



Università
Ca' Foscari
Venezia

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CALL FOR APPLICATIONS FOR SCHOLARSHIPS

ACADEMIC YEAR 2014/2015

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Art. 1 – Definitions

For the purposes of this call, the following definitions apply:

- a) University means Università Ca' Foscari Venezia;
- b) Study programmes means the study programmes set up and activated in the University and leading to one of the qualifications described in the point below;
- c) Qualifications mean first-cycle degree, second-cycle degree, PhD;
- d) Corsi di laurea del vecchio ordinamento means degree programmes prior to Ministerial Decree no. 509/1999;
- e) **Corsi di laurea del nuovo ordinamento** means degree programmes set up under Ministerial Decree no. 509/1999 and Ministerial Decree no. 270/2004;
- f) Second-cycle degree programmes means the degree programmes set up under Ministerial Decree no. 270/2004;
- g) **Student** means anyone enrolled in one of the University's study programmes;
- h) **ECTS** means the university credits provided under Ministerial Decree no. 509/1999 and no. 270/2004;
- i) **Part-time student** means anyone enrolled in one of the University's study programmes on a part-time basis, as described in Art. 25 section 3 of the University Teaching Regulations issued on 4 December 2012 and subsequent amendments;
- j) **Scholarship** means **scholarship** for the right to access to university studies under the Decree of the President of the Council of Ministers of 9 April 2001;
- k) **Eligible** means students meeting the income and merit requirements for access to the scholarship;
- l) **Beneficiary** means the student to whom a scholarship is awarded;
- m) **ESU** means Esu-Ardsu – the regional agency for the right to university education;
- n) **CAF** means the tax assistance centres approved by the University;
- o) **I.S.E.E.** means the Equivalent Economic Status Indicator for households described in Legislative Decree 31 March 1998 no. 109 and subsequent amendments;
- p) **I.S.E.E.E.** means the Equivalent Economic Status Indicator for households abroad described in Legislative Decree 31 March 1998 no. 109 and subsequent amendments;
- q) **I.S.E.E.U.** means the Equivalent Economic Status Indicator for the university student's household described in Decree of the President of the Council of Ministers of 9 April 2001;
- r) **I.S.P.E.** means the Equivalent Assets Status Indicator for households described in Legislative Decree 31 March 1998 no. 109 and subsequent amendments;
- s) **I.S.P.E.U.** means the Equivalent Assets Status Indicator for the university student's household described in Decree of the President of the Council of Ministers of 9 April 2001;

Art. 2 – Who can apply for a scholarship

1. Scholarships established under Art. 2 and ff. and 12 of the Decree of the President of the Council of Ministers of 9 April 2001 are awarded on the basis of rankings described in the present Call to eligible students in the following categories:
 - a) Students enrolled in first-cycle degree programmes, for a period of seven semesters, starting from their first enrolment year;
 - b) Students enrolled in second-cycle degree programmes, for a period of seven semesters, starting from their first enrolment year;
 - c) Students enrolled in PhD programmes for the duration established by their respective academic regulations starting from their first enrolment year;
 - d) part-time students enrolled in first-cycle degree programmes and second-cycle degree programmes, who will receive the scholarship for a longer period as explained in Art. 16 of the present text;
 - e) students with disabilities rated as 66 per cent or over, who will receive the scholarship for a longer period of time, in relation to the type of study programme attended, as described in Art. 15 of the present Call.

First enrolment year means the first year in which a student enrolls for the first time in any university whatsoever, as in the case of transfers from another university, inter- and intra-faculty transfers or transfers to the Nuovo Ordinamento system (i.e. before Ministerial Decree 270/04).

The assessment of the maximum length of time (described above) during which students can request scholarships does not take into account eventual periods of interruption of studies.

For the purposes of scholarship award (D.P.C.M 9 April 2001) the enrolment in a new university study programme by students who have withdrawn from a previous study programme will be considered as their first enrolment and previous years of enrolment will not be taken into consideration provided they did not receive a scholarship during their previous enrolment.

Any university credits acquired during their previous enrolment will not be taken into consideration by the scholarship merit assessment during their new enrolment.

2. Financial aid is granted to students accessing each of the levels of education for the first time.

Students described in section 1 subsection a) must not already be in possession of another degree taken under either the old or new Italian University Systems, either in Italy or abroad, a diploma issued by a Conservatory/Fine Arts Academy or a first-level (three-year) diploma issued under Ministerial Decree No. 508/1999.

Students described in section 1 subsection b) must not already be in possession of a 'Laurea del vecchio ordinamento', a degree equivalent to a second-cycle degree taken abroad, a 'Laurea specialistica/magistrale' (Master's or second-cycle degree), diploma issued by a Conservatory/Fine Arts Academy or second-level (two-year) diploma issued under Ministerial Decree No. 508/1999.

Students who are enrolled both at the university and at an institution of higher education for art, music and performing arts may apply for a scholarship for the academic year 2014/2015 for one of their study programmes only.

Students enrolled at an inter-university study programme must apply for a scholarship at the university that is the administrative seat of their programme, which is where they pay their enrolment fees.

3. **Subject to availability of funds** during that financial period, and subsequent to the award of regional scholarships to all eligible students, students who take their first-cycle or second-cycle degree within the time prescribed by their respective academic regulations will receive a supplement equivalent to half of the scholarship paid out during the last year of their studies.

