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Ca'Foscari
Venezia

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**CALL FOR APPLICATIONS FOR THE ASSIGNMENT OF ACTIVITIES OF
COLLABORATION (150 HOURS) OF A GENERIC NATURE
2019/2020 ACADEMIC YEAR**

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Art. 1 - Definitions

1. For the purposes of this call for applications, the following definitions are given:
 - a) for **University**, the Ca' Foscari University of Venice;
 - b) for **courses of study**, the courses of study established and activated in the University, or in other associated universities, for the attainment of one of the qualifications referred to in the following point;
 - c) for **academic qualifications**, bachelor's degrees, master's degrees, PhD programmes, professional master's of 1st and 2nd level classified as "post-graduate";
 - d) for **bachelor's degree programmes**, the courses of the regulations referred to in Ministerial Decree n. 509/1999 and the Ministerial Decree n. 270/2004;
 - e) for **master's degree programmes**, the courses of the regulations referred to in Ministerial Decree n. 270/2004;
 - f) for **PhD programmes**, the courses of the regulations referred to in Ministerial Decree n. 224/1999 and Ministerial Decree n. 45/2013;
 - g) for **professional master's programmes**, the 1st and 2nd level professional master's programmes in the regulations referred to in Ministerial Decree n. 270/2004, art. 3, paragraph 9, classified as "post-graduate" in the University Academic Regulations;
 - h) for **inter-university study courses**, the courses established in agreement with other Italian or international universities;
 - i) for **student**, one who is enrolled in a course of study at the University;
 - j) for **ECTS**, the university educational credits provided for by Ministerial Decree n. 509/1999 and by Ministerial Decree n. 270/2004;
 - k) for **part-time student**, one who is enrolled in a part-time course of study, referred to in article 25, paragraph 3 of the University Academic Regulations issued on 4 December 2012 and subsequent amendments and additions;
 - l) for **DSU**, the Single Substitute Declaration referred to in the Presidential Decree of the Council of Ministers, December 5, 2013, n. 159 and subsequent amendments and additions;
 - m) for **I.S.E.E.**, the indicator of the equivalent economic situation of the family unit referred to in the P.D.C.M. December 5, 2013, n. 159 and subsequent amendments and additions;
 - n) for **I.S.E.E.E.**, the indicator of the equivalent economic situation abroad of the family unit pursuant to Legislative Decree 29 March 2012, n. 68;
 - o) for **I.S.E.E. for the subsidized benefits for the right to university study**, the indicator of the equivalent economic situation of the student's family unit valid for the subsidized benefits for the right to university study as per Legislative Decree of 29 March 2012, n. 68 and to the P.D.C.M. December 5, 2013, n. 159 and subsequent amendments and additions;
 - p) for **equalized I.S.E.E.**, the indicator of the equivalent economic situation of the family unit of the foreign or Italian student residing abroad identified by the Memorandum of Understanding concluded on 3 June 2015 between the National Association of Bodies for the Right to University Study (ANDISU) and the CAF (tax assistance centres) registered in the Register of tax assistance centres for employees who are members of the National Council.

Art. 2 – Announcement

1. Ca' Foscari University, in implementation of the provisions of the national legislation in force for the implementation of the right to university study and in order to favour the widest participation of students in the university community, offers the possibility of carrying out remunerated activities of collaboration with student services through a competition for collaboration activities (150 hours) of a generic nature, to be assigned to capable and deserving students enrolled at the Ca' Foscari University of Venice and to be held for the academic year 2019/2020.
2. The Human Resources Area (ARU) of the University, within the limits of the resources available in the university budget, will assign for the academic year 2019/2020 up to a maximum number of 240 collaborative activities (150 hours) of a generic nature. The same Area will decide the distribution of the collaborators to the University structures in relation to the different areas of activity, also taking into account the results of any previous collaborations carried out in the academic year 2018/2019.

Art. 3 – Activities envisaged

1. The activities for which forms of collaboration are envisaged for this call are the following:
 - a) simple administrative support activities for the University structures;
 - b) opening/closing of university venues, study rooms and libraries;
 - c) front-office services;
 - d) other generic activities of support for student services;

- e) generic activities carried out by students within other university structures (such as university colleges) if affiliated with the University.
2. Collaborations cannot involve the assumption of administrative responsibilities or concern teaching and/or exam activities.

