



Università
Ca' Foscari
Venezia

Master's degree in *Environmental Humanities (LM-1)*

Call for Applications – Summer Selection Academic Year 2020/2021

The **3** moves to ensure you keep your place

Get all the information

- **Read** the Call carefully!

Register for selection

- **Fill** in the selection registration application and **pay** the pre-registration fee
- You can find procedures and deadlines in art. 4

Accept the place

- the **ranking** will be published on **3 September**: **check** your position and whether you have been **admitted**; accept the place by **12 noon** on **16 July by filling out** the enrolment form and paying the first instalment of the fees. If you have **not been admitted**, **check** the results of possible ranking changes due to withdrawals from **4 pm** on **23 September**
- You can find procedures and deadlines in art. 6



Meet the deadlines

If you fail to comply with all the deadlines and instructions in the Call, you will not be able to enrol: to avoid this risk, enter them immediately in your calendar on your smartphone or tablet!

Art. 1. Purpose of the call and general principles

1. This call governs the enrolment procedures for the first year of the Master's degree programme in *Environmental Humanities* at the Ca' Foscari University of Venice for the Academic Year 2020/2021.
2. Once enrolment in the Master's degree programme has been completed, suspension for enrolment in another degree programme, outgoing transfer and internal transfer are not allowed for the first year of the course.
3. The personal data provided by candidates ¹ will be processed, in paper or electronic form, according to the regulations in force and included in the information available on the University website page: <https://www.unive.it/pag/34663>.
4. Candidates will be guaranteed access to the documents, in accordance with the provisions of Italian Law 241/1990 and subsequent amendments.
5. Candidates are advised not to wait until just before the deadlines governed by this call to complete the admission procedures for the Master's degree programme in question. The University shall accept no liability for any malfunctions due to technical problems and/or overload of the communication line, and/or systems, or for any errors attributable to the actions of third parties, unforeseeable circumstances and force majeure.

Art. 2. Places available

1. There are **35** places available in the summer selection.
2. There are a **total of 70** places available for enrolment in the first year of the Master's degree programme in *Environmental Humanities*.
3. The places made available in the spring selection, not assigned or assigned to candidates who fail to enrol within the deadlines set by the spring selection call, shall be made available in the summer selection.
4. Of the total number of places indicated above, **30 places** are reserved for non-EU students residing abroad who meet the requirements of the M.I.U.R. note - Prot. No. 1291 of May 16, 2008, of which **3 places** are reserved for students of Chinese citizenship (Marco Polo Project).
5. Non-EU students residing abroad who meet the requirements of the M.I.U.R. note - Prot. no. 1291 of 16 May 2008 can only apply for the summer selection.
6. The registration of non-EU students residing abroad (in possession of the requirements set out in the M.I.U.R. note - Prot. no. 1291 of 16 May 2008) and of students with a qualification obtained abroad **is subject** to the evaluation of academic qualifications, via the special online procedure **apply.unive.it**.

Art. 3. Admission requirements

1. Except as provided for in the following paragraph, admission is subject to possession of one of the following academic qualifications:
 - degree;
 - degree under the old university system (prior to Min. Decree 509/1999) or university diploma;
 - for students with a qualification obtained abroad: at least a three-year degree, subject to evaluation of the studies completed by the competent Educational Board.
2. Those who are not in possession of the qualifications referred to in the previous paragraph may also participate in the selection, **provided they graduate before enrolling on the Master's degree programme**, according to the deadlines outlined in this call.
3. Admission to the Master's degree programme covered by this call is also subject to possession of adequate personal preparation and specific curricular requirements is also required, as specified in art.9 below.

Art. 4. Admission procedure

⚠ Check that all phases of the online pre-enrolment procedure have been completed correctly and pay the pre-enrolment fee of €30.00 by 12 noon on 18 August 2020. Applications submitted after the deadline or using methods other than those foreseen by this article shall not be considered.