The total amount of the scholarship is 50 per cent of the amount provided under Art. 4 section 3 subsection a), section 4 subsection a), section 5, net of the contribution for the refectory and accommodation services, the latter calculated as a flat rate for students not staying in ESU lodgings in Venice as EUR 1,500.00.

Payment of the supplement will give priority to students obtaining their qualification in the regular sessions, ranked in order of income, considering the order of the degree sessions and giving precedence to students with the lowest I.S.E.E.U.

4. Scholarships can be granted to students meeting the requirements for admission to the programme for which the scholarship was requested regardless of the number of years that have passed since they obtained their previous qualification.
5. Inmate students enrolled in study programmes at this 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. 3 – Deadlines

1. The deadline for submission of applications is 30 September 2014. Students may apply if by this date they are:
 - enrolled in first-cycle degree programmes for the first time;
 - enrolled in subsequent years of first-cycle degree programmes;
 - second-cycle degree programmes for the first time (with the exception of students enrolling during the second enrolment period from 10 November 2014 to 12 December 2014 who may not apply);
 - enrolled in subsequent years of second-cycle degree programmes;

- enrolled in PhD programmes for the first time;
- enrolled in subsequent years of PhD programmes;

No applications will be accepted after the above deadline.

- To participate in the scholarship selection process, students must submit their application, within the deadline laid down in the previous section, to a CAF office approved by the university and listed under the menu "List of the CAFs holding a special agreement with Ca' Foscari" on the webpage http://www.unive.it/nqcontent.cfm?a_id=73219. Application forms can be downloaded from the menu Scholarships on the www.unive.it/dirittoallostudio page.
- In order to apply for a scholarship, students must be enrolled in the academic year 2014/2015 within and not after 30 September 2014. Enrolment takes place following payment of the first instalment of tuition fees, which are as follows:
 - EUR 1,134.00, including the regional tax and stamp duty, for students enrolling in first- and second-cycle degree programmes;
 - EUR 616.00, including the regional tax and stamp duty, for students enrolling in PhD programmes;
- Students enrolling in subsequent years of first- and second-cycle degree programmes (with the exclusion of students who have not obtained their degree within the number of planned years for the academic year 2014/2015) or students enrolling in the second or third year of a PhD programme, eligible for a scholarship in the academic year 2013/2014, may pay only stamp duty and the regional tax for financial aid by 30 September 2014.
- Students transferring from another university may request a scholarship by submitting their application by 19 December 2014, as described in section 2 above, provided that they have submitted their transfer request to their university of origin within and not after 30 September and that they meet the requirements laid down in articles 7 and 11 of the present Call. The assessment of transfer students' merit requirements will also take into account years of enrolment at their university of origin.

Transfer students meeting the requirements will be considered eligible for scholarship after the publication of the first scholarship rankings by 31 October 2014, and will be included in the rankings drawn up after the eventual earmarking of the supplementary state funding for the academic year 2014/2015.

- Students enrolled in first-cycle, second-cycle degree programmes or PhD programmes submitting an application for a scholarship are required to activate the Ca' Foscari Multiservice Card at one of the University's recommended banks within 30 days of being assigned a scholarship.

Card is the sole means to obtaining payment of the instalments of the scholarship; failure to activate the card will cause you to forfeit your right to the amounts due.

Art. 4 – Funding and scholarship amounts

- The disbursement of scholarships for the academic year 2014/2015 relies on funding from:
 - revenue from the regional tax for financial aid;
 - additional regional resources (when available);
 - complementary fund earmarked by State (when available);

Once quantified, the resources described in subsection a) are used to fund the first shortlist of eligible candidates, which will be drawn up in accordance with Art. 10 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 will be divided among the various rankings, described in art. 10 below, on the basis of the ratio between the number of candidates in each category to the total number of enrolled students in the academic year 2014/2015.
- The amount of the scholarship is intended to cover students' living expenses while attending the various campuses over a period of at least ten months.
- The scholarship amount awarded to non-resident students is:

- a) EUR 4,513.50 plus one meal per day to be used during the solar year 2015 in accordance with the conditions laid down by the Venice ESU;
 - b) EUR 5,113.50 if no refectory service is provided by the various ESUs.
4. The scholarship amount awarded to commuting students is:
 - a) EUR 2,421.50 plus one meal per day to be used during the solar year 2015 in accordance with the conditions laid down by the Venice ESU;
 - b) EUR 2.821,50 if no refectory service is provided by the various ESUs.
 5. The scholarship amount for resident students is EUR 1,930.50 plus one meal per day to be used during the solar year 2015 in accordance with the conditions laid down by the Venice ESU;
 6. Students in the seventh semester of first-cycle degree programmes or fifth semester of second-cycle degree programmes will receive 50 per cent of the scholarship amount (including deduction for the refectory service supplied by the Venice ESU).
 7. 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 refectory services free of charge.
 8. 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 costing EUR 2.60.
 9. The refectory 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 attendance, is reduced in proportion to the period of actual attendance at the campus.
 10. In the case of non-resident students staying in Venice ESU accommodation, the standard accommodation fee of EUR 1,500.00 will be deducted from the scholarship and paid to the Venice ESU, or, at the request of the Venice ESU, to the private owners of such accommodation.
 11. The fee applied by the Venice ESU must guarantee that the actual scholarship disbursed to students is not less than EUR 1,100.00.
 12. The remaining amount due for accommodation shall be paid directly by the student to the Venice ESU within the dates laid down by the agency.
 13. 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 Programmes and Student Services Area (AdiSS), Student Services and Financial Aid Office (Ca' Foscari, Dorsoduro 3246, Venice), within and no later than 20 November 2014.