Art. 4 - Remuneration

1. The fee for each hour of collaboration is set at 6.50 euros. This fee is tax-free.
2. The student's services cannot exceed the maximum number of 150 hours. The student who completes the 150-hour cycle with a positive assessment of the activity carried out by the assignee structure is paid a prize of 160.00 euros.
3. The remuneration referred to in paragraph 1 above will not be paid to students who have not completed at least 30% (45 hours) of the maximum hours of collaboration activities provided for in the contract. Remuneration is also subject to below this percentage where the interruption is motivated by proven health reasons.
4. The student who submits the application for participation in this call for applications **is obliged to activate the CartaConto Ca' Foscari**, within 30 days from the presentation of the application.

The CartaConto Ca' Foscari will be used as the only way to credit the remuneration for any collaboration activities carried out; failure to activate will result in the forfeiture of the right to receive the sum due.

Art. 5 – Access requirements

1. In order to be able to access the collaboration activities referred to in this call for applications, the student must register in the academic year 2019/2020 **within the non-deferrable deadline of 30 September 2019 at 23:59** if registered in a bachelor's degree programme or in subsequent years of a master's degree programme, 16 December 2019 if registered in the first year of a master's degree programme.

The application to participate must be submitted, instead, by all students **by September 30, 2019 at 12:30**, according to the provisions of article 6 below.

The student registered in the bachelor's degree programmes and master's degree programmes who intends to graduate in the autumn session of the academic year 2018/2019 (October - November 2019) or in the extraordinary session of the same academic year (February - April 2020) and who is not registered for years outside of the prescribed period of time, must only be in good standing with the payment of fees and contributions for the academic year 2018/2019.

2. The student who registers in the 2019/2020 academic year will be able to access collaborative activities:
 - a) in the second or subsequent year of a bachelor's degree programme up to the normal duration of studies increased by one academic year;
 - b) in the first or subsequent year of master's degree programmes up to the normal duration of studies increased by one academic year;
 - c) in a three-year PhD programme, provided that they are not recipients of doctoral scholarships and not co-tutors;
 - d) in a 1st or 2nd level professional master's programme classified as "postgraduate";
 - e) in an inter-university study course - related to bachelor's degree programmes, master's degree programmes, PhD programmes or I and II level professional master's programmes - for the attendance of part of the activities foreseen by their own study plan at the headquarters of the Ca' Foscari University of Venice. The student can compete for collaborations in only one of the two universities;
 - f) participating in incoming international mobility programs at the Ca' Foscari University of Venice or in programs leading to the attainment of a Joint Degree or Double Degree;
 - g) in the case of simultaneous registration in the University and in the Higher Institutes of Music and Dance Studies, the student can compete for collaborations for the 2019/2020 academic year in only one of the two careers.
3. The duration of the studies is defined as the normal duration, foreseen by the teaching regulations of the Ministerial Decree n. 509/1999 and the Ministerial Decree n. 270/2004, of the course of study starting from the first year of enrolment.

The first year of enrolment means the first year of enrolment for the first time at any university. All the years in which the student has been enrolled in any course of study, at this or other university, other than the one in which he/she is currently enrolled, are considered to be career years. Therefore, the career year may also not coincide with the course year.

In the calculation of the career years, mentioned above, to be able to request the benefit:

- a) any years of suspension/interruption of studies are not considered;
- b) for the student enrolled in the course attended with "full-time" status and who opted for "part-time" status in the course of the university career, in order to determine the number of years and the consequent requirement of merit of referred to in paragraph 5 below, each academic year attended with the status of "full-time" is counted as two "part-time" years.

For the student enrolling in the course attended with "part-time" status and who, in the continuation of the university career, becomes "full time", for the purpose of determining the number of years and the

consequent merit requirements set out in the following paragraph 5, two academic years attended with the status of "part-time" are counted as a "full-time" year; the single academic year attended with the status of "part-time" will still be considered as a "full-time" year.

