - c) **Non-resident students:** students who live too far from the campus where they are attending their study program to commute, and who are therefore obliged to rent accommodation locally (in the municipality where the campus is located or in another local municipality) – either in halls of residence or accommodation owned by private owners or public agencies for a period of at least ten months in the 2018/2019 academic year; students residing too far from the campus where they are attending their study program to commute but staying at local accommodation without paying rent are considered commuting students.

Non-resident students who pay rent for a period shorter than ten months and will be going on an international mobility program organised by the University in the same academic year will maintain their non-resident status as long as the period they pay rent abroad and the period they pay rent in Italy is of at least 10 months in total. The student must present a copy of their tenancy agreement translated into Italian or English in the timeframe and manner described in the following section 2.

Students enrolled in PhD programs are considered non-resident regardless of their effective place of residence and are not required to submit certification testifying to their elected domicile; in this case a maximum amount of EUR 400.00 will be deducted for the cafeteria service, ensuring that the net amount allocated is at least EUR 1,100.00.

Students from non-EU countries will be considered non-resident students regardless of the distance between their place of residence and the campus, unless their family lives in Italy; nonetheless, in order to confirm their non-resident status they must rent accommodation in the municipality where the campus is located or in another local municipality for a period of at least ten months in the 2018/2019 academic year, other than fulfil the obligations set forth in the following clause 2.

The definition of the students' status as resident, commuting and non-resident is carried out on the basis of the tables available at the university or at ESU offices, which can also be found online at [www.unive.it/financialaid](http://www.unive.it/financialaid) > Scholarship for student financial aid, unless the students concerned prove otherwise by presenting the official documents issued by the transportation companies.

If the residence of the student is listed as a 'commuting' municipality or within the municipality where the program is held the student will not be considered as non-resident even if proving a regular lease.

2. Non-resident students who do not use Venice ESU accommodation facilities must submit a copy of their legally drawn-up rental contract lasting at least 10 months to the Educational Programs and Student Services Area (AdiSS), Student Services Office, Financial Aid Unit (Ca' Foscari, Dorsoduro 3246, 30123 Venice), **by the 31 October 2018**.

Exclusively for students enrolled for the first time in the 2018/2019 academic year in a Master's degree, the deadline to deliver the above mentioned contract is 17 December 2018.

Students participating in an international mobility program organised by the University in the 2018/2019 academic year and therefore living in two different places during the course of the academic year - cumulating the two periods to reach a total of 10 months - can submit the second of the two tenancy contracts **by 15 March, 2019**.

Students must submit the copy of their rental contracts (in case they have rented accommodation in Italy, the contract must be submitted along with the receipt of its registration at the local Revenue Office ('Agenzia delle Entrate') and a copy of form F23 for annual payment of registry fee) exclusively either:

- a) In person or delegating a third person, after booking an appointment online ( <http://www.unive.it/pag/10590>) during public opening hours at the Financial Aid Unit;
- b) Or faxing a copy of the contract to the Financial Aid Unit at the no. 041/2347579 together with a copy of a valid ID; in this case students shall keep a copy of the fax transmission receipt;
- c) Or sending a copy of the contract (pdf format only) to [dirittoallostudio@unive.it](mailto:dirittoallostudio@unive.it) with a copy of a valid ID attached.

Students requesting a scholarship must be the signer or co-signer of the rental contract.

Failure to submit a rental contract, submission of the latter by means other than those listed above, or submission of the contract after the deadline will automatically lead to the student's status being reclassified from non-resident to commuting student.

3. Students taking part in an international mobility programme will nonetheless maintain their original scholarship (non- resident / commuting / resident student scholarship), and may not change their status or obtain an increase in the aforementioned scholarship, on the understanding that the requirements for status definition must be in any case fulfilled (e.g.: to maintain their status, non-resident students must satisfy domicile requirements in the municipality that houses the campus they study in for at least 10 months, as specified in the previous sections).

#### Art. 6 - Funding and scholarship amounts

1. Allocation of scholarships for the 2018/2019 academic year is dependent on funding from:
  - a) Revenue from the regional tax for financial aid;
  - b) The supplementary state fund as per Legislative Decree no. 68/2012, when available;
  - c) Additional resources made available by the Veneto Region under Legislative Decree no. 68/2012, when available.

Once quantified, the resources in subsection a) will be used to fund the first shortlist of eligible candidates, which will be drawn up in accordance with article 9 below.

Any additional resources that may become available – see b) and c) – will be used to fund further rankings that will be drawn up as soon as availability of funding has been established.

The financial resources are divided among the various rankings (described in article 9) using the following criteria:

- 30% to students enrolled for the first time in Bachelor's and Master's degree programmes, of which:
  - 95% to enrolled students from EU countries;
  - 5% to enrolled students from non-EU countries
- 70% to students enrolled in subsequent years of all courses.

A number of scholarships are allocated to students enrolled in PhD programmes not receiving scholarships under Ministerial Decree no. 224/1999 and Ministerial Decree no. 45/2013 (the total amount of scholarships awarded may not exceed the percentage ratio between students eligible to receive a scholarship in the 2017/2018 academic year and the total number of students enrolled).