Students may submit their rental contract using either one of the following procedures:

- in person or delegating someone to do so after making an appointment online (www.unive.it/prenotazione-servizi-studenti) during public opening hours at the Financial Aid Office; the students or their delegate will be issued a receipt for submission of their contract to the office;
- faxing a copy of the contract to the Financial Aid Office at Fax: 041/2347579 together with a copy of valid ID; in this case students are advised to keep a copy of the fax transmission receipt.

The failure to submit a rental contract, submission by means other than the two procedures listed above or after the aforementioned deadline will automatically lead to the student's status being reclassified from non-resident to commuting student.

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

14. Students who are eligible for and/or beneficiaries of a scholarship are exempted from paying tuition fees due for the academic year 2014/2015. Students eligible and/or holders of a scholarship for a semester beyond the prescribed time for first-cycle or second-cycle degree programmes as established by Ministerial Decree No. 509/1999 and 270/2004 will be entitled to full exemption from payment of the minimum tuition fees and fifty per cent reduction in enrolment fees.
15. The scholarship, which will be awarded in accordance with the rankings and art. 10 below, will be paid out in full to successful students with an I.S.E.E.U. that is equal to or less than EUR 13,970.97 (two-thirds of the maximum amount established by art. 7, section 9).

16. For higher I.S.S.E.U. values, the scholarship, awarded according to the shortlists described in art. 10 below, is gradually reduced by up to fifty per cent of the full amount, ensuring that the monetary scholarship disbursed to non-resident and commuting students is at least EUR 1,100.00, as shown in the table below:

from EUR 20,956.46 to EUR 13,970.97	
non-resident	$\text{€ } 5,113.50 - [(\text{I.S.E.E.U.} - \text{€ } 13,970.97) * \text{reduction coefficient } 0.366008684]$
commuting	$\text{€ } 2,821.50 - [(\text{I.S.E.E.U.} - \text{€ } 13,970.97) * \text{reduction coefficient } 0.366008684]$
resident	$\text{€ } 1,930.00 - [(\text{I.S.E.E.U.} - \text{€ } 13,970.97) * \text{reduction coefficient } 0.366008684]$

The reduction coefficient is calculated as follows:

Reduction coefficient	
non-resident	$(5,113.50 / 2) / (20,956.46 - 13,970.97) = 0.366008684$
commuting	$(2,821.50 / 2) / (20,956.46 - 13,970.97) = 0.201954337$
resident	$(1,930.00 / 2) / (20,956.46 - 13,970.97) = 0.138143495$

17. In accordance with article 6, section 1, subsection d) 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. 5 – Definition of student status

1. The following categories are used to define the status of students applying for scholarships:
 - a) Resident means students residing in the municipality or surrounding area near the campus where they are attending their study programme;
 - b) Commuting means students travelling 40 to 80 km on a daily basis (a 40-80-minute journey) to the campus where they are attending their study programme; students resident 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 means students who live too far from the campus where they are attending their study programme to commute and who therefore 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 academic year 2014/2015; students moving to local accommodation but not paying rent are considered commuting students.

Students enrolled in PhD programmes 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 refectory service, ensuring that the monetary amount disbursed 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; in order to be considered non-resident 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 academic year 2014/2015.

The definition of students as resident, commuting and non-resident is carried out on the basis of tables available in the university or ESU offices and can be consulted on the IUAV University website <http://www.iuav.it/studenti/agevolazio1/alloggio-f/classifica/index.htm#tabelle>; students who wish to be classified otherwise must provide official documents issued by the transport company supporting their case.

2. Students participating in an international mobility programme will maintain their original scholarship (non-resident/commuting/resident scholarship), and may not change their status or obtain an increase in the aforementioned scholarship.

Art. 6 – Payment methods

1. The monetary part of the scholarship is disbursed in two six-monthly instalments of equal amounts.
2. The first six-monthly instalment of the scholarship shall be disbursed to the beneficiary student within and not after 31 December 2014.
3. An accommodation fee of EUR 1,500.00 (art. 4 section 10) is deducted from the first instalment.
4. The second instalment of scholarships will be disbursed within and no later than 30 June 2015 to students enrolled in subsequent years of their first-cycle, second-cycle degree programmes or PhD programmes.
5. The second instalment will be disbursed within 30 September 2015 to students enrolled for the first time in a second-cycle degree programme, provided they have obtained at least 20 ECTS by 10 August 2015.
6. The disbursement of the scholarship instalments will take place within the deadlines laid down in sections 4 and 5 above, **exclusively by means of payment to the Ca' Foscari Multiservice Card**, as described in art. 3 section 6.