4. Students registered for the academic year 2019/2020 in the first year of the following courses are required:
 - a) master's degree programme: first level degree grade of at least 95 out of 110
 - b) PhD programme: admission and subsequent registration in the course;
 - c) 1st level professional master's programme: first level degree grade of at least 95 out of 110;
 - d) 2nd level professional master's programme: second level degree grade of at least 95 out of 110.
5. Students enrolled for the academic year 2019/2020 in years subsequent to the first year must possess:
 - a) for **bachelor's degree programmes**, on 10 August 2019:
 - at least 25 ECTS for the student registered in the second year;
 - at least 80 ECTS for the student registered in the third year;
 - at least 135 ECTS for the student registered in the first year outside of the prescribed period of time.For the *part-time* student registered in years subsequent to the first year, the requirements are the following:
 - for the second year, 12 ECTS;
 - for the third year, 25 ECTS;
 - for the fourth year, 60 ECTS;
 - for the fifth year, 80 ECTS;
 - for the sixth year, 110 ECTS;
 - for the seventh year, 135 ECTS.
 - b) for **master's degree programmes**, as of 10 August 2019:
 - at least 30 ECTS for the student registered in the second year;
 - at least 80 ECTS for the student registered in the first year outside of the prescribed time period.For the *part-time* student registered in years subsequent to the first year, the requirements are the following:
 - for the second year, 15 ECTS;
 - for the third year, 30 ECTS;
 - for the fourth year, 60 ECTS;
 - for the fifth year, 80 ECTS;
 - c) for **PhD programmes**: admission to the following year according to the methods provided for by the respective teaching regulations;
 - d) for the **first and second level professional master's programmes**: admission the following year, if required.
6. For students participating in international incoming mobility programs at the Ca' Foscari University of Venice or in programmes that lead to the attainment of a Joint Degree or Double Degree, only the registration to the University is required according to the provisions of the agreement of mobility.
7. The student can use, in addition to the ECTS actually earned, a "bonus". The bonus must be applied only once during the studies and assumes different values based on the year in which it is used:
 - a) for bachelor's degree programmes:
 - 5 ECTS, if used to obtain benefits for the second academic year;
 - 12 ECTS, if used to obtain benefits for the third academic year;
 - 15 ECTS, if used to obtain benefits for subsequent academic years.
 - b) for master's degree programmes:
 - 15 ECTS, if not used in the previous degree programme.

The bonus is considered used if it is actually necessary to meet the requirements. The bonus portion not used in the academic year in which it was requested can be used in subsequent years only for the remaining part (*e.g. if the bonus is requested for the attainment of the benefit for the second academic year, equal to 5 ECTS, and if only 3 credits are used, for the following years the student will be able to use only the residual amount equal to 2 ECTS*).

There is no provision for the use of the bonus referred to in letters a) and b) for the student:

- registered in bachelor's degree programmes with part-time status;
 - registered in master's degree programmes with part-time status;
 - registered in PhD programmes;
 - registered in 1st and 2nd level professional master's programmes;
 - participant in incoming international mobility programmes or programmes leading to the achievement of a Joint Degree or Double Degree
8. In case of transfer from another University, internal course or option transfer, only the credits recognized for the course of study for which the student requests the benefit are valid.

9. Without prejudice to the provisions of the preceding paragraph, the ECTSs deriving from the following are not considered valid:
 - exams/apprenticeships recognized from previous careers concluded with the attainment of the degree or following withdrawal/forfeiture or other activities, also effected before enrolment, for which a career exemption has been obtained;
 - exams taken as single courses prior to enrolment in the bachelor's degree programmes and/or master's degree programmes;
 - exams that have not been taken in their entirety (partial exams are not considered).
10. Students registered in a bachelor's degree programme must not already hold another degree, obtained either according to the regulations prior to Ministerial Decree 509/99 both according to the new system, obtained in Italy or abroad or the diploma issued by a Conservatory / Academy of Fine Arts, or the first level academic diploma (Three-year period) issued pursuant to Law n. 508/1999, or of another equivalent title.
11. Students registered in a master's degree programme must not already hold a degree obtained according to the regulations prior to Ministerial Decree 509/99, a degree obtained abroad considered second-level, a specialist degree, a master's degree, a diploma issued by a Conservatory/Academy of Fine Arts or a second-level academic diploma (Biennium) issued pursuant to Law n. 508/1999, or another equivalent title.
12. The student must be in possession of an I.S.E.E. for the subsidized services for the right to university study not exceeding the limit set to obtain the reduction of fees and contributions, equal to 59.999.99 euros.
13. Students with citizenship other than Italian, winners of the collaboration, are required to have a knowledge of Italian with a B2 level for which they will be required to produce, at the time of signing the contract, appropriate documentation issued by one of the following bodies:
 - School for International Education (SIE) - Università Ca' Foscari Venezia
 - CELI: Università per Stranieri di Perugia (<http://www.cvcl.it/categorie/categoria-64?explicit=SI>)
 - CILS: Università per Stranieri di Siena (http://cils.unistrasi.it/79/82/I_LIVELLI_CILS.htm)
 - CERT.IT: Università Roma Tre (<http://www.certificazioneitaliano.uniroma3.it/>)
 - PLIDA: Società Dante Alighieri (<https://plida.it/certificazione-plida.html>)
 - OLS: Erasmus Online Linguistic Support – only for incoming mobility students (<https://erasmusplusols.eu/it/>)
 - Certificates issued by entities other than those mentioned above may be evaluated.

