



**CALL FOR APPLICATIONS**  
**DOUBLE JOINT DEGREES (DJD)**  
**2020**

**Art. 1 - Description**

1. The Double and Joint Degree (DJD) agreements developed by Ca' Foscari University of Venice with international Universities give students the opportunity to benefit from an international educational experience, with the award of a double or joint degree issued by the partner Universities at the end of the study programme.
2. This experience involves attending courses and taking exams at partner Universities. The exams shall be recognized and uploaded in the student's online booklet, if agreed in advance with the academic coordinators at Ca' Foscari and at the partner University, by completing a Learning Agreement (a document recording the study plan to be followed during the period of international mobility). In addition to taking exams, students can undertake thesis research (by completing the specific Learning Agreement) and/or other educational activities.
3. The requirements for candidates are defined by each DJD Agreement - see Annex A - and according to the criteria agreed with the host universities, which are responsible for the final admission of the proposed winners.
4. The DJD programmes that are not managed through this Call for Application are:
  - English and American Studies, Sustainable Development e Models and Methods of Quantitative Economics (QEM): the selection is managed by the DJD Consortium. The application must be submitted through the dedicated portal;
  - [Crossing the Mediterranean: towards Investment and Integration \(MIM\)](#): the selection, is managed separately, according to the modalities published on the dedicated page of the University website;
  - [Italian Studies](#): the selection is managed by University College London. The application must be submitted on the UCAS portal.To access information regarding these programmes, please click on the names of the programmes listed above.

5. For the DJD programmes that have not been signed yet, which are listed in Annex A (see section "Other useful information"), departures for mobility shall be guaranteed to selected students only once the agreements are signed.

### ***Art. 2 - Eligibility***

1. The application requirements may vary according to the programme, as specified in the data sheets of the Annex A.
2. At the time of departure for the planned mobility programme, the selected students must be duly enrolled at Ca' Foscari University of Venice and up to date with fee payments at this University or the partner Universities, where required by agreement.

### ***Art. 3 - Contributions to mobility expenses***

1. For the mobility programmes covered by this call, Ca' Foscari University of Venice shall have funds provided by the Ministry of University and Research for the allocation of mobility grants to the selected students.
2. The monthly amount of the mobility grants awarded to the selected students will be differentiated according to the student's ISEE (Equivalent Financial Situation Indicator) (see Annex B). The total amount shall be calculated on the basis of the hypothetical arrival and departure dates indicated in the financial contract, which will also include specific instructions on how to calculate the payment.
3. For the purpose of calculating the grant, students must:
  - be in possession of the ISEE within three days of the date of publication of the selection results (see article 4), at the same time of the formal acceptance of the place (see article 8), except in case of extensions of this deadline communicated by the Counseling and Welcome Unit and due to verified evidence of the difficulties in providing the requested information (e.g.: delays/appointment cancellation caused by the COVID-19 emergency);
  - give formal consent for their ISEE data to be accessed by the Ca' Foscari University of Venice.
4. Should the available funds fail to cover all the grants envisaged, the University reserves the right to decide on possible additions to the fund.
5. The mobility grants shall be issued in two instalments :

- a) 70% of the total grant within 30 calendar days after the signature of the financial contract (by the selected student and by the Manager of Educational Programmes and Student Services Area);
  - b) 30% upon return, subject to fulfilment of contract obligations.
6. The delivery of the full grant is also subject to the achievement of at least 1 credit (CFU) upon returning from the mobility programme.
  7. Any additional requirements and fulfilments for obtaining mobility grants shall be specified in the financial contract to be signed, without exception, prior to departure.
  8. The monthly amounts of the mobility grants will be defined and communicated to students only after the deadline for acceptance of the places by the winners.
  9. The pre-financing and the final balance of the grant shall be paid exclusively on the University CartaConto. Students are responsible for activating the card before departure.

