



Università  
Ca' Foscari  
Venezia

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## CALL FOR APPLICATIONS FOR SCHOLARSHIPS ACADEMIC YEAR 2015/2016

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## Art. 1 - Definitions

1. 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** means first-cycle degree, second-cycle degree or 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 nos. 509/1999 and 270/2004;
  - f) **Second-cycle degree programmes** means the degree programmes set up under Ministerial Decree no. 270/2004;
  - g) **PhD programmes** means the degree programmes set up under Ministerial Decree no. 224/1999 and Ministerial Decree no. 45/2013
  - h) **Student** means anyone enrolled in one of the University's study programmes;
  - i) **ECTS** means the university credits provided under Ministerial Decree no. 509/1999 and no. 270/2004;
  - j) **Part-time student** means anyone enrolled in one of the University's study programmes on a part-time basis, as described in article 25 section 3 of the University Teaching Regulations issued on 4 December 2012 and subsequent amendments;
  - k) **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;
  - l) **Eligible** means students meeting the income and merit requirements for access to the scholarship;
  - m) **Beneficiary** means the student to whom a scholarship is awarded;
  - n) **ESU** means Esu-Ardsu – the regional agency for financial aid;
  - o) **DSU** means the Personal Declaration of Certification described in the Decree of the President of the Council of Ministers of 5 December 2013, no.159 and subsequent amendments;
  - p) **I.S.E.E.** means the Equivalent Economic Status Indicator for households described in described in the Decree of the President of the Council of Ministers of 5 December 2013, no. 159 and subsequent amendments;
  - q) **I.S.E.E.E.** means the Equivalent Economic Status Indicator for households abroad described in Legislative Decree 29 March 2012 no. 68;
  - r) **I.S.E.E.** for financial aid means the Equivalent Economic Status Indicator for the students eligible for financial aid described in in Legislative Decree 29 March 2012 no. 68 and in the Decree of the President of the Council of Ministers of 5 December 2013 no. 159 and subsequent amendments;
  - s) **I.S.P.E.** means the Equivalent Assets Status Indicator for households described in Legislative Decree 31 March 1998 no. 109 and subsequent amendments, and in the Decree no. 486 of 14 July 2015 of the Italian Ministry of Education, University and Research.

## Art. 2 – Purpose of the call

1. Under the Veneto's Annual Programme of financial aid measures for the academic year 2015/2016, the Ca' Foscari University of Venice has issued a call for applications for scholarships to be awarded to capable and worthy students lacking financial means. The award of a scholarship is intended to contribute to students' living expenses over a period of at least ten months in every year of their study programme.

## Art. 3 – Who can apply for a scholarship

1. Scholarships established under articles 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 article 14 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 article 13 of the present Call.

First enrolment year means the first year in which a student enrolls for the first time in any university whatsoever. Every year in which students are enrolled in study programmes other than the present one – either at this or at other universities – counts as a “career year” meaning that the number of career years may not necessarily coincide with the year of the course.

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

For the purposes of scholarship award as described in the Decree of the President of the Council of Ministers of 9 April 2001, 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 following 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 Italian Law 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 Italian Law 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 2015/2016 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 article 6 section 2 subsection a), section 4, 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. for financial aid.

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. 4 – Deadlines and application procedures**

1. In order to apply for a scholarship for the academic year 2015/2016 students must be:

- Enrolled in first-cycle degree programmes for the first time;
- Enrolled in subsequent years of first-cycle degree programmes;  
enrolled in second-cycle degree programmes for the first time or a student graduating in the autumn session in the academic year 2014/2015 and pre-enrolling in a second-cycle degree between 20 and 30 September 2015 by paying a pre-enrolment fee of EUR 201.00 and using the enrolment period between 9 November 2015 and 11 December 2015;
- Enrolled in subsequent years of second-cycle degree programmes;
- Enrolled for the first time in PhD programmes;
- Enrolled in subsequent years of PhD programmes.