Students with citizenship other than Italian will not be required to certify their knowledge of the Italian language at the B2 level if they:

- are registered in a bachelor's degree programme and have obtained a high school diploma in Italian at an institute with its registered office in Italy;
- are registered in a master's degree programme, a PhD programme or a professional master's programme and have obtained a high school diploma in Italian at an institute with registered office in Italy and/or a degree in Italian at a University with registered office in Italy.

When signing the contract, the student will be required to present the certificate of the required level of knowledge of the Italian language. In case of failure to present the certificate, the student will no longer be able to carry out the collaboration activity.

14. The achievement of the academic qualification following the presentation of the application for access to the present call does not preclude the beginning or continuation of the collaboration for the students who will be the assignees of the benefit.

Art. 6 – Participation in the competition

1. A student who is in possession of the access requirements referred to in Article 5 may apply.
2. In order to be eligible for the competition, all students regardless of whether they are already registered in the University or intend to enrol in bachelor's degree programmes, master's degree programmes, PhD programmes and professional master's programmes of the university must:
 - a) **within the non-deferable deadline of September 30, 2019 at 12:30:**
 - **request the 2019 I.S.E.E. certificate valid for the "subsidized services for the right to university study", in favour of the student requesting the benefit, for which he/she must state his/her tax identification number. This I.S.E.E. certificate must not contain omissions/discrepancies. To request the I.S.E.E. the student must complete the DSU, which contains information on the family unit and on the income and assets of each member of the same household, directly from the "online services" section of the INPS website (www.inps.it), or with the help of a Tax Assistance Centre or a qualified professional. In the case of two (or more) students belonging to the same family unit both applying for the benefit of the I.S.E.E., it must be indicated that the same applies in favour of each student whose tax code must be reported. Foreign or Italian students residing abroad must comply with the procedures of calculation of the I.S.E.E. indicated at www.unive.it/tasse How to present the ISEE, obtaining the issue of the equalised I.S.E.E. issued. equalized.**

The paper certificate of the 2019 I.S.E.E. must not be delivered to the University, which will import it if the student has sent the Subsidy Request. I.S.E.E. certificates will not be taken into consideration by the University without sending the request for concessions or requests beyond the aforementioned deadline; to this end, the date shown on the DSU presentation receipt will prevail.

- starting from 8 July 2019, **submit** the collaboration application by completing and submitting the "**Subsidy Request**" available in the Reserved Area of the University website in the section "Right to study and fees"> "*Subsidy request*", through which the University is simultaneously sent to receive from the INPS all the information contained in the ISEE certificate. If at the end of the compilation the request for concessions is not transmitted, thus lacking validity, the collaboration request cannot under any circumstances be accepted. After the correct transmission of the application, a receipt will be issued which the interested party must keep as proof of the presentation of the application; this receipt will also be sent by email to the student's address (numerodimatricola@stud.unive.it).
- b) **within the non-deferrable deadline of September 30, 2019 at 23:59 for students enrolled in bachelor's degree programmes and those registered in successive years of master's degree programmes, and December 16, 2019 at 23:59 for students enrolled in the first year of master's degree programmes and students transferred from other universities** (these latter must, however, have submitted a transfer request to Ca' Foscari by 30 September 2019).
 - **register for the 2019/2020 academic year** by paying, as of 1 July 2019 for students enrolled in the first year of bachelor's degree programmes, master's degree programmes and PhD programmes, or from 22 July 2019 for those registered in successive years, the first instalment of fees and contributions.

Failure or erroneous performance of even one of the operations (referred to in letters a and b) reported in this paragraph will result in exclusion from the competition.

Subsequent to the closing of the call for applications, documentary additions and requests for changes are not permitted.

Furthermore, it will be possible to check the progress of the aforementioned operations by connecting to the reserved area in the section "Right to study and fees"> "*Summary of subsidy request*".