2. The scholarship amount awarded to **non-resident** students is:
  - a) *EUR 4,580.50* plus one meal per day to be used during the 2019 calendar year in accordance with the conditions defined by the ESU Venice;
  - b) *EUR 5,180.50* if no cafeteria service is provided by the ESU Venice.
3. The scholarship amount awarded to **commuting** students is:
  - c) *EUR 2,459.00* plus one meal per day to be used during the 2019 calendar year in accordance with the conditions defined by the ESU Venice;
  - d) *EUR 2,859.00* if no cafeteria service is provided by the ESU Venice.
4. The scholarship amount for **resident** students is *EUR 1,955.50* plus a daily meal to be used during the 2019 calendar year in accordance with the conditions defined by the ESU Venice.
5. In case students will receive a scholarship also in the seventh semester of Bachelor's degree programmes or the fifth semester of Master's degree programmes, the amount of the scholarship and the deduction for the cafeteria service supplied by ESU Venice will be disbursed to the extent of 50% of their value.
6. Students enrolled in subsequent years who are eligible for a scholarship on the basis of merit and income but are not awarded a scholarship due to lack of resources are entitled to use the cafeteria services free of charge.
7. Students enrolled in the first year who are eligible for a scholarship but are not awarded one due to lack of resources are entitled to a subsidised ESU meal for a price of EUR 2.70. Should these students become scholarship beneficiaries in the course or at the end of the 2018/2019 academic year, they have right to receive the reimbursement of the paid amount by referring directly to ESU Venice.
8. The cafeteria service cannot be used by students taking part in the international Erasmus+ programme or enrolled in PhD programmes and authorised to attend courses abroad. In these cases in order to calculate the effective period in which the service can be used, the scholarship amount calculated for ten months of university attendance is reduced in proportion to the period of actual attendance at the campus.
9. In the case of non-resident students staying at the halls of residence of ESU Venice, the standard accommodation fee of EUR 1,500.00 will be deducted from the scholarship and paid to ESU Venice, or, at the request of the ESU Venice, to the private owners of such accommodation.
10. The fee applied by the ESU Venice must guarantee that the actual scholarship allocated to students is no less than EUR 1,100.00.
11. The remaining amount due for accommodation shall be paid directly by the student to the ESU Venice within the deadlines defined by the latter.

12. Students who are eligible for and/or are beneficiaries of a scholarship are exempt from paying tuition fees due for the 2018/2019 academic year. Fees paid as part of the first instalment (excluding the stamp duty) will be automatically reimbursed by 31 July 2019.
13. Students who are eligible and/or are beneficiaries of a scholarship for an additional semester with regard to the prescribed time for Bachelor's or Master's degree programmes as per Ministerial Decrees no. 509/1999 and no. 270/2004 will be entitled to full exemption from payment of the regional tax for the right to university education and a 50% reduction in enrolment fees. Fees paid as part of the first instalment (excluding the stamp duty) will be automatically reimbursed by 31 July 2019.
14. The scholarship awarded according to the rankings described in article 9 will be fully paid out to successful students whose I.S.E.E. for income-based benefits for the right to university education is below or equal to EUR 15,502.00 (i.e. two-thirds of the maximum amount established by article 7, section 9).
15. For students with higher I.S.E.E. values (up to the maximum amount), the scholarship awarded according to the rankings described in article 9 will be gradually reduced (up to a maximum of 50%) in accordance with the following table, ensuring that the scholarship paid out to non-resident and commuting students amounts at least to EUR 1,100.00:

<b>From EUR 23.253,00 to EUR 15.502,00</b>	
Non-resident	€ 5,180.50 – [ (I.S.E.E. for income-based benefits for the right to university education – € 15,502.00) * <i>reduction coefficient of 0,334182686</i> ]
Commuting	€ 2.859.00 – [ (I.S.E.E. for income-based benefits for the right to university education – € 15.502.00) * <i>reduction coefficient of 0,184427816</i> ]
Resident	€ 1.955,50 – [ (I.S.E.E. for income-based benefits for the right to university education – € 15.502.00) * <i>reduction coefficient of 0,126145014</i> ]

The reduction coefficients shown here are calculated in the following manner:

<b>Reduction coefficients</b>	
Non-resident	$(5.180,50 / 2) / (23.253,00 - 15.502,00) = 0,334182686$
commuting	$(2.859,00 / 2) / (23.253,00 - 15.502,00) = 0,184427816$
resident	$(1.955,50 / 2) / (23.253,00 - 15.502,00) = 0,126145014$

16. Under article 6 of Law no. 389/1989 the scholarship may not be added to other scholarships or grants awarded, with the exception of scholarships or grants awarded by national or foreign institutions to help fund stays abroad for study or research purposes (mobility scholarships); students winning both a regional scholarship and another scholarship (with the exception of mobility scholarships) must opt to receive one or the other.

#### **Art. 7 - Criteria for the assessment of students' economic conditions**

1. Students' economic conditions are assessed on the basis of their I.S.E.E., described in the Decree of the President of the Council of Ministers no. 159 of 5 December 2013 and subsequent amendments and integrations.
2. Under article 8, section 3 of the Legislative Decree no. 68/2012 and article 2, section 1 of the Decree of the President of the Council of Ministers no. 159 of 5 December 2013, the I.S.E.E.E., described in section 7 below, and the I.S.P.E., described in section 8 below, may be used as additional eligibility criteria.
3. For the purpose of awarding the scholarships described in article 3, the student's household is defined according to the parameters of the Decree of the President of the Council of Ministers of no. 159 of 5 December 2013, in particular according to article 8.
4. Students, including PhD candidates, will be considered part of their parents' household unless both of the following conditions are met:
  - a) The student has lived apart from their family of origin for at least two years prior to the date of submission of their application for enrolment for the first time in each study programme in accommodation not owned by a family member;
  - b) The student has earned at least EUR 6,500.00 per year for at least two years as income from employment or declarable taxable income, with reference to a single-person household.
5. The parents of the applicant who do not live together will be assessed as belonging to the same household, the latter defined according to art. 3, clause 2, of the Decree of the President of Council of Ministers no.159/2013, with

the exceptions stated in art. 3, clause 3, of the same Decree if the parents are married, and with those outlined in art. 7, clause 1, of the same Decree if they are not married. Should both cases described in article 7, clause 1, of the aforementioned Decree apply, the ISEE will be integrated with an additional component calculated according to the economic status of the parent living elsewhere, according to the procedures defined in Annex 2, section 2, of the aforementioned Decree.

