

## Call for applications for the award of tuition fee waivers for international students enrolling in Bachelor's and Master's Degree Programs at Ca' Foscari University of Venice in the 2018/19 academic year

### DEADLINES:

Call I: 30/11/2017

Call II: 30/04/2018

Call III (only for EU nationals): 29/06/2018

### ART. 1 – Nature, amount and duration

Ca' Foscari University of Venice establishes the award of one hundred (100) tuition fee waivers providing exemption from the payment of tuition fees for high-achieving international students enrolling in bachelor's and master's degree programmes in the 2018/2019 academic year<sup>1</sup>. The eventual recipients of the exemption will nonetheless be required to pay the sum of around € 184.00 to cover the regional tax for the right to education and the duty stamp (this amount pertained to the enrolments of the 2017/2018 academic year but is revised annually and can therefore be subject to variations. The sum to be paid for students enrolling in the 2018/2019 academic year will be made known at a later time).

Should the number of suitable applicants be fewer than the total amount of waivers, the university reserves the right to assign fewer than one hundred (100) exemptions.

The term “international students” describes all applicants who, regardless of their nationality, possess valid academic qualifications granting access to a bachelor's or master's degree programme in the Italian university system obtained from either a non-Italian school/university or an Italian institution located abroad.

Fee waivers cannot be assigned to students enrolling in joint or double bachelor's or master's degree programmes for which the tuition fee is due to a university other than Ca' Foscari University of Venice. Each waiver is initially assigned for a single academic year but will be renewed for the following academic year if the student has earned:

- 42 ECTS by 30 September 2019;
- 84 ECTS by 30 September 2020 (only for students enrolled in a bachelor's degree programme).

### ART. 2 – Compatibility

The tuition fee waiver is compatible with:

- The Scholarship for Student Financial Aid awarded by the Veneto region;
- The Scholarship of € 5,000.00 awarded by Ca' Foscari University of Venice;
- The Scholarship awarded by Ca' Foscari's Department of Humanities.

The tuition fee waiver is incompatible with:

- The total and partial vouchers offered by Ca' Foscari International College.

### ART. 3 – Admission requirements

In order for fee waiver applicants to be considered, they must:

1. possess a valid qualification providing access to a bachelor's or master's degree program in the Italian university system from either a non-Italian school/university or an Italian institution located abroad. If the most recent qualification was obtained at the end of a course of study lasting only one year, the preceding qualification/s will also be evaluated. Qualifications issued by the Republic of San Marino are considered to be Italian. The nationality of the applicant will not be taken into consideration;

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<sup>1</sup> With the exclusion of the bachelor's degree in **Digital Management** and the master's degree entitled **Crossing the Mediterranean: Towards Investment and Integration (MIM)**; fee waiver recipients enrolling in one of the these programmes will have to pay the related tuition fees indicated on [apply.unive.it](http://apply.unive.it) minus the value of the waiver for bachelor's (ca. € 1,716.00) and master's degree (ca. € 1,916.00) respectively.

2. possess the necessary requirements to access his or her chosen programme of study (these requirements can be found on the online platform [apply.unive.it](http://apply.unive.it)) either at the time of application or before enrolment at Ca' Foscari;
3. have received from Ca' Foscari an acceptance letter to the chosen programme after completing the pre-evaluation and admission procedures on [apply.unive.it](http://apply.unive.it).

#### **ART. 4 – Award of fee waivers**

Candidates are not required to have a minimum grade point average.

The rankings will be drawn up by a commission presided over, as per the deliberation of Ca' Foscari's Board of Directors of 06/10/2017, by the Vice-Rector for International Relations, Prof. Tiziana Lippiello.

#### **ART. 5 – Submission of applications: terms and procedures**

The application for the tuition fee waiver can be submitted in response to the following calls, each with its respective deadline, on the online platform [apply.unive.it](http://apply.unive.it):

- **call I: 30/11/2017**
- **call II: 30/04/2018**
- **call III (only for EU nationals): 29/06/2018**

In order to submit their application, candidates must:

1. sign up on the platform [apply.unive.it](http://apply.unive.it) and register their account to submit an application to the chosen study programme/s;
2. click on their name on the upper right area of the page that appears in their personal area and then select the option "Have a reference code?", where they will insert the following code: **FeeWaiver18/19**;
3. complete the application for their chosen study programme/s by filling out the profile with all of the required data, uploading the necessary documentation and attaching the call's application form (FORM 1), duly completed and signed;
4. officially submit the application by clicking on the "SUBMIT" button.

Candidates who, at this date, have already submitted their application can upload the fee waiver application form and insert the reference code also at this stage, provided that they do so no later than 30/11/2017.

**The application to the chosen study programme/s and the application for the tuition fee waiver must BOTH be completed and submitted in the same period (EITHER by the end of call I, OR II, OR III).**

For clarifications regarding tuition fee waivers and the present call, students are kindly invited to send an email to the address [recruiting@unive.it](mailto:recruiting@unive.it).