#### **Art. 4 - Presentation of Equivalent Financial Situation Indicator (ISEE)**

1. To apply for a grant financed with MIUR funds referred to in Art. 3, students must:
  - a) be in possession of an ISEE and authorize the Counseling and Welcome Unit to have access to it at the time of accepting the place (deadline: three days from the date of publication of the selection results);
  - b) the ISEE 2020 must be valid for "*prestazioni agevolate per il diritto allo studio universitario*" (benefits for the right to university education), in favour of the applicant, whose tax code must be displayed. This ISEE certificate must be without omissions/non-conformities. To request an ISEE certificate, students must complete the DSU (self-declaration), which includes information on the household unit and on the income and assets of each member of the household, directly from the Online Services section of the INPS website (www.inps.it), or with the help of a Tax Support Centre (CAF) or a qualified professional. In the case of two (or more) students belonging to the same household, the ISEE certificate must include indication that it applies to more than one student, whose tax codes must all be displayed. **Paper and electronic ISEE certification must not be delivered to the University.** The average time of issue for ISEE certificate following the completion of the DSU is **about ten working days**. However, for the purpose of awarding the grant, the date of compilation of the DSU shall apply.

- c) Pursuant to article 8, paragraph 3 of Legislative Decree no. 68 of 29 March 2012, the financial situation of **foreign students or Italian students residing abroad** is defined through the ISEE, calculated as the sum of the income received abroad and 20% of the assets owned abroad, valued according to the procedures referred to in article 7, paragraph 7 of Legislative Decree no.68 of 29 March 2012. Pending the adoption of the decree referred to in article 7, paragraph 7 of Legislative Decree no. 68/2012, the financial situation of foreign students or Italian students residing abroad is defined through an ISEE/ISPE officially recognised as equivalent, as required by the Memorandum of Understanding concluded on 03/06/2015 between the National Association of Bodies for the Right to University Education (ANDISU) and the CAFs registered to the Register of Tax Support Centres for employees members of the National Council. **Foreign or Italian students residing abroad can have an ISEE officially recognised as equivalent (ISEE parificato) issued by any CAF and must send it to [jointdegree@unive.it](mailto:jointdegree@unive.it)** when accepting the place (deadline: three days from the date of publication of the selection results).
2. Students who fail to submit the ISEE or do not authorize the Counseling and Welcome Unit to have access to it shall be officially assigned to category no.7 as referred to in Annex B.
  3. Please note that the ISEE 2020 is only available starting from January 2020.

***Art. 5 - Procedures and deadlines for the submission of applications***

1. To submit an application, students must fill in the designated form ([Google Form](#)) by the deadline indicated in the data sheet of the Annex A for the chosen destination. The application, completed electronically in all parts, does not need to be signed.
2. Candidates must attach to the application form, within the Google Form, any additional documentation required according to the chosen DJD programme and specified in the "Attachments to be uploaded during application" section of each data sheet of the Annex A.
3. Students who wish to apply for a DJD programme for which there are multiple destinations may indicate up to a maximum of 2, in order of preference. The choice of destination must be made taking into consideration the admission requirements outlined in the Annex A and on the website of the host University.

4. Candidates with physical or learning disabilities are invited to contact the Counseling and Welcome Unit well in advance of the deadline for the call, in order to receive information on the services provided by the partner Universities.
5. Wrongly completed, incomplete applications or applications received after the deadline for each programme shall not be considered.
6. In case of extension of the deadline for the application submission or reopening of the selection process for a destination, a notice will be published in the web page of the degree programme and students may be notified via email.
7. For information, contact the Counseling and Welcome Unit, International Office, e-mail: [jointdegree@unive.it](mailto:jointdegree@unive.it).

#### ***Art. 6 - Selection of applications and ranking***

1. For selections requiring an interview, this may be done in person or remotely, on the day and according to the modalities communicated to applicants via email in the days after the deadline for the application.
2. The ranking for each programme will be drawn up on the basis of the score obtained by the individual candidates, according to the criteria established by the Selection Committees for each DJD programme, possibly taking into account the preferences of destination indicated at application stage.
3. The ranking lists will be published on the dedicated page of each DJD programme on the website of the University, according to the deadlines detailed on each data sheet of the Annex A. Any postponement of the publication of rankings will be communicated via a notice on the aforementioned page.
4. Each student can be "Winner" for one destination only or "Reserve" for multiple destinations.
5. Candidates are responsible for checking the ranking lists published on the dedicated page of each DJD programme on the website of the University.