6. Under Sections 2 to 5 of article 3 of the Decree of the President of the Council of Ministers no. 159/2013, the household of a student requesting a PhD scholarship comprises the student and their eventual spouse and children (whether minors or aged over 18), notwithstanding the possibility for the applicant to define their household according to the ordinary rules set forth at article 3 of the aforementioned Decree (INPS newsletter no. 171 of 18 December 2014, object: "I.S.E.E. reform D.P.C.M. no. 159/2013).
7. Under article 8, section 3 of the Legislative Decree no. 68 of 29 March 2012, the economic condition of foreign students or Italian students residing abroad is defined by means of the I.S.E.E.E., calculated as the sum of incomes received abroad and 20% of assets owned abroad, assessed using the same procedures and on the basis of the average Euro exchange rate during the year concerned, established by means of a decree of the Ministry of Finance under article 4, section 4 of the Legislative Decree no 167 of 28 June 1990, converted with amendments from the Italian Law no. 227 of 4 August 1990. Within the application of article 7, section 7 of the Legislative Decree no. 68/2012 the economic conditions of foreign students or Italian students residing abroad is defined by the I.S.E.E./I.S.P.E. "equivalent" ('parificato') as per the Memorandum of Understanding (MOU) signed on 3 June 2015 between the National Association of all Bodies for the right to university education (ANDISU) and registered Tax Assistance Centres (CAF) listed in the register of tax assistance centres for employees adhering to the National Council. The procedure used to calculate the I.S.E.E.E. is indicated at the following link: [www.unive.it/tuitionfees](http://www.unive.it/tuitionfees) > How to submit your ISEE request.
8. The I.S.P.E. is calculated following a procedure compliant with the Decree of the President of the Council of Ministers no. 159 of 5 December 2013 and the Decree of the Minister of Education, Universities and Research no. 486 of 14 July 2015.
9. To be eligible for the scholarship described in article 3, the I.S.E.E. of the household for income-based benefits for the right to university education when added to the I.S.E.E.E. may not exceed EUR 23,253.00.
10. Under article 8, section 3, of Legislative Decree no. 68/2012 and article 2, section 1 of the Decree no. 159 of the President of the Council of Ministers of 5 December 2013, students with a household that has an I.S.P.E. (as per section 8 above) exceeding EUR 35,824.56 are not eligible for a scholarship.

#### **Art. 8 - Criteria used to establish academic merit**

1. Students enrolled for the first time in Bachelor's and Master's degree programmes will be assigned a scholarship on the sole basis of I.S.E.E. for financial aid requirements as described in article 7 of the present Call. Merit requirements for scholarship eligibility are assessed later on as per in article 11, section 1 of the present Call.
2. Students enrolled for the first time in PhD programmes will be assigned a scholarship on the sole basis of I.S.E.E. for financial aid requirements as described article 7 of the present call.
3. In order to gain access to scholarships students enrolled in PhD programmes for the first time are required to be admitted to their programmes in accordance with the procedures defined by their respective academic regulations.
4. The second instalment will be disbursed to students enrolled in Bachelor's and Master's degree programmes for the first time provided they have obtained 20 CFU by 10 August 2019.
5. To be eligible for a scholarship students enrolled in subsequent years of any degree program must meet the following merit requirements:
  - a) Satisfy any Learning Requirements established for admission to programmes;
  - b) In their second year, earn at least 25 CFU by 10 August 2018;
  - c) In their third year, earn at least 80 CFU by 10 August 2018;
  - d) In their final semester, earn at least 135 CFU by 10 August 2018.
6. Students may opt to add a "bonus" to the university credits obtained so far. The "bonus" will not be used in the calculation of the merit index described in section 13 below, and may only be used (if necessary) to meet the merit requirements defined for each year (see previous section). The bonus may only be used once during the course of students' studies and changes its value according to the year in which it is used:
  - a) 5 CFU, if used to obtain a scholarship for the second academic year;
  - b) 12 CFU, if used to obtain a scholarship for the third academic year;
  - c) 15 CFU, if used to obtain a scholarship for subsequent academic years.
7. The bonus will be considered to have been used provided it is effectively needed for students to meet the requirements. If part of the bonus is used, only the remaining part may be used in subsequent years (*for example, students using 3 CFU out of their 5 CFU bonus to meet scholarship requirements in their second year will only be able to use the remaining 2 CFU in subsequent years*).