Art. 7 - Ranking formation and performance of the activity

1. The ranking, once the possession of the merit requirements has been verified, is defined in ascending order based on the **2019 I.S.E.E. for the subsidized services for the right to university study**, favouring the most disadvantaged economic conditions. Priority is given to the eligible student who is not the winner of the scholarship for the right to study for the previous academic year.
2. The University has the faculty to exclude from the annual rankings those students who have received a negative evaluation of the collaboration provided in the previous academic year, after hearing the heads of the services concerned, as well as the students whose contract has been terminated due to serious non-compliance pursuant to article 9 below.
3. By February 14, 2020, the ranking will be published on the web page www.unive.it/dirittoallostudio under the heading "Generic collaborations". Students are required to consult the ranking list.

Art. 8 - Assignment, performance of the activity and obligations of the collaborator

1. The winning student of the collaboration will be contacted by telephone and/or e-mail directly by the referent of the University structure to whom he/she will be assigned. To this end, the candidate is reminded to keep contact details in the University's IT systems constantly updated and that all institutional communications via e-mail are made exclusively through the e-mail address numerodimatricola@stud.unive.it, issued during registration, which each student is required to activate.

In the event that the winning student of the collaboration, after the third contact attempt, is not available or does not provide any feedback, **he/she will be removed from the ranking and will not be able to carry out the service.**

2. In the event of lack of knowledge of the Italian language, referred to in Article 5, or voluntary renunciation of the assigned collaboration activity, another candidate will be called according to the order of the ranking. In the event of temporary unavailability to perform the collaboration for documented and justified reasons, the candidate will be placed at the end of the list of eligible students; in this case the possibility of an effective performance of the activity in a subsequent period is not guaranteed.
3. The renunciation or unavailability, undocumented and justified, to perform the collaboration activity involves forfeiture from the same ranking.
4. The period of the collaboration activity varies depending on the position occupied in the ranking, the needs of the assignment structure/service and in any case will be between March 2020 and February 2021.

Within the aforementioned period, the activity can be deferred for participation in international exchange programs and internships or for attending compulsory university lectures.

5. The student is required to perform the services required for the collaborations assigned to him/her according to the provisions of the contract and observing the instructions given by the person in charge of the structure where he/she carries out his/her activity.
6. The structuring of the timetable is agreed with the manager of the structure, taking into account the needs of the structure itself to be reconciled with the needs of the collaborator.
7. The winning student of this form of collaboration must not have already performed or will not be able to carry out any other student collaboration of a targeted nature for the academic year 2019/2020.

Art. 9 - Contract and termination thereof

1. The candidate called to carry out the collaboration activity will be required to sign the contract stipulated with the University. The contract will include:
 - a) the structure or structures where the activity is performed;
 - b) the person in charge of the services within which it takes place;
 - c) the number of hours of activity to which the assignee student is obliged, without prejudice to the non-exceedable limit of 150 hours in an academic year;
 - d) the amount due and the methods for its disbursement;
 - e) the unilateral termination clause of the contract due to default by the collaborating student;
 - f) the express mention that the collaboration does not in any way constitute an employment relationship;
 - g) the express mention that the fee is tax-free;
 - h) the express mention of insurance coverage against accidents;
 - i) the express mention of compliance with the University code of ethics available at the following web address <http://www.unive.it/pag/8162>;
 - j) the express mention of compliance with the code of conduct, available at the web address <http://www.unive.it/pag/8353>, adopted by the University pursuant to article 54, paragraph 5, of Legislative Decree. N. 165/2001;
 - k) the commitment according to which all the data and all the information that the student will possess in carrying out the activity must be considered confidential and their disclosure absolutely prohibited.
2. The contract must be signed, starting from the week following the start of the collaboration itself, in the Human Resources Area (ARU) - Technical Administrative Staff Office - UPTA Career Sector (headquarters of Ca' Foscari, Dorsoduro 3246, Venice) in the following opening hours to the public: *Tuesday, Wednesday and Friday: 9.30 - 12.30.*
3. The student undertakes to fulfil the educational obligation in the field of health and safety in the workplace (Ministerial Decree n. 363/1998; Legislative Decree No. 81/2008 and subsequent amendments; ASR 21/12/2011), in terms and according to the modalities indicated in the invitation to the course "General training of workers in the field of safety and health at work", of which he/she will receive a copy after signing the contract. If the student has already complied with the training obligation in the field of health and safety in the workplace, he/she undertakes to send, within 30 days of signing the contract, the relevant certificate to the following email address: formazione.sicurezza@unive.it.
4. The contract is automatically terminated due to non-compliance in the following cases:
 - a) due to the unavailability of the student to start the collaboration within the terms established by the head of the structure to which he/she is assigned, when these are essential for the structure, except for what is established by paragraph 4 of article 8;
 - b) due to the ascertained incapacity of the student to perform the services requested also in relation to the provisions of paragraph 13 of Article 5.