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., as described in Legislative Decree No. 109 of 31 March 1998, and subsequent amendments. Under Art. 3, section 1 of Legislative Decree No.109/1998, I.S.E.E. and I.S.P.E. (described in sections 7 and 8 below respectively) may be used as additional eligibility criteria.
2. For the purposes of granting scholarships (see Art. 2), the student's household is defined according to the parameters laid down by the Decree of the President of the Council of Ministers of 7 May 1999, No. 221, Art. 1-ii, and subsequent amendments. Generally, the student's household comprises the requesting student, members of their registered family and dependents subject to IRPEF.
3. Under Legislative Decree No. 109/1998, Art. 3, section 2-ii, and subsequent amendments, to ensure that all those effectively responsible for the maintenance of the student are taken into consideration, the household of the student requesting a scholarship will be assessed in combination with that of the student's parents unless both of the following requirements are met:
 - a) the student has lived apart from their family of origin in accommodation not owned by a family member since 1 August 2013 or before;
 - b) The student has earned at least EUR 6,500.00 as income from employment or declarable taxable income, with reference to a single-person household, for the tax years 2012 and 2013.
4. Under Legislative Decree No.109/1998, Art. 3, section 2-ii and subsequent amendments, the household of the student requesting a PhD scholarship comprises the student, and their eventual partner, and children, and dependents (for the purposes of IRPEF – personal income tax) This clause will be applied in the event that neither of the conditions in the section above are met.
5. In the case of students with separated or divorced parents, the household of the student requesting the scholarship will be combined with that of the parent receiving child maintenance. In the event that the student's parents belong to two separate households, but are not separated or divorced, the household

of the student requesting the scholarship will be assessed together with the combined households of both parents.

6. Under Legislative Decree No.109/1998, Art. 3, section 2-ii and subsequent amendments, to ensure that all those effectively responsible for the maintenance of the student are taken into consideration, the economic status indicator calculation shall take into account the income and assets of the student's siblings belonging to the household valued at 50 per cent.
7. I.S.E.E. is calculated as the sum of incomes received abroad and as 20 per cent of assets owned abroad, provided they have not already been included in the I.S.E.E. calculation, and assessed using the same procedures and the average Euro exchange rate of the course of the year concerned, established by means of a Decree of the Ministry of Finance under Decree Law of 28 June 1990, No.167, Art. 4, Section 6, converted, with amendments from Law No. 227 of 4 August 1990 and subsequent amendments.
8. I.S.P.E. is calculated according to the procedures established by Legislative Decree No.109/1998, and subsequent amendments, also taking into account any assets owned abroad. Such assets are assessed by means of the same procedures established by the aforementioned Legislative Decree with the following integrations:
 - a) real estate situated abroad, owned at 31 December 2013 is only assessed when taking the form of buildings, valued on the basis of the conventional value of EUR 500.00 per square metre;
 - b) personal property is valued on the basis of the average Euro exchange rate for the year concerned, established by means of a Decree of the Ministry of Finance under Decree Law of 28 June 1990, No.167, Art. 4, Section 6, converted, with amendments from Law No. 227 of 4 August 1990 and subsequent amendments.
9. To be eligible for the scholarship described in Art. 2, the I.S.E.E.U. of the student's household added to the I.S.E.E. may not exceed EUR 20,956.46.
10. Under Legislative Decree 109/1998, Art. 3, Section 1 and subsequent amendments students with a household that has an I.S.P.E.U., described in the section above, exceeding EUR 27,505.37 are not eligible for a scholarship.

Art. 8 – Attestation of economic conditions

1. To certify their I.S.E.E., students must contact a CAF office approved by the university and listed under the heading listed under the menu Approved tax assistance centres AY 2014/2015 in the www.unive.it/dirittoallostudio page; after calculating the student's I.S.E.E.U. the CAF office will communicate the result to the University along with the scholarship request as described in Art. 3 section 2.
2. In the event of changes to the composition or economic condition of their household, students must request new I.S.E.E. certification, regardless of whether such changes would exclude them from receiving a scholarship or would lead to them obtaining a reduced scholarship.
3. Students enrolled in subsequent years who were eligible for scholarship in the academic year 2013/2014 or who did not re-submit their I.S.E.E. self-certification in the academic year 2013/2014 because they were eligible in the academic year 2012/2013 and who do not belong to the category described in the section above are entitled to receive their scholarship provided they meet the merit requirements and without further resubmission of self-certification as provided under Art. 4 of the Decree of the President of the Council of Ministers 9 April 2001. Students wishing to benefit from this possibility must make an online appointment (www.unive.it/prenotazione-servizi-studenti) during public opening times then go in person to the Educational Programmes and Student Services Area (AdiSS), Student Services and Financial Aid Office (Ca' Foscari, Dorsoduro 3246, Venice), where they can fill in and submit their declaration within the deadlines laid down in Art. 3 of the present text.
4. For household situation and composition, and income and asset situation, please refer to the conditions laid down by the legislation described in Art. 7 sections 1 and 2 above.

Art. 9 - 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 per cent of students eligible to benefit from services and measures not addressed to all students.
3. These checks are carried out both on students submitting a single I.S.E.E. declaration for the current academic year as well as on students not submitting this declaration, as provided under Art. 8 section 3 above.
4. 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.
5. Self-certification submitted by students may undergo checks and verifications even after the disbursement of scholarships.
6. Under Legislative Decree No. 109/1998 Art. 4, section 6, and subsequent amendments, the University may take steps to check the truthfulness of the family situation described by comparing income and asset declarations made by the beneficiary with information contained in the Ministry of Finance and INPS data banks.
7. Once the administration 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 cancelled. This does not affect the conditions laid down 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, Art. 23 of Law No. 390/1991, Art. 316-iii of the Criminal Code and the regional circular «Personal sworn declarations. False declarations. Sanctions» in Circ. No. 592867/59.11 of 27 October of the Regional Education Department.
8. Students assigned a reduced scholarship under Art. 4 section 16 may make changes to declared information by 31 March 2015 in the event that their economic situation certified for 2014 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.
9. Students must give the Educational Programmes and Student Services Area (AdiSS), Student Services and Financial Aid Office 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. 10 – Ranking of candidates