Please note that a candidate's application will be considered only if the applicant follows the above procedure carefully and precisely.

Candidates must attach all of the documents required to complete the application for admission to a bachelor's or master's degree programme, and in particular:

1. passport (EU students may submit an ID card);
2. certificate attesting the qualification of the candidate (official final diploma; high school mark sheet OR undergraduate transcript of records). Students must also have their high school/university issue a certificate declaring their Cumulative Grade Point Average (CGPA) if this is not already clearly indicated on the diploma/mark sheet/transcript of records. Students who are still in the process of earning their diploma at the time of application can submit a letter of enrolment together with their official high school mark sheet or university transcript of records. The awarding of tuition fee waivers requires that a candidate obtain his or her entry qualification before the end of the enrolment period of the 2018/2019 academic year.

All documentation must be scanned in the original version and uploaded to [apply.unive.it](http://apply.unive.it). A professional English or Italian translation of the above documents must also be obtained and uploaded to [apply.unive.it](http://apply.unive.it) if the entry qualification documents are not already in one of these two languages.

**Incomplete applications will not be taken into consideration.**

#### **ART. 6 – Preparation and approval of the candidates' ranking**

The candidates' rankings will be prepared and approved by a commission presided over, as per the deliberation of Ca' Foscari's Board of Directors of 06/10/2017, by the Vice-Rector for International Relations, Prof. Tiziana Lippiello. In the event of a tie, preference will be given, in this order, to:

- the candidate who provides, in addition to the above documents, certification demonstrating his or her level/s of knowledge of the language/s required to access the chosen degree programme/s (all of the language certifications recognised by Ca' Foscari University of Venice as proof of a student's knowledge of English or Italian can be found on the following web page under the heading "Recognized Certification": <http://www.unive.it/pag/16406/>);<sup>2</sup>
- the younger applicant.

The rankings will be published on the university website ([www.unive.it](http://www.unive.it)).

#### **ART. 7 – Acceptance of the award**

Tuition fee waiver recipients will be notified of their success via the [apply.unive.it](http://apply.unive.it) platform.

Recipients must confirm their unconditional acceptance of the fee waiver and of the conditions associated with it as outlined in the present call for applications. To do so, they must send an email clearly stating their acceptance of the fee waiver to [recruiting@unive.it](mailto:recruiting@unive.it) no later than 10 calendar days after the date of the notification. If they fail to do so, they will lose the fee waiver, which will be assigned to the next suitable candidate in the ranking.

#### **ART. 8 – Application of the fee waivers' exemptions**

The exemptions are awarded for the degree programme indicated by the successful applicant on his or her application.

The exemption will be maintained in the event that the applicant modifies his or her chosen degree programme during the enrolment phase (bachelor's and master's degrees only).

The fee waiver is effectively applied in the moment that a successful applicant completes the enrolment procedure by paying the regional tax for the right to education and the duty stamp (around € 184.00).

#### **ART. 9 – Renouncement**

A successful applicant's renouncement of the fee waiver he or she has been awarded must be communicated via email by writing to [recruiting@unive.it](mailto:recruiting@unive.it). The fee waiver will then be assigned to the next suitable candidate in the ranking.

#### **ART. 10 – Processing of personal data**

All personal data provided by applicants shall be processed in compliance with the principles and provisions of the Italian Legislative Decree no. 196/2003 (Data Protection Act) and exclusively for the purposes of this call for applications.

Data will be processed using electronic and manual (paper) methods. The provision of the requested data is compulsory, under penalty of the candidate's application not being considered.

The Data Controller is Ca' Foscari University of Venice, Dorsoduro 3246, Venice.

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<sup>2</sup> The cases that permit exemption from the requirement to submit proof of a knowledge of the English and/or Italian language(s) can be found on the "Language requirements" page of the university website: <http://www.unive.it/pag/16406/>.

The Supervisor of the fee waiver awarding process is the Director of the International Office of Ca' Foscari University of Venice, Dorsoduro 3246, Venice.

The university administration reserves the right to verify the truthfulness of the information provided by all applicants. Without prejudice to the penal sanctions laid down in Art. 76 of the Italian Decree of the President of the Republic no. 445/2000, in the event that fraudulent information is discovered as a result of said verification, the applicant forfeits his or her right to the exemption.

#### **International Office – Relations Unit**

Please contact the International Relations Office – Relations Unit of Ca' Foscari University of Venice for information, at the address [recruiting@unive.it](mailto:recruiting@unive.it).

The supervisor of the procedure is Enrico Sartor, the Director of the International Relations Office of Ca' Foscari University of Venice.

#### **Language**

The present call for applications has been translated into English only for the purpose of dissemination. The Italian original is the only valid version of the document as far as implementation, the resolution of disputes and legal interpretation are concerned.

Venice, 22 November 2017

Signed by the Manager of the Educational Programmes and Student Services Area  
Francesca Magni