4.1. Online pre-enrolment

- a) Online pre-enrolment can be performed on the university website **from 1 July 2020** and must be completed by **12 noon on 18 August 2020**. The online procedure is divided into two phases:
 - **registration** on the university website (www.unive.it/registrazione): this involves entering personal details, residence and possible domicile information. Upon completion of registration, candidates are assigned a Username and password, with which they can log in to the Reserved Area, **starting from the following day**, for the subsequent enrolment phase;
 - **enrolment for the admission test**, by logging in to the Reserved Area of the website www.unive.it and selecting **Admission test**. To perform this procedure, in particular:
 - candidates must enter the details of a valid identification document and upload a copy (identity card, passport or driving licence);
 - the pre-enrolment fee payment button will be displayed (see point 4.2);

¹ From now on, for the sake of simplicity, the text of this call shall use the male gender to indicate the people to whom it is addressed, even if they include both genders.

- candidates must enter their academic results as indicated in point 4.3 below;
 - candidates must print the receipt for enrolment for the admission test which shows the pre-enrolment number that will be used in the final ranking publication. The pre-enrolment procedure is completed only by printing the pre-enrolment receipt.
- b) Candidates must also upload:
- signed self-certification of degrees with exams, or of enrolment with exams for undergraduates (which includes: University of graduation, degree class and programme, graduation date and mark, exams taken with relative subject area and weight in credits);
 - professional and academic CVs (in English);
 - where held, a recognized language certificate attesting to at least level B2 in English or the special self-certification form in cases of exemption. The list of recognized certificates and exemptions are published on the dedicated page (www.unive.it/language-requirements);
 - a motivational letter in English (max 500 words);
 - a short essay, written in English, on the theme of Environmental Humanities (max 1,000 words).
- c) Candidates who already have a username and password for the Reserved Area (for example, former University students or candidates already pre-enrolled in other university selections) skip this first phase.
- d) Once the online procedure has been completed, candidates shall receive a confirmation email at the email address provided during registration.
- e) Once the pre-enrolment procedure has been completed, no changes can be made.
- f) In the event of difficulties in completing the pre-enrolment procedure, candidates can request support from the Enrolment Area, on the page: www.unive.it/faqsforstudents.
- g) Non-EU students residing abroad and students with a qualification obtained abroad must **also** have had their academic qualifications assessed via the special online procedure (apply.unive.it).

4.2. Pre-enrolment fee

- a) The payment function is activated at the end of the online pre-enrolment procedure: candidates will see a “payments” button for the guided payment procedure.
- b) The pre-enrolment fee of €30.00 must be paid after completing the online pre-enrolment procedure (see point a above). For candidates residing abroad, payment must be made by online card payment.
- c) Forms of payment other than those indicated above are not accepted.
- d) The pre-enrolment fee shall not be refunded under any circumstances.

4.3. Academic results to be entered in the online pre-enrolment procedure

- a) For the purposes of the ranking referred to in art. 5, candidates must enter in the online pre-enrolment procedure:
- for graduates, the degree mark obtained;
 - for undergraduates, the weighted average of the marks of exams taken.

Art. 5. Rankings

1. The merit ranking will be drawn up exclusively on the basis of the evaluation of the professional and academic CVs, the motivational letter and the short essay attached during the pre-enrolment phase. Each candidate will be assigned a maximum of 100 points (a maximum of 60 points for the professional and academic CVs, a maximum of 20 points for the motivational letter and a maximum of 20 points for the short essay). In the event of tied scores, priority is given to graduates over undergraduates at the time of pre-enrolment. In case of a tie among graduates, priority is given to the candidate with the highest degree mark and in case of a tie among undergraduates, priority is given to the candidate with the highest weighted average mark for the exams taken. In case of further tie, priority is given to the younger candidate.
2. The ranking will be published on **3 September 2020** on the university website (www.unive.it), following the path www.unive.it/degree/lm10 >Enrol> Evaluation results. The persons concerned shall not be notified by the university in writing or by telephone. The admission results will be linked to the pre-enrolment number received during the pre-enrolment phase.
3. The ranking will also highlight the possession of personal preparation, the minimum curricular requirements for access to the Master's degree programme referred to in this call and any mandatory language proficiency required, as specified in art. 9 below.