8. Students enrolled in subsequent years of Master's degree programmes must meet the following merit requirements:
  - In their second year, earn at least 30 CFU by 10 August 2018;
  - In their final semester, earn at least 80 CFU by 10 August 2018.
9. To meet the merit requirements described in the previous section, students may use the bonus accrued and not used during their previous degree programme (*for example: if a student did not request any bonus in the course of the bachelor's degree program, he/she will still have 15 bonus credits available for the Master's degree program.*)
10. In the case of inter-university transfers, inter- or intra-faculty transfers the only valid CFU are those recognised for the study programme for which students are requesting the scholarship.
11. Except for what is laid out in the above section, the following types of CFU are not considered valid:
  - Exams/internships accredited during previous university programs ending in graduation or following withdrawal/forfeiture, or for other activities carried out prior to enrolment for which an exemption was obtained;
  - Exams taken as single courses prior to enrolment in a Bachelor's or Master's degree;
  - Exams that were not fully taken (partial exams will not be considered).
12. Students enrolled in subsequent years of PhD programmes must meet the requirements established for admission to subsequent years by their respective academic regulations.
13. Students enrolled in subsequent years of Bachelor's and Master's degree programmes are ranked according to merit. The latter is established by the number of CFU and the student's average grade in proportion to the number of CFU as per sections 5 and 8 above, and to the average benchmark grade. The average benchmark grade is the mean grade obtained by all students taking the same exams in the same academic year as the candidate. The merit index (I) is the difference between the number of CFU obtained by the student (CS) and the minimum number of CFU requested for eligibility (CR) plus the difference between the student's average grades (MS) and the average benchmark grade (MR) multiplied by a different weighting coefficient (P) for each degree programme, which inversely proportional to the difference between 30 and the average grade for this degree programme. The merit index is therefore calculated using the following formula:  $I = (CS - CR) + P * (MS - MR)$ .
14. The calculation of merit requirements does not take into account the number of years, the number of CFU or the number of years of enrolment at non-Italian universities prior to the year of a student's first enrolment at an Italian university authorised to issue legally recognised qualifications.
15. For the purpose of merit calculation the years of attendance of students registered with a part-time status and later changing to full-time status will be calculated as follows: two part-time years will be considered equivalent to one full-time year and, in the event of an odd number of part-time years, a single part-time year will also be considered as equivalent to one full-time year.

#### Art. 9 - Ranking of candidates

1. Under article 4, section 7, of the Decree of the President of the Council of Ministers of 9 April 2001, the ranking of candidates for the granting of scholarships in the 2018/2019 academic year will take place as follows:
  - a) All eligible students enrolled in Bachelor's degree programmes for the first time will be included in a single ranking to be published by 31 October 2018, with no distinction between programmes, in ascending order of I.S.E.E. for income-based benefits for the right to university education. Non-EU students in the shortlist will be allocated a maximum of 5% of the total resources allocated for this ranking;
  - b) All eligible students enrolled in Master's degree programmes for the first time will be included in a single ranking to be published by the 19 January 2019, with no distinction between programmes, in ascending order of I.S.E.E. for financial aid;
  - c) Students enrolled in subsequent years of Bachelor's or Master's degree programmes will be included in merit rankings, drawn up in accordance with the criteria defined in article 8 of the present Call, to be published by 31 October 2018, according to methods which consider the number of CFU and grades obtained in order to compare the individual merit parameters of each student;
  - d) Students enrolled in PhD programmes (and not receiving the scholarship described in the Ministerial Decree no. 45/2013) will be included in a ranking to be published by 31 October 2018, in ascending order of I.S.E.E. for income-based benefits for the right to university education.
2. Students are required to consult the rankings online: [www.unive.it/financialaid](http://www.unive.it/financialaid) > Scholarship for student Financial aid.
3. Students wishing to report errors in the rankings described in section 1 above should use the "error report form", which can be downloaded from the university website and is to be submitted by **the 14 November 2018** (or by the **31 January 2019**, only for students registered on a Master's degree course for the first time.) Report forms submitted after this deadline will not be accepted.

Students must submit this error report form using one of the following procedures:

- a) in person or by delegating to a third person, after booking an appointment online (<http://www.unive.it/pag/10590>) during public opening hours at the Financial Aid Unit;
- b) fax a copy of the form to the Financial Aid Unit at the number 041/2347579, together with a copy of valid ID; in this case students are advised to keep a copy of the fax transmission receipt;
- c) send it via email (in pdf format only) to [dirittoallostudio@unive.it](mailto:dirittoallostudio@unive.it) attaching a copy of a valid identification document.

#### **Art. 10 - Disbursement methods**

1. The scholarship funds will be paid in two six-monthly instalments of equal amounts.
2. The first six-monthly instalment of the scholarship shall be paid to the beneficiary student by 31 December 2018 with the exception of students enrolled in Master's degree courses for the first time who will receive scholarships funds by 28 February 2019.
3. Where applicable, the accommodation fee of EUR 1,500.00 (article 6, section 9) will be deducted from this first instalment.
4. Students enrolled in subsequent years of Bachelor's and Master's degree programmes or in PhD programmes will receive the second instalment of the scholarship by 30 June 2018.
5. The second instalment of the scholarship will be paid to students enrolled for the first time in a Bachelor's or Master's degree programme by 30 September 2019, provided they have obtained at least 20 CFU by 10 August 2019.
6. Disbursement of the scholarship instalments will be made within the deadlines defined in sections 4 and 5 above, **exclusively to your CartaConto Ca' Foscari**.
7. Students enrolled in Bachelor's degree, Master's degree or PhD programmes submitting an application for a scholarship **must activate the CartaConto Ca' Foscari** at one of the University's partner banks within 30 days of being assigned a scholarship.

**The Card is the sole means to obtaining payment of the instalments of the scholarship** and of the reimbursement of fees paid as part of the first instalment (excluding stamp duty); failure to activate the card will cause you to forfeit your right to receive the amounts due.