#### ***Art. 7 - Accepting the place***

1. "Winners" must accept the place within three days of publication of the ranking list, according to the procedures communicated to the University's institutional email address.

2. The planned mobility period cannot be changed, unless for reasons of force majeure or specific notices by Ca' Foscari University of Venice or by the host University.
3. Reserves will be contacted via email only in the event of withdrawal by the winners. Only in this case, they must accept the place according to the methods and deadlines communicated via email. It should be noted that, in the event of withdrawal by the winners, reserves may be notified from the day following the deadline for acceptance of place to the deadline for the nominations defined by the partner Universities, which varies according to the destination. The reserves are advised to check their university e-mails frequently, since the deadlines for accepting places may be shortened.
4. Students who withdraw from mobility programmes after accepting the place shall lose the right to participate in the selections for DJD programmes in 2021, except in the event of documented reasons of force majeure.
5. In the event that the host University requires registration and/or additional documentation (e.g. language certification in confirmation of self-certified information), winners shall be obliged to comply with such requirements under the terms established by the host University, under penalty of exclusion. The students shall be responsible for verifying the administration and documentary requirements of the host University.
6. The final acceptance of the candidate on the basis of the ranking drawn up by Ca' Foscari University of Venice is, in any case, up to the host University.

#### ***Art. 9 - Status of the winners and mobility***

1. Students admitted by the host University shall maintain the status of students of Ca' Foscari and, at the same time, shall have access to all the services that the host University offers to its students. In particular, for most programmes, students shall be exempted from paying the tuition fees of the host University and shall be granted access, according to the established procedures, to the canteen and accommodation services and anything else provided by the University. Some Universities may require students to pay fees for compulsory orientation activities, for health insurance, or for other services. Students must get informed to this regard autonomously. For details on exceptions regarding the exemption from paying taxes at the host University, please see Annex A.
2. The periods foreseen for mobility vary according to the DJD programme (as detailed in each data sheet of the Annex A) and to the academic calendar of the host University.

3. Where necessary, the departing students shall be responsible, at their own expense, for applying for entry visas and buying any international insurance (health or other) required by the host Universities. The host Universities also have the right to request medical certificates of good health and/or financial certifications attesting the possession of sufficient maintenance funds to cover the agreed study period.
4. Students with non-European citizenship must ensure in good time that they have a valid residence permit in Italy for the purpose of applying for a visa for the country of destination. For more information, please contact the Counseling and Welcome Unit at the following email address: [immigrationteam@unive.it](mailto:immigrationteam@unive.it)
5. During the mobility period, students cannot participate in Ca' Foscari exam or degree sessions, unless specifically agreed with the partner Universities.
6. Any interruption and resumption of mobility programmes shall be considered only for documented reasons of force majeure.
7. Students are obliged to comply with all the mobility procedures communicated via e-mail by the Orientation and Reception Area.
8. The mobility activities referred to in this call shall not be guaranteed if the countries of destination will be in high risk conditions, as ascertained by the competent authorities.
9. Please note that mobilities will not be guaranteed in case of proved causes of force majeure impeding the regular implementation of the mobility itself. In case of unforeseen events taking place after the start of the mobility, which could compromise the prosecution of the experience, students will be sent communications and instructions by Ca' Foscari University and eventually by the partner University.

***Art. 10 – Responsible person for the procedure***

1. The responsible person for the procedure, pursuant to and for the purposes of Law no. 241/1990, is the Director of the International Office, Dr. Mauro Cannone.

***Art. 11 - Privacy Statement***

1. Any personal data provided by the candidate are processed in accordance with the provisions of the applicable national and community legislation (Legislative Decree 196/2003 and Regulation (EU) 2016/679) for the sole purposes of completing the selection procedure. For more details, please view the information annexed to this call.