Art. 10 - ECTS

1. According to the provisions of art. 10 of the Ministerial Decree 270/2004 and by the resolution of the Academic Senate n. 85 of 27 April, 2004, the competent educational colleges of the University will be able to recognize, on application, ECTS for the collaborations referred to in this call for applications or as replacement activities in whole or in part of the internship activity or as training activities independently chosen by the student. The recognition is subject to the assessment of relevance and coherence of the collaboration activities with the specific educational path of the study course of the student concerned.

Art. 11 - Final provisions

1. For anything not expressly provided for in this call for applications, the general rules on the right to education and those of the civil code relating to contracts are applicable, insofar as they are compatible.

Art. 12 – Head of the procedure

1. The head of the procedure, pursuant to and for the purposes of Law no. 241/1990, is the Director of the Office for Student Careers and the Right to Study, Dr. Francesca Magni.

Art. 13 – References for information

For information regarding this call, please contact the Right to Study and Disability Sector (c / o Palazzo Ca 'Foscari - Dorsoduro, 3246 - 30123 - Venice) of the Teaching and Student Services Area, Student Careers Office and the Right to Study, through:

- tel. +39 041 234 7575 (“Student services” call center)
- fax +39 041 234 7579
- notifications - www.unive.it/aiutostudenti
- access to the desk by appointment, to be booked online at <http://www.unive.it/pag/10590>, during the following opening hours: Tuesday, Friday: 9.30 - 12.30; Wednesday: 9.30 - 12.30 and 14.30 – 16.30

Art. 14 – Legislative references

University Statute Rector's Decree n. 750 of 8 September 2011 and subsequent amendments and additions

Presidential Decree. 31 August 1999, n. 394

Presidential Decree. 28 December 2000, n. 445

P.D.C.M. 9 April 2001

Legislative Decree. 29 March 2012, n. 68

P.D.C.M. 5 December 2013, n. 159

Decree of the Ministry of Labour and Social Policies of 7 November 2014

Veneto Regional Council Resolution no. 761 of 4 June 2019

Signed by the Area Manager
Teaching and Student Services
Dr. Francesca Magni

Information regarding the processing of personal data

Pursuant to article 13 of the Regulation (EU) 2016/679 we inform aspirants to this selection that the processing of personal data provided by them or otherwise acquired for this purpose by the University is aimed solely at the completion of the selection and will take place at the Ca' Foscari University of Venice by authorized personnel, also with the use of computerized procedures, in the manner and within the limits necessary to pursue the aforementioned purposes. The data will be stored in accordance with the regulations on the conservation of administrative documentation.

The data controller is the University Ca 'Foscari Venezia, with headquarters in Dorsoduro, 3246 - 30123 - Venice PEC protocollo@pec.unive.it.

The provision of such data is necessary to assess the requirements for participation and the possession of the qualifications and failure to indicate them may preclude this assessment, with consequent exclusion from the procedure.

The rankings will be published in accordance with current legislation; communications are not provided to third parties except to comply with any requests by the judicial and control bodies and for the performance of activities related to the provision of benefits.

The interested parties have the right to obtain from the University, in the cases provided, access to personal data and the correction or cancellation of the same or the limitation of the processing that concerns them or to oppose the processing (articles 15 with subsequent amendments and additions of the Regulations). The specific application to the University is presented by contacting the Data Protection Officer at Ca 'Foscari University of Venice (Ca' Foscari University of Venice - Head of Personal Data Protection, Dorsoduro, 3246 - 30123 - Venice PEC protocollo@pec.unive.it, email: dpo@unive.it).

Interested parties who believe that the processing of their personal data is in violation of the provisions of the Regulation have the right to lodge a complaint with the Guarantor, as provided for by Article 77 of the Regulation itself, or to take appropriate judicial proceedings (Article 79 of the Regulation).