#### **Art. 11 - Revocation/Forfeiture of the scholarship and eligibility**

1. The scholarship, and indeed eligibility for the scholarship, will be revoked if students enrolled in Bachelor's and Master's degree programmes for the first time fail to obtain at least 20 valid CFU by 30 November 2019. Credits are understood to be valid if they are valid for the study programme in which the student is currently enrolled, or for the study programme that they will enrol in during the 2019/2020 academic year, if different from the previous programme attended.
2. In exceptional circumstances – provided requests are supported by the appropriate documentation and approval is given by the Veneto Region – the deadline for meeting the minimum merit requirements necessary to avoid scholarship revocation may be postponed until 28 February 2020.
3. Students failing to obtain the CFU required in section 1 above by 30 November 2019 will be required to pay the university tuition fees established as per current University administrative regulations.
4. Eligible students not granted a scholarship failing to meet the requirements necessary in order to receive the second instalment of their scholarship by 10 August 2019, and who have not had their scholarship revoked, will be required to pay 50% of the university fees owed for the 2018/2019 academic year as established by current university administrative regulations.
5. Students enrolled in Bachelor's and Master's degree programmes will have their scholarship and their eligibility revoked if they:
  - a) Withdraw from their studies or do not enrol in the 2018/2019 academic year;
  - b) Transfer to another university during the 2018/2019 academic year.
6. Students enrolled in PhD programmes will have their scholarships revoked if they withdraw during the course of their studies in the 2018/2019 academic year.
7. Students graduating in the spring session of the 2017/2018 academic year (February-April 2019) will forfeit their scholarship for the 2018/2019 academic year, and will have to repay previously obtained scholarship amounts prior to obtaining their qualification.
8. In case of revocation or forfeiture, students must repay the monetary amount of their scholarship as well as the amount corresponding to the value of cafeteria and/or accommodation services provided by the ESU Venice used during the course of the year, according to the procedures and deadlines established by the University. Students

whose scholarship has been revoked or forfeited must pay their tuition fees in a single payment as established by University administrative regulations currently in force.

#### **Art. 12 - Funding and Benefits for international mobility**

1. Eligible students that do not receive the scholarship and students receiving scholarship in the academic year 2018/2019 that will participate in international mobility programmes in the course of the same academic year, registered to Bachelor degree course, Master's degree courses and PhD candidates that do not receive the scholarship funds awarded as per Ministerial Decree 45/2013 may receive contributions for international mobility, subject to availability of funds.
2. The term "international mobility" refers to the Erasmus+ study program and the "Overseas" program for extra-EU international cultural exchange.
3. Students that meet the merit requirements for the scholarship but have an I.S.E.E. superior to the requirement may still receive funding for international mobility subject to availability of financial resources and following the order of priority as described in the following section by submitting a financial assistance request. Their economic status shall not exceed the 40% more of those set out in article 7, sections 9 and 10 of this call for applications (I.S.E.E. of EUR 32.554,20 and I.S.P.E. of EUR 50,154.38).
4. The supplement will be assigned subject to availability of funds to the students described in sections 2 and 3 in the following order of priority:
  - a) Scholarship beneficiaries for the 2018/2019 academic year, on account of respective positions in the rankings;
  - b) Eligible students that do not receive the scholarship in the 2018/2019 academic year because of their position in the rankings;
  - c) Students that did not submit their scholarship application, but meet the merit requirements for the 2018/2019 academic year described in article 8 of this call and have an I.S.E.E. not exceeding the values indicated at clause 3 of the present article, on account of their coefficient of merit.

The beneficiaries of this supplement will be contacted by the Student Services Office – Financial Aid Unit.

5. To receive the supplement described at the above clauses, it is essential that the academic credits the students will acquire during their international mobility period **are recognised as CFU by the degree program they are enrolled in at Ca' Foscari**. Alternatively, students must produce at the end of their mobility period a statement from their thesis supervisor or tutor testifying that during that period the student has successfully met the objectives set forth to the final examination. If the student is not able to meet one of these two conditions, the supplement will be revoked and the payments received must be returned.
6. The regional supplement for students referred to in clause 2 amounts to EUR 500.00 per month and will be disbursed according to the length of the international mobility program, up to a maximum of 10 months. If the students receive funding from the EU or on the basis of other bi-lateral agreements (even non-EU), the sum will be deducted from the regional benefits the students receive.
7. In addition to the above described supplement, students will receive a regional reimbursement for travel expenses (round-trip tickets) up to EUR 100.00 for EU countries and up to EUR 500.00 for extra-EU countries. "European Countries" are all those included in the geographical area of Europe, except Turkey and Russia.
8. The regional supplement awarded to students referred to in clause 3 will amount to EUR 125.00 and will be disbursed according to the length of the international mobility program, up to a maximum of 10 months.
9. The payment will be made in two instalments. 70% of the total funding package will be paid by the 30 June 2019. The second instalment, covering the remaining funding and all travel costs outlined in section 7 of this article, will be paid no later than 50 days after the end of the mobility period, upon verification of achievement of the results required by the program and submission of supporting documents to the Educational Programmes and Student Services Area (AdiSS), Student Services Office – Financial Aid Unit.
10. If students do not achieve the results provided for by the program (e.g.: exams not taken or learning activities previously agreed with the local supervisor of the exchange program not performed), they must return the first instalment referred to in clause 9 to the University no later than 30 days after the communication received from the Educational Programmes and Student Services Area (AdiSS), Student Services Office – Financial Aid Unit.

#### **Art. 13 - Foreign and Italian students residing abroad**

1. Under article 8, section 3, of the Legislative Decree no. 68 of 29 March 2012, the economic condition of foreign or Italian students living abroad is defined by means of their I.S.E.E. (calculated as the sum of incomes received abroad and 20% of assets owned abroad assessed according to the procedures defined in article 7, section 7 of the aforementioned Legislative Decree). Within the application of article 7, section 7 of the Legislative Decree no. 68/2012, the economic conditions of foreign students or Italian students residing abroad is defined by the I.S.E.E./I.S.P.E. "equivalent" ('parificato') as per the Memorandum of Understanding (MOU) signed on 3 June 2015 between the National Association of all Bodies for the right to university education (ANDISU) and registered Tax

Assistance Centres (CAF) listed in the register of tax assistance centres for employees adhering to the National Council. The methods used to calculate the I.S.E.E. are available at [www.unive.it/pag/19734/](http://www.unive.it/pag/19734/) > How to submit your ISEE request.