Art. 6. Enrolment of selected students and ranking changes due to withdrawals

6.1. General principles

- a) The enrolment procedure includes the enrolment of selected students and a round of repechage for any places still available.
- b) Candidates who fail to enrol according to the deadlines and procedures provided for in this article forfeit the right to enrol.

6.2. Enrolment of selected students

- a) Candidates who are selected must enrol according to the procedure described in art. 8 **from 3 September to 16 September 2020**.

- b) Candidates classified for admission in the ranking who fail to enrol in the required manner shall be considered to all intents and purposes to have withdrawn from application.
- c) Any places vacated following withdrawal shall be made available via repechage, according to the methods indicated below.

6.3. Ranking changes due to withdrawals

- a) On **23 September 2020 at 4 pm**, a notice will be published on the University website indicating the number of places still available and the list of eligible candidates, in order of ranking, who may proceed with enrolment.
- b) **From 23 September 2020 to 30 September 2020**, eligible candidates in order of ranking will be able to accept the places by enrolling in the manner described in art. 8 below.

6.4. Withdrawal

- a) Candidates classified for admission in the ranking who do not accept the place in the manner indicated above shall be considered to all intents and purposes to have withdrawn from application.

Art. 7. Acceptance of places and enrolment of students graduating in the autumn session of the 2019/2020 academic year

7.1. Acceptance of the place and choice of course

- a) Students graduating in the autumn session of the 2019/2020 academic year, who classify for admission on the ranking list, must accept the place via the special online procedure within the deadlines set out in art.6 above.
- b) **When accepting a place, candidates choose the Master's degree programme on which to enrol:** subsequent enrolment on a different degree programme/curriculum shall not be permitted, even if the candidate has included it among the pre-enrolment preferences.
- c) The acceptance procedure consists of two steps:
- payment of the pre-enrolment fee of €200.00. This fee is non-refundable, even in the event of failure to enrol;
 - compilation of the online pre-enrolment application.
- d) **Payment of the pre-enrolment fee:** payment is made exclusively online with a Visa or MasterCard on the University website page: www.unive.it/pagamenti-programmati-magistrali.
- e) **Compilation of the online pre-enrolment application:** candidates must log in to the Reserved Area of the website using the username and password assigned at the end of the registration procedure and select *Immatricolazione ai corsi ad accesso programmato*. After choosing the degree programme, candidates must upload a passport-size photograph in .JPG format and a copy of an identity document in order to complete the enrolment application procedure.
- f) Candidates classified for admission in the ranking who do not accept the place in the manner indicated above shall be considered to all intents and purposes to have withdrawn from application.

7.2. Enrolment

- a) Candidates graduating in the autumn session of the 2019/2020 academic year who have correctly accepted a place must complete their enrolment, once they have obtained their admission qualification, between **18 November 2020** and **17 December 2020**, according to the procedure described in art. 8 below.

Art. 8. Enrolment

8.1. Enrolment procedure

- a) Enrolment may only be performed according to the procedures outlined below.
- b) The enrolment procedure consists of two steps:
- compilation of the online pre-enrolment application;
 - payment of the first instalment of tuition and fee payments.
- c) **Compilation of the online enrolment application by the deadlines referred to in art. 6 above:** candidates must log in to the Reserved Area of the website using the username and password assigned at the end of the registration procedure and select *Immatricolazione > corsi ad accesso programmato*. After choosing the degree programme, candidates must upload a passport-size photograph in .JPG format and the following documents in order to complete the enrolment application procedure.
- language certificate attesting to at least level B2 in English or the special self-certification form in cases of exemption
 - disability certification for students with degree of disability of 66% or more, with the right to exemption from university fees, or with degree of disability of between 50% and 65%, with the right to reduced fees;
 - for students with academic qualifications achieved abroad, any documentation that the candidate was unable to produce during the assessment of admission requirements through the specific online procedure apply.unive.it ;
 - any other documents useful for enrolment;
 - self-certification of degree with exams, only for those who participated in the selection as undergraduates.
- d) **Payment of the first instalment of tuition and fee payments:** candidates must log in to the Reserved Area of the website using the username and password assigned at the end of the registration procedure and select **Immatricolazione (Enrolment)**. Candidates will see a "payments" button for the guided payment procedure. The first instalment of tuition and fee payments will be deducted from the pre-enrolment fee paid upon acceptance of the place.
- e) Students with an Equivalent Financial Situation Index (ISEE) lower than €20,000.00 will benefit from a reduced first instalment if they have obtained **an ISEE certificate for financial aid for the right to university education** and have