[www.unive.it](http://www.unive.it)

2. Providing personal data is compulsory for the purpose of assessing the requirements for the selection procedure.

Venice, 23/03/2020

The Rector  
Prof. Michele Bugliesi



## **PRIVACY STATEMENT pursuant to article 13 of Regulation (EU) 2016/679**

Ca' Foscari University of Venice, within the scope of its institutional purposes and in fulfilment of the obligations under Art. 13 of Regulation (EU) 2016/679 ("Regulation"), provides you with information on the processing of personal data you have provided to the University for the purpose of completing the selection procedure in which you wish to participate.

### **1) DATA CONTROLLER**

The Data Controller is Ca' Foscari University of Venice, with head offices in Dorsoduro no. 3246, 30123 Venice (VE), in the person of the Rector.

### **2) DATA PROTECTION OFFICER**

The University has appointed a Data Protection Officer, who can be contacted by writing to the e-mail address [dpo@unive.it](mailto:dpo@unive.it) or to the following address: Ca' Foscari University of Venice, Data Protection Officer, Dorsoduro 3246, 30123 Venice (VE), Italy.

### **3) CATEGORIES OF PERSONAL DATA, PURPOSE AND LEGAL BASIS OF DATA PROCESSING**

The processing in question involves the provision of personal details, contact information and information on previous academic and professional experiences. Personal data is processed solely for the purpose of completing the selection procedure and undertaken in the manner and within the limits necessary to pursue this purpose.

The legal basis for this treatment is represented by Art. 6.1.e) of the Regulation ("performance of a task carried out in the public interest or in the exercise of official authority").

The processing of personal data is based on the principles of fairness, lawfulness and transparency and on the protection of the privacy and rights of the party concerned, as well as the additional principles provided for by Art. 5 of the Regulation.

### **4) PROCESSING METHOD**

Personal data shall be processed by authorised entities (in compliance with the provisions of Art.29 of the Regulation), including with the use of computerised procedures, adopting adequate technical and organisational measures to protect them from unauthorised or illegal access, destruction, loss of integrity and confidentiality, even accidental.

### **5) RETENTION PERIODS**

Data shall be retained in compliance with the rules on the retention of administrative documentation.

### **6) RECIPIENTS AND CATEGORIES OF RECIPIENTS OF PERSONAL DATA**

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For the aforementioned purposes, in addition to specifically authorised employees and collaborators of the university, personal data may also be processed by persons outsourced by the Data Controller as external Data Processors.

This personal information may be communicated to the foreign university where you wish to spend your mobility period.

No further disclosure to third parties is envisaged except to persons to whom the data must be transmitted in fulfilment of legal obligations or, on request, to judicial and control bodies.

The results of any intermediate tests and the final rankings shall be published according to the legislation in force.

## **7) PROVISION OF DATA**

The provision of such data is necessary to evaluate the participation requirements. Failure to provide such data may prevent such evaluation, leading to exclusion from the procedure.

## **8) RIGHTS OF DATA SUBJECTS AND PROCEDURES FOR THEIR EXERCISE**

As data subject, you have the right to obtain from the university, in the circumstances provided for by the Regulation, access to personal data, rectification, completion and erasure of said data or the restriction of processing, or the right to object to the processing (Articles 15 et seq. of the Regulation). The request can be made, without any formalities, by contacting the Data Protection Officer directly at [dpo@unive.it](mailto:dpo@unive.it) or by writing to the following address: Ca' Foscari University of Venice - Data Protection Officer, Dorsoduro 3246, 30123 Venice, Italy. Alternatively, you can contact the Data Controller by writing to the certified email address (PEC) [protocol@pec.unive.it](mailto:protocol@pec.unive.it).

Data subjects who believe that the processing of personal data concerning them is undertaken in violation of the provisions of the Regulation also have the right to lodge a complaint with the Italian Data Protection Authority, as established by Art. 77 of the Regulation, or to an effective judicial remedy (Art. 79 of the Regulation).