2. Non-EU students are entitled to the services and measures for the right to university education on equal treatment with regard to Italian students, as per the Decree of the President of the Republic no. 394 of 31 August 1999, article 46, section 5.
3. Under the aforementioned article 46, section 5 of the Decree of the President of the Republic no. 394/1999, the economic condition and assets of non-EU students must be certified by means of documentation issued by the competent authorities in the country where such income has been produced, and translated into Italian by the competent Italian diplomatic authorities in the country concerned. Should there be difficulties in obtaining such documentation from the local Embassy of Italy, this documentation may be issued by the competent diplomatic representatives or foreign consular authorities in Italy, and authenticated by the Prefectures under Art. 33 of the Decree of the President of the Republic no 445 of 28 December 2000.

The above documentation must be accompanied by documentation confirming that students have a sufficient financial capacity to support themselves throughout their period of stay and for their return to their country of origin, as established in article 4 ("Regulations on entry and stay") of Legislative Decree no. 286 of 25 July 1998.

4. For the purposes of scholarship assignment, non-EU students are considered to be non-resident students, regardless of their place of residence in Italy, with the exception of students whose household resides in Italy. In any case, to be considered as non-resident, students must rent accommodation locally (in the municipality where the campus is located or in another local municipality) for a period of at least ten months in the 2018/2019 academic year; students living in local accommodation but not paying rent are considered commuting students.
5. The economic condition of non-EU students coming from particularly poor countries with a low human development index is assessed on the basis of certification issued by the Italian diplomatic mission in their country of origin certifying that students do not belong to a family known to have a high income and with a high social standing (these countries are listed in the Ministerial Decree no. 351 of 3 May 2018).

As an alternative, if students are enrolled in their country of origin in a University related by means of agreements or conventions with the University they wish to enrol at in Italy, such documentation can be issued by the aforementioned University.

Students enrolled in the first year of first- or second-cycle degree programmes may obtain documentation certifying that they do not belong to a family known to have a high income and high social standing from accredited Italian agencies guaranteeing the financial capacity required by current legislation for non-EU students attending Italian universities: in this case, the agency issuing said certification undertakes to repay the scholarship on behalf of the students in the event of cancellation as described in article 11 of the present text. The students in question are nevertheless obliged to declare eventual income and assets owned by their household in Italy according to the procedures defined in article 7.

6. Assessment of the economic condition of students with a recognised status as a stateless political refugee will only take into account income and assets eventually held in Italy, according to the procedures defined in article 7.

#### **Art. 14 - Students with disabilities**

1. The University's Guidance and Counselling Unit provides students with disabilities with access to a wide range of information to guide them in their learning paths and through the pertaining administrative procedures, as well as in the procedures concerning services and resources available and the various ways in which they can be accessed. These services are designed to help students overcome eventual obstacles related to their specific disability. This support is intended to guarantee that students with disabilities can maintain complete control over every aspect of their lives, without any type of conditioning.
2. Students with a disability rated as 66% or higher (recognised by the National Health Service Boards) and enrolled in any degree programme are entitled to the benefits provided for in article 3 for a period of:
  - a) 9 semesters for Bachelor's degree programmes;
  - b) 7 semesters for Master's degree programmes.
3. Students with disabilities are not subject to the regulations in article 10 section 5 of this Call requiring students to obtain a certain number of CFU by 10 August 2019 in order to receive the second instalment of the scholarship or to the regulations on the revocation of the scholarship described in article 11 of the present Call.
4. Students with disabilities enrolled in subsequent years of their Bachelor's degree programmes must meet the following merit requirements to be eligible for a scholarship:
  - a) Second year students with a disability rated between 66% and 80% must obtain 20 CFU by 10 August of the year in which they submit their application and meet any learning requirements required upon admission to the courses;
  - b) Second year students with a disability rated between 81% and 100% must obtain 15 CFU by 10 August of the