1. Under Art. 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 academic year 2014/2015 will take place as follows:
 - a) all eligible students enrolled in first-cycle degree programmes for the first time will be included in a single list published by 31 October 2014, with no distinction between programmes, in ascending order of I.S.E.E.U. Non-EU students in the shortlist will be allocated a maximum of 3 per cent of the total resources earmarked for this list;
 - b) all eligible students enrolled in second-cycle degree programmes for the first time will be included in a single list published by 31 October 2014, with no distinction between programmes, in ascending order of I.S.E.E.U.
 - c) Students enrolled in subsequent years of first- or second-cycle degree programmes will be included in merit shortlists, drawn up in accordance with the criteria laid down in Art. 11 of the present Call, to be published by 31 October 2014, according to methods taking into account the number of university credits and grades obtained to compare the individual merit parameters of each student;
 - d) Students enrolled in PhD programmes (not receiving the scholarship described in the Ministerial Decree No. 224/1999) will be included in a shortlist, published by 31 October 2014, in ascending order of I.S.E.E.U.
2. Errors in the shortlists published by 31 October 2014, described in Section 1 above, can be reported using an "error report form" that can be downloaded from the university website. Report forms must be submitted within and not after 20 November 2014 and will not be accepted after this deadline.

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

- a) in person or delegating someone to do so after making an appointment online (www.unive.it/prenotazione-servizi-studenti) during public opening hours at the Financial Aid Office;
- b) faxing a copy of the contract to the Financial Aid Office at Fax: 041/2347579 together with a copy of valid ID; in this case students are advised to keep a copy of the fax transmission receipt.

Art. 11 – Criteria used to establish merit

1. Students enrolled in first- and second-cycle degree programmes for the first time will be assigned a scholarship on the sole basis of I.S.E.E.U. requirements as described in Art. 7 of the present Call. Merit requirements for scholarship eligibility is assessed later on as laid down in Art. 12 section 1 below.
2. Students enrolled in PhD programmes for the first time will be assigned a scholarship on the sole basis of I.S.E.E.U. requirements as described in Art. 7 of the present Call.
3. In order to gain access to scholarships students enrolled in PhD programmes for the first time are merely required to be admitted to their programmes in accordance with the procedures laid down by their respective academic regulations.
4. The second instalment will be disbursed to students enrolled in first- and second-cycle degree programmes for the first time provided they have obtained 20 ECTS by 10 August 2015.
5. To be eligible for a scholarship students enrolled in subsequent years of degree programmes must meet the following merit requirements:
 - a) any Learning Requirements established for admission to programmes;
 - b) in their second year, 25 ECTS by 10 August 2014;
 - c) in their third year, 80 ECTS by 10 August 2014;
 - d) in their final semester, 135 ECTS by 10 August 2014.
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 laid down 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 ECTS, if used to obtain a scholarship for the second academic year;
 - b) 12 ECTS, if used to obtain a scholarship for the third academic year;
 - c) 15 ECTS, if used to obtain a scholarship for subsequent academic years;
7. The bonus will only be considered used if it effectively allows students meet requirements. A bonus that is not used in a given academic year may be used in subsequent years.
8. To be eligible for a scholarship students enrolled in subsequent years of second-cycle degree programmes must meet the following merit requirements:
 - a) in their second year, 30 ECTS by 10 August 2014;
 - b) in their final semester, 80 ECTS by 10 August 2014.
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.

10. In the case of inter-university transfers, inter- or intra-faculty transfers or transfers to the new Italian university system only ECTS recognised for the study programme in question will be taken into consideration for students requesting a scholarship.
11. Without prejudice to the above paragraph, ECTS obtained during previous studies and eventually recognised and/or credited at the time of enrolment will not be considered valid for the purpose of requesting a scholarship.
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 first- and second-cycle degree programmes are ranked according to merit established by the number of ECTS and student's mean grade in proportion to the number of ECTS laid down by sections 5 and 8 above and to the mean benchmark grade. The mean 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 produced by the difference between the number of ECTS obtained by the student (CS) and the minimum number of ECTS requested for eligibility (CR) plus the difference between the student's mean grades (MS) and the mean benchmark grade (MR) multiplied by a different weighting coefficient (P) for each degree programme, inversely proportional to the difference between 30 and the mean grade for this degree programme. The merit index is therefore calculated using the following formula: $I = (CS - CR) + P * (MS - MR)$.
14. To obtain a scholarship students must not only meet the merit requirements laid down in this article, but must also be admitted to the year for which the scholarship is requested, in accordance with the specific academic regulations concerned.
15. The calculation of merit requirements does not take into account the number of years, the number of university credits or the number of years of enrolment at non-Italian universities prior to the first enrolment at an Italian university authorised to issue legally recognised qualifications.
16. For the purpose of merit calculation the years of attendance of students matriculating 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 be considered as equivalent to one full-time year.