completed and submitted the **online application for financial aid** in your reserved area at least 5 days before the deadline for filling in the enrolment application as per articles 6 and 7 above.

- f) Once the first instalment is paid and enrolment has been completed, this amount cannot be refunded in any circumstances.
- g) Non-EU students residing abroad and students with a qualification obtained abroad must also have had their academic qualifications assessed via the special online procedure and must enrol within the deadlines given in point 9.1 of this article. For information, please contact the Welcome Department (welcome@unive.it).

8.2. Completion of enrolment

- a) Updating academic qualification information and paying the first instalment **do not lead to the automatic enrolment** of the student. Enrolment will be completed within **seven working days** following payment and notified via email.

Art. 9. Verification of the requirements for admission to the Master's degree programme

1. Admission to a Master's degree programme is subject to candidates possessing adequate personal preparation and specific curricular requirements
2. Students who have been awarded a degree mark of at least 90/110 in the degree classes useful to admission, as referred to in paragraph 2 below, are normally already considered to be in possession of adequate personal preparation. Students who fail to achieve the minimum degree mark required in the classes indicated or who have an academic qualification in different degree classes (as long as they hold an adequate number of credits in specific academic disciplines, as specified in paragraph 3 below), shall be evaluated by the Board in terms of professional and academic CVs and possible interview.
3. For admission to the master's degree course covered by this call, the minimum curricular requirements for progression to personal preparation verification are:
 - degree in classes L-1 Cultural Heritage; L-5 Philosophy; L-10 Literature; L-11 Modern Languages and Cultures; L-12 Linguistic Mediation; L-13 Biological Sciences; L-32 Environmental Sciences and Technology; L-33 Economic Sciences; L-42 History, or in the corresponding degree classes of the old system or of another equivalent and approved qualification acquired abroad;
 - degree in other classes only if the graduate has earned at least 42 credits in the following academic disciplines: BIO/03, 05, 07, 08 GEO/01 L-LIN/10, 11, 12 M-DEA/01 M-FIL/01, 03, 05, 06 M-GGR/01, 02 M-PED/01 M-PSI/01, 05 SECS-P/01, 02 SECS-S/04 SPS/01, 04, 06, 07, 08, 09, 10.
4. Admission to the Master's degree programme covered by this call requires level B2 English at the time of enrolment.

Art. 10. Transfers, Internal Transfers, Enrolment with credit transfer

1. Transfers from other universities and internal transfers to the first year of the Master's degree programme covered by this call are not permitted. Transfers to other universities are not permitted once enrolment in the first year of the course has been completed.
2. Candidates who are awarded up to **47 credits** will have to sit the selection test and, if admitted to the ranking referred to in art.5 of this call, may enrol in the first year of the course in the manner indicated in the articles 6, 7 and 8 above.
3. Enrolment in the **second** year of the course with credit transfer **is not permitted** .

The procedures and deadlines for enrolment with credit transfer are available on the University website page: www.unive.it/degree/lm10 >Enrol> Admission.

For
information

- **Call Centre:** www.unive.it/callcentre
- **Campus services of the Department of Studies on Asia and Mediterranean Africa:** <https://www.unive.it/pag/20073/>

Venice, 15 May 2020

The Rector
Michele Bugliesi