- year in which they submit their application and meet any learning requirements required upon admission to the courses;
- c) Third year students with a disability rated between 66% and 80% must obtain 64 CFU by 10 August of the year in which they submit their application to the courses;
  - d) Third year students with a disability rated between 81% and 100% must obtain 48 CFU by 10 August of the year in which they submit their application to the courses;
  - e) First year beyond the prescribed time: students with a disability rated between 66% and 80% must obtain 108 CFU by 10 August of the year in which they submit their application to the courses;
  - f) First year beyond the prescribed time: students with a disability rated between 81% and 100% must obtain 81 CFU by 10 August of the year in which they submit their application to the courses;
  - g) Final semester: students with a disability rated between 66% and 80% must obtain 144 CFU by 10 August of the year in which they submit their application to the courses;
  - h) Final semester: students with a disability rated between 81% and 100% must obtain 108 CFU by 10 August in the year in which they submit their application to the courses;
5. In order to meet the merit requirements described in section 4 above, students with a disability rated as 66% or higher may add a bonus to the CFU actually obtained according to the procedures described in article 8, section 6:
    - a) 4 CFU in order to obtain a scholarship in their second academic year with a disability rated between 66% and 80%;
    - b) 3 CFU in order to obtain a scholarship in their second academic year with a disability rated between 81% and 100%;
    - c) 9 CFU in order to obtain a scholarship in their third academic year with a disability rated between 66% and 80%;
    - d) 7 CFU in order to obtain a scholarship in their third academic year with a disability rated between 81% and 100%;
    - e) 12 CFU in order to obtain a scholarship in subsequent academic years with a disability rated between 66% and 80%;
    - f) 9 CFU in order to obtain a scholarship in subsequent academic years with a disability rated between 81% and 100%.
  6. If part of the bonus is used for a given academic year, only the remaining part may be used in subsequent years.
  7. Students with disabilities enrolled in subsequent years of their Master's degree programmes must meet the following merit requirements to be eligible for a scholarship:
    - a) Second year: students with a disability rated between 66% and 80% must obtain 24 CFU by 10 August of the year in which they submit their application;
    - b) Second year: students with a disability rated between 81% and 100% must obtain 18 CFU by 10 August of the year in which they submit their application;
    - c) First year beyond the prescribed time: students with a disability rated between 66% and 80% must obtain 64 CFU by 10 August of the year in which they submit their application;
    - d) First year beyond the prescribed time: students with a disability rated between 81% and 100% must obtain 48 CFU by 10 August of the year in which they submit their application;
    - e) Final semester: students with a disability rated between 66% and 80% must obtain 96 CFU by 10 August of the year in which they submit their application;
    - f) Final semester: students with a disability rated between 81% and 100% must obtain 72 CFU by 10 August of the year in which they submit their application.
  8. The above limits will be eventually increased by the number of CFU exceeding the number of 180, in case these credits are recognised upon enrolment.
  9. To meet the merit requirements described in the previous sections, students may use the bonus accumulated and not used during their previous degree programme.
  10. Should sufficient financial resources be available, students with disabilities awarded with the scholarship for the 2018/2019 academic year may be assigned a supplement not exceeding twice the value of the scholarship received.

## Art. 15 - Part-time students

1. Students to whom the University attributes part-time status under the administrative regulations available at [www.unive.it/pag/16416/](http://www.unive.it/pag/16416/) are entitled to the scholarships described in article 3 for the following periods of time:
  - a) Students enrolled in Bachelor's degree programmes, for a period of 7 years (fourteen semesters, starting from their first year of enrolment);
  - b) Students enrolled in Master's degree programmes, for a period of 5 years (ten semesters), starting from their first year of enrolment.

To determine the number of years and the pertinent merit requirements referred to in clauses 7 and 8, for students enrolling in a degree program with a "full-time" status and subsequently opting for a "part-time" status, each academic year attended with a "full-time" status will be counted as two "part-time" years.

2. The scholarship is granted according to the conditions defined in article 3 of the present Call.
3. The application deadlines are defined in article 4 of the present Call.
4. In order to apply for the scholarship, part-time students must submit an application and be enrolled at University in the 2018/2019 academic year, according to the procedures defined in article 4 of the present Call.
5. The maximum scholarship amounts for part-time students are as follows:
  - a) Non-resident students: EUR 2,590.25;
  - b) Commuting students: EUR 1,429.50;
  - c) Resident students: EUR 977.75.

Part-time students will receive a monetary scholarship and pay EUR 5.70 per meal at the ESU Venice cafeteria, should they wish to use the service.

The amounts given in subsections a), b) and c) are reduced in relation to the student's economic condition, as established in article 6, nonetheless ensuring that non-resident and commuting students receive a net scholarship of no less than EUR 550.00. The scholarship amounts assigned to part-time students enrolled in the seventh year of a first-cycle degree programme or in the fifth year of a second-cycle degree programme will not be reduced.

6. Part-time students eligible for and/or receiving a scholarship are exempted from payment of the tuition fees due for the 2018/2019 academic year.
7. To be eligible for a scholarship part-time students enrolled in subsequent years of first-cycle degree programmes must meet the following merit requirements:
  - a) Second year: 12 CFU by 10 August of the year in which they submit their application;
  - b) Third year: 25 CFU by 10 August of the year in which they submit their application;
  - c) Fourth year: 60 CFU by 10 August of the year in which they submit their application;
  - d) Fifth year: 80 CFU by 10 August of the year in which they submit their application;
  - e) Sixth year: 110 CFU by 10 August of the year in which they submit their application;
  - f) Seventh year: 135 CFU by 10 August of the year in which they submit their application.
8. To be eligible for a scholarship part-time students enrolled in subsequent years of second-cycle degree programmes must meet the following merit requirements:
  - a) Second year: 15 CFU by 10 August of the year in which they submit their application;
  - b) Third year: 30 CFU by 10 August of the year in which they submit their application;
  - c) Fourth year: 60 CFU by 10 August of the year in which they submit their application;
  - d) Fifth year: 80 CFU by 10 August of the year in which they submit their application.
9. Part-time students may not use the bonus described in article 8 above in order to meet their merit requirements.
10. The economic conditions and assets of part-time students are assessed using the criteria defined in article 7 of the present call.
11. Students changing their status from part-time to full time during the academic year 2018/2019 will be granted the amount awarded according to the initial status.
12. The second instalment of scholarships will be paid to part-time students enrolled in subsequent years of their degree programmes no later than 30 June 2019. Fees paid as part of the first instalment (excluding stamp duty) will be automatically reimbursed by 30 July 2019.

The second instalment of scholarships will be paid to part-time students enrolled for the first time in a degree programme no later than 30 September 2019, provided they have obtained at least 10 CFU by 10 August 2019. Fees paid as part of the first instalment (excluding stamp duty) will be automatically reimbursed by 30 July 2019.

13. The scholarship will be revoked if students enrolled in degree programmes for the first time fail to obtain at least 10 valid CFU by 30 November 2019. Credits are understood to be valid if they are valid for the study programme in which the student is currently enrolled, or for the study programme that they will enrol in during the 2019/2020 academic year, if different from the previous programme attended.  
The other reasons for revocation mentioned in article 11 of the present call remain unchanged..