Art. 12 - Cancellation/forfeiture of scholarship

1. The scholarship will be cancelled if students enrolled in first- and second-cycle degree programmes for the first time fail to obtain at least 20 ECTS by 30 November 2015 that are valid for the study programme in which the student is currently enrolled or for the study programme that they will enrol in in the academic year 2014/2015, if different from the previous programme attended.
2. In the event of temporary disability (prolonged serious injury/illness), to be officially documented upon request, the deadline for meeting minimum merit requirements necessary to avoid cancellation may be deferred to 29 February 2016.
3. Students failing to obtain the university credits required in section 1 above by 30 November 2015 are required to pay the university tuition fees established by the University's administrative regulations.
4. Students previously receiving scholarships who are not considered eligible, by 10 August 2015, to receive the second instalment of their scholarship and who have not had their scholarship cancelled are required to pay the 50 per cent of the tuition fees owed for the academic year 2014/2015 as established by the University's administrative regulations.
5. Students enrolled in first- and second-cycle degree programmes will have their scholarship cancelled if they:
 - a) transfer to another university in the course of the academic year 2014/2015;
 - b) withdraw from their studies or do not enrol in the academic year 2015/2016.
6. Students enrolled in PhD programmes will have their scholarship cancelled if they:
 - a) withdraw during the course of their studies in the academic year 2014/2015;
 - b) do not enrol in the academic year 2015/2016.
 - c) are not admitted to the following year.

7. Students graduating in the special session of the academic year 2013/2014 (February 2015) will forfeit their scholarship for the academic year 2014/2015, and will have to repay previously obtained scholarship amounts prior to obtaining their qualification.
8. In case of cancellation or forfeiture, students must repay the monetary amount of their scholarship as well as the amount corresponding to the value of refectory and/or accommodation services provided by the Venice ESU and used during the course of the year, according to the procedures and deadlines established by the University.

The aforementioned amounts must be repaid in a single payment. Upon request, and at the discretion of the University, the amount owed may be repaid in the following installments:

- for amounts not exceeding EUR 2,000.00, 6 monthly instalments;
- for amounts exceeding EUR 2,000.00, 12 monthly instalments;

Students whose scholarship has been cancelled or forfeited must pay their tuition fees in a single payment as established by the University's administrative regulations.

Art. 13 – Supplements and scholarships for international mobility

1. Eligible students not assigned a scholarship and scholarship holders in the academic year 2013/2014 participating in international mobility programmes during that same academic year and enrolled in first-cycle or second-cycle degree programmes, or PhD programmes not eligible for scholarships under the Ministerial Decree No. 224/1999, may obtain international mobility funds from the Region and from the University, **subject to the availability of resources**, on a single occasion for each study programme attended.
2. International mobility refers to the Erasmus+ study programme and the non-EU Exchange Programme.
3. Subject to availability of resources and depending on the priority criteria listed in the section above, funding may also be granted to students meeting the merit requirements for eligibility but who have not requested a scholarship because the economic conditions of their household exceed the limits established for scholarship disbursement; these students may submit a scholarship request form to their local CAF centre requesting the reduction of their university tuition fees provided their economic and assets indicators do not exceed the following values (calculated according to the rules laid down by Art. 7 in the present Call): EUR 29,339.04 for I.S.E.E.U. and EUR 38,507.52 for I.S.P.E.U.
4. The regional supplement will be paid out, until regional resources are used up, to students in sections 2 and 3, in the following order of priority:
 - a) students winning a scholarship in academic year 2014/2015, according to their position in the shortlist;
 - b) eligible students who have not received a scholarship in the academic year 2014/2015, according to their position in the shortlist;
 - c) students who have not submitted a scholarship application and who meet the merit requirements laid down in Art. 11 of the present Call as well as the requirements relative to their economic condition not exceeding the values laid down in section 3 of this article, according to their merit coefficient.
5. The funding described in the sections above will be disbursed on condition that the study period abroad has academic recognition. Recognition must be verified by validating the university credits in the study programme in which the student is enrolled at Ca' Foscari. Alternatively, after completing a period of study abroad, students may request a declaration from their lecturer or thesis tutor confirming that students have attained the goals established as part of their final exam preparation. Failure to do so will lead to funding being withdrawn and any amounts disbursed will have to be repaid.
6. The regional supplement for students described in section 2 is EUR 500.00 monthly, and will be paid for the duration of the student's stay abroad for a maximum of 10 months. Any scholarships funded by European Union funds or other bilateral agreement, including non-EU agreements, will be deducted from the regional supplement.
7. In addition to the supplement in the previous section, students are also entitled to a regional reimbursement for travel expenses (return fare) of up to EUR 100.00 to European countries, and up to EUR 500.00 to non-EU countries. "European countries" means countries situated in the European geographic area, excluding Turkey and Russia.

8. The regional supplement for students described in section 3 is EUR 125.00 monthly, and will be paid for the duration of the student's stay abroad for a maximum of 10 months.
9. Payment will be made in two instalments. The first instalment (70 per cent of the total amount) will be disbursed by 30 June 2015; the final instalment comprising the eventual residual amount and travel expenses as described in section 7 of this article will be disbursed within 50 days of the completion of the mobility period, following verification of attainment of results established in the programme and submission of copies of payments at the Educational Programmes and Student Services Area (AdiSS), Student Services and Financial Aid Office .
10. In the event that students fail to attain the results established by the programme (for example, by not taking exams or attending training activities agreed upon with the local supervisor), they will be required to repay the University the initial instalment disbursed under the previous section within 30 days of receiving notification from the Educational Programmes and Student Services Area (AdiSS), Student Services and Financial Aid Office.

Art. 14 – Non-EU students

1. Non-EU students are entitled to the same financial aid services and measures, with the same treatment as Italian students, established under Art. 46, section 5 of the Decree of the President of the Republic no. 394 of 31 August 1999.
2. I.S.E.E.U. and I.S.P.E.U. are calculated using the same procedures and methods laid down in this same article and in art. 7 of the present Call.
3. Under the aforementioned Art. 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 Italian embassy, 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 of 28 December 2000, No. 445.

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 Art. 4 ("Regulations on entry and stay") of Legislative Decree of 25 July 1998, No. 286.

4. For the purposes of scholarship assignment, non-EU students are considered as 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 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 with reference to the academic year 2014/2015; students moving to local accommodation but not paying rent are considered commuting students.
5. The economic condition of non-EU students from particularly poor countries with a low human development indicator (see list drawn up in Ministerial Decree dated 19 February 2013) shall be assessed on the basis of certification issued by the Italian diplomatic mission in their country of origin certifying that the students do not belong to a family known to have a high income and with a high social standing. Alternatively, in the case of students enrolled in a university in their country of origin that has agreements or conventions with the university in which they are enrolling 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 student in the event of cancellation as described in Art. 12 of the present text. The student in question is nevertheless obliged to declare eventual income and assets owned by their household in Italy according to the procedures laid down in Art. 7 above.
6. The 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 laid down in Art. 7 above.

Art. 15 – Students with disabilities

1. The University's Guidance and Counselling Service provides disabled students with access to a wide range of information to guide them in their study paths and in the related 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 from other persons.
2. Disabled students with a disability rated as 66 per cent or more (recognised by the National Health Service Boards) and enrolled in degree programmes are entitled to the scholarships described in Art. 2 for a period of.
 - a) 9 semesters for first-cycle degree programmes;
 - b) 7 semesters for second-cycle degree programmes;
3. Students with disabilities are not subject to the regulations in Art. 6 section 5 of this Call requiring students to obtain a certain number of university credits by 10 August 2015 or to the regulations on the cancellation of the scholarship described in Art. 12 of the present Call.
4. Students with a disability enrolled in subsequent years of their first-cycle degree programmes must meet the following merit requirements to be eligible for a scholarship:
 - a) second year: students with a disability rated from 66 to 79 per cent must obtain 20 ECTS by 10 August in the year in which they submit their application;
 - b) second year: students with a disability rated from 80 to 100 per cent must obtain 15 ECTS by 10 August in the year in which they submit their application;
 - c) third year: students with a disability rated from 66 to 79 per cent must obtain 64 ECTS by 10 August in the year in which they submit their application;
 - d) third year: students with a disability rated from 80 to 100 per cent must obtain 48 ECTS by 10 August in the year in which they submit their application;
 - e) first year beyond the prescribed time: students with a disability rated from 66 to 79 per cent must obtain 108 ECTS by 10 August in the year in which they submit their application;
 - f) first year beyond the prescribed time: students with a disability rated from 80 to 100 per cent must obtain 81 ECTS by 10 August in the year in which they submit their application;
 - g) final semester: students with a disability rated from 66 to 79 per cent must obtain 144 ECTS by 10 August in the year in which they submit their application;
 - h) final semester: students with a disability rated from 80 to 100 per cent must obtain 108 ECTS by 10 August in the year in which they submit their application;
5. In order to meet the merit requirements described in section 4 above, students with a disability rated as 66 per cent or over may add a bonus to the university credits actually obtained according to the procedures described in Art. 11 section 6:
 - a) 4 ECTS in order to obtain a scholarship in their second academic year (disability rated from 66 to 79 per cent);
 - b) 3 ECTS in order to obtain a scholarship in their second academic year (disability rated from 80 to 100 per cent);
 - c) 9 ECTS in order to obtain a scholarship in their third academic year (disability rated from 66 to 79 per cent);

- d) 7 ECTS in order to obtain a scholarship in their third academic year (disability rated from 80 to 100 per cent);
 - e) 12 ECTS in order to obtain a scholarship in subsequent academic years (disability rated from 66 to 79 per cent);
 - f) 9 ECTS in order to obtain a scholarship in subsequent academic years (disability rated from 80 to 100 per cent);
6. A bonus that is not used in a given academic year may be used in subsequent years.
 7. Students with a disability enrolled in subsequent years of their second-cycle degree programmes must meet the following merit requirements to be eligible for a scholarship:
 - a) second year: students with a disability rated from 66 to 79 per cent must obtain 24 ECTS by 10 August in the year in which they submit their application;
 - b) second year: students with a disability rated from 80 to 100 per cent must obtain 18 ECTS by 10 August in the year in which they submit their application;
 - c) first year beyond the prescribed time: students with a disability rated from 66 to 79 per cent must obtain 64 ECTS by 10 August in the year in which they submit their application;
 - d) first year beyond the prescribed time: students with a disability rated from 80 to 100 per cent must obtain 48 ECTS by 10 August in the year in which they submit their application;
 - e) final semester: students with a disability rated from 66 to 79 per cent must obtain 96 ECTS by 10 August in the year in which they submit their application;
 - f) final semester: students with a disability rated from 80 to 100 per cent must obtain 72 ECTS by 10 August in the year in which they submit their application;
 8. These limits may be increased by a number of university credits equal to those exceeding 180 that may be recognised to the student at the time of 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. This regulation does not apply to students enrolled in second-cycle degree programmes who graduated in the old Italian university system.
 10. For the purpose of I.S.E.E.U. and I.S.P.E.U. assessment, the household is increased by two units in the case of students with a disability rated from 66 to 80 per cent and by three units in the case of students with a disability rated as over 80 per cent.