#### **Art. 16 - Declarations: adjustments and checks**

1. Under the Decree of the President of the Republic no. 445 of 28 December 2000, students may submit their scholarship application together with all requested information relative to economic and merit conditions in the form of self-certification.
2. The University is required to check the truthfulness of self-certification by means of random checks on at least 20% of students eligible to benefit from services and measures intended for specific categories of students.
3. The University may request appropriate documentation serving to prove the completeness and truthfulness of information declared, as well as to correct unintentional or minor mistakes.
4. Self-certification submitted by students may undergo checks and verifications even after the disbursement of scholarships and with the assistance of the financial police (Guardia di Finanza), to whom the University submits supplied information for further checks.
5. Once the administrative and fiscal verification process has been completed, should the above checks reveal that the contents of the student's declaration do not correspond to the truth, even in the case of unintentional or minor mistakes, the scholarship will be revoked. This does not affect the conditions defined by the legislation in force. Particular reference is made to articles 71, 75 and 76 of the Decree of the President of the Republic no. 445/2000, the Criminal Code and the article 10 of the Legislative Decree no. 68/2012, which states: "*Anyone [redacted] submitting false declarations [redacted] shall be subjected to administrative penalties consisting in the payment of an amount three times the sum received, or the value of the benefits unjustly received, and shall lose the right to obtain other scholarships for the entire duration of their studies, without prejudice to the penalties described in article 38, section 3, of the Decree Law no. 78 of 31 May 2010, converted with amendments, to the Italian Law no. 122 of 30 July 2010, and to the penalties for offences under criminal law.*"
6. Students assigned a reduced scholarship under article 6 may make changes to declared information by 31 March 2019 in the event that their economic situation has worsened with respect to the situation described in the declaration considered at the time the scholarship was granted. In this case, students may obtain an increase as from the next six-monthly instalment.
7. Students must give the Educational Programmes and Student Services Area (AdiSS) - Student Services Office – Financial Aid Unit due warning of any circumstances taking place after the submission of their application that has bearing upon the disbursement or cancellation of their scholarship.

#### **Art. 17 - Procedure Supervisor**

1. The Procedure Supervisor, in compliance with Italian Law no. 241/1990, is the director of the Student Services Office, Micaela Scarpa.

#### **Art. 18 - Further information**

For information on this Call, please contact the Financial Aid Unit (c/o palazzo Ca' Foscari – Dorsoduro, 3246 - 30123 - Venice):

Tel. +39 041 234 7575 (Student Services call centre)

Fax +39 041 234 7579

Email: [dirittoallostudio@unive.it](mailto:dirittoallostudio@unive.it)

Opening hours: Tuesday and Friday: 9.30 - 12.30 ; Wednesday: 9.30 - 12.30 and 14.30 - 16.30

You must make an online reservation in advance at <http://www.unive.it/pag/10590> using your tax code or the credentials to access your personal area.

#### **Art. 19 - Relevant legislation**

University Statute Rector's Decree no. 750 of 8 September 2011 and subsequent amendments and integrations

Decree of the President of the Republic no. 394 of 31 August 1999

Regional Law no. 15 of 18 June 1996

Regional Law no. 8 of 7 April 1998

Law no. 508 of 2 December 1999

Decree of the President of the Republic no. 445 of 28 December 2000

Decree of the President of the Council of Ministers of 9 April 2001 Ministerial Decree no. 270 of 22 October 2004

Legislative Decree no. 68 of 29 March 2012

Decree of the President of the Council of Ministers no. 159 of 5 December 2013

Decree of the Minister of Employment and Social Policies of 7 November 2014

Ministerial Decree no. 218 of 15 March 2018

Ministerial Decree no. 248 of 27 March 2018

Ministerial Decree no. 351 of 3 May 2018

Venice, 16/07/2018

Director of the Educational Programmes and  
Student Services Area  
Francesca Magni

### **Information on personal data processing and transfer**

Under article 13 of the EU Regulation 2016/679, all applicants to this call are informed that personal data provided to or acquired by the University for the purpose of this call will be used exclusively to carry out the procedure and treated electronically and/or manually at Ca' Foscari University of Venice by authorized processors, in the manner and under the conditions that are necessary to pursue the purpose of this call. The data will be kept in accordance with the rules on administrative documentation storage.

The data controller is Ca' Foscari University of Venice, which has its headquarters in Dorsoduro, 3246 – 30123 – Venice. PEC [protocollo@pec.unive.it](mailto:protocollo@pec.unive.it).

Data must be provided for participation requirements and qualifications to be evaluated. Incomplete data may prevent the evaluation to be carried out, thus determining the exclusion of the applicant from the procedure.

The rankings will be published in accordance with current legislation; data will not be disclosed to third parties unless this is required by the competent legal or control bodies and to perform activities connected with the provision of benefits.

The applicants concerned have the right to obtain from the University, in the cases provided for, the access to their personal data and the amendment or erasure of said data, or the limitation to the use which concerns them, or to object their use (articles 15 et seq. of the Regulation). An appropriate request must be submitted to the University by contacting the data protection officer at Ca' Foscari University of Venice (Ca' Foscari University of Venice – Data Protection Officer, Dorsoduro 3246 – 30123 – Venice. PEC [protocollo@pec.unive.it](mailto:protocollo@pec.unive.it), email: [dpo@unive.it](mailto:dpo@unive.it)).

The applicants concerned deeming that the use of their personal data is carried out in violation of the Regulation have the right to lodge a complaint with a supervisory authority, as provided for in the article 77 of the same Regulation, or to appeal to the relevant courts (article 79 of the Regulation).