Art. 16 – Part-time students

1. The University recognises the part-time status of students enrolled in first- and second-cycle degree programmes who work on a non-casual basis, are responsible for the care of non-self-sufficient relatives or suffering from illnesses preventing them from attending courses and lectures on a regular basis.
2. Part-time students will be granted a scholarship under Art. 2 for the following periods of time:
 - a) Students enrolled in first-cycle degree programmes, for a period of 7 years (fourteen semesters, starting from their first enrolment year);
 - b) Students enrolled in second-cycle degree programmes, for a period of 5 years (ten semesters), starting from their first enrolment year;

For the purpose of merit calculation described in sections 8 and 9 below, the years of attendance of students matriculating with a full-time status and later opting for a part-time status will be calculated as follows: each academic year attended with a full-time status will be considered as equivalent to two part-time years.

3. The scholarship is granted according to the conditions laid down in Art. 2 of the present Call.

4. The deadlines established for application are laid down in Art. 3 section 1 of the present Call.
5. In order to apply for the scholarship, part-time students must submit an application and be enrolled in the university in the academic year 2014/2015, according to the procedures laid down in Art. 3 sections 2, 3 and 4 of the present Call.
6. The maximum scholarship amounts for part-time students are as follows:
 - a) non-resident students: EUR 2,556.75;
 - b) commuting students: EUR 1,410.75;
 - c) resident students: EUR 965.50;

Part-time students receive a monetary scholarship, and pay EUR 5.60 per meal at the Venice ESU refectory.

The amounts given in subsections a), b) and c) are reduced in relation to the student's economic condition, as established in Art. 4 section 16, ensuring that non-resident and commuting students receive a monetary scholarship of no less than EUR 550.00. The amounts of scholarships 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.
7. Part-time students eligible for and/or receiving a scholarship are exempted from payment of the tuition fees due for the academic year 2014/2015.
8. 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 ECTS by 10 August in the year in which they submit their application;
 - b) third year: 25 ECTS by 10 August in the year in which they submit their application;
 - c) fourth year: 60 ECTS by 10 August in the year in which they submit their application;
 - d) fifth year: 80 ECTS by 10 August in the year in which they submit their application;
 - e) sixth year: 110 ECTS by 10 August in the year in which they submit their application;
 - f) seventh year: 135 ECTS by 10 August in the year in which they submit their application;
9. 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 ECTS by 10 August in the year in which they submit their application;
 - b) third year: 30 ECTS by 10 August in the year in which they submit their application;
 - c) fourth year: 60 ECTS by 10 August in the year in which they submit their application;
 - d) fifth year: 80 ECTS by 10 August in the year in which they submit their application;
10. Part-time students may not use the bonus described in Art. 11 above in order to meet their merit requirements.
11. The economic conditions and assets of part-time students are assessed using the criteria laid down in Art. 7 of the present Call.
12. The second instalment of scholarships will be disbursed within and no later than 30 June 2015 to part-time students enrolled in subsequent years of their degree programmes.
The second instalment will be disbursed within 30 September 2015 to students enrolled for the first time in a degree programme, provided they have obtained at least 10 ECTS by 10 August 2015.
13. The scholarship will be cancelled if students enrolled in degree programmes for the first time fail to obtain at least 10 ECTS by 30 November 2015 that are valid for the study programme in which the student is currently enrolled or for the study programme that they will enrol in in the academic year 2014/2015, if different to the previous programme attended.
The other motives for cancellation mentioned in Art. 12 of the present Call remain unchanged.

Art. 17 – Procedure Supervisor

1. Under Italian Law no. n.241/1990 Andrea Grappeggia is the Procedure Supervisor.

Art. 18 – Data processing and transfer

1. Under Art.13 of the Legislative Decree No. 196 dated 30 June 2003 ("Personal Information Protection Code"), applicants are informed that:
 - a) Personal data requested or acquired, data relative to students' university career or otherwise produced by the Ca' Foscari University of Venice in performing its institutional functions, as well as data resulting from automatic processing may be collected, processed, communicated and transferred — both during the student's undergraduate and post-graduate career — to third parties for purposes connected to the performance of the University's institutional activities;
 - b) Furnishing the personal information described in a) is mandatory;

- c) Personal data may be communicated to other public bodies, authorities or associations — including subjects abroad — for the purposes described in a) in order to permit communication and transfer relative to job allocation or training activities such as internships or placements and for post-graduate training activities;
- d) Information is processed using manual, electronic or remote data processing tools and procedures guaranteeing security and confidentiality;
- e) Under Art. 7 of the above law data subjects have the right to access any information held about them as well as to correct, update, complete or cancel erroneous or incomplete data or collected in an unlawful manner, as well as the right to contest processing of said data for legitimate reasons;
- f) The data controller is the Ca' Foscari University of Venice, which has its headquarters in Dorsoduro, 3246 – 30123 – Venice.

Venice, 04/07/2014

Head of Department
Mario Magliari

Head of Administrative Procedure: Andrea Grappeggia