2. In order to apply for a scholarship students must complete all of the following steps by the non-deferable **deadline of 12 midnight on 30 September 2015**:

- a) request 2015 I.S.E.E. certification valid for “**prestazioni agevolate per il diritto allo studio universitario**” (financial aid). Students will have to compile the DSU form containing information about their household and the income and assets of every member belonging to their household. They can do this by going to the “online services” page of the INPS website (www.inps.it), or with the help of a tax assistance centre (CAF) or a qualified consultant. In the case of two (or more students) belonging to the same household, each student will have to calculate, certify and provide I.S.E.E. certification. Foreign students or Italian students resident abroad should follow the guidelines laid down in article 12, section 1.

2015 I.S.E.E. certification on paper must not be submitted to the university. ISEE certification submitted after the above deadline will not be taken into consideration (for this purpose the date of the receipt issued when submitting DSU).

- b) submit, from 3 August 2015 onwards, scholarship application by filling in the “**request for scholarship**” online in the Personal Area in the University website, and authorising the university to receive all information contained in the ISEE certification from INPS (Italian Institute of Social Insurance). The completed form must then be confirmed in order to be considered valid, thus completing the electronic submission of the request and eliminating the need to submit it in paper form; the IT system will issue a receipt that will also be sent via email to the student’s address (student’snumber@stud.univ.it) and which must be kept as proof of submission;
- c) enrol in the academic year 2015/2016 by paying the first instalment of university fees from 3 August 2015 onwards (for students graduating in the autumn session of academic year 2014/2015 a pre-enrolment fee of EUR 201.00). The first instalment of university fees is:
- **EUR 1,134.00**, which includes the regional tax and stamp duty, for students enrolling in first- and second-cycle degree programmes;
  - **EUR 616.00**, which includes the regional tax and stamp duty, for students enrolling in PhD programmes.

The failure to carry out a single one of the above steps will lead to exclusion from the call for applications for scholarships.

No additional documents can be submitted or amendments made following closure of the call.

3. Students enrolling in subsequent years of first- and second-cycle degree programmes (with the exclusion of students enrolled in the first year beyond the prescribed time in the academic year 2015/2016) or students enrolling in the second or third year of a PhD programme, eligible in the academic year 2014/2015, may pay only stamp duty (EUR.16.00) and the regional tax for financial aid (EUR 163.00) by 12 midnight of 30 September 2014.
4. Students transferring from another university may request a scholarship by submitting their application by 12 midnight of 18 December 2015, 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 2015 and that they meet the requirements laid down in articles 7 and 8 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 2015, and will be included in the rankings drawn up after the eventual earmarking of the supplementary state funding for the academic year 2015/2016.

#### **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 of the campus where they are attending their study programme;
- b) **Commuting** means students residing in a place that requires them to travel 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 are therefore obliged to 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 2015/2016; students moving to local accommodation but not paying rent are considered commuting students.
- d) 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 2015/2016.

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 that can be consulted at [www.unive.it/dirittoallostudio](http://www.unive.it/dirittoallostudio)>Borse per il diritto allo studio; students who wish to be classified according to a different status must provide official documents issued by the transport company in support of their claim.

If your place of residence is listed among the municipalities considered as “commuting” or “resident” municipalities, you will not be able to obtain non-resident status even if you submit a rental contract.

2. 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, 30123 Venice), within and no later than **20 November 2015**.

Students must submit a copy of their rental contract along with the receipt for its registration at the Agenzia delle Entrate (Revenue Office) and a copy of form F23 for the annual payment of the registration tax using 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](http://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;
- 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;
- c) sending a copy of the contract (pdf format only) to [dirittoallostudio@unive.it](mailto:dirittoallostudio@unive.it) and attaching a copy of a valid ID.

The students requesting a scholarship must be the signer or co-signer of the rental contract.

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

3. 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 – Funding and scholarship amounts

1. The disbursement of scholarships for the academic year 2015/2016 relies on funding from:

- a) revenue from the regional tax for financial aid;
- b) the supplementary government fund established under Legislative Decree no. 68/2012;
- c) eventual resources made available by the Veneto Region under Legislative Decree no. 68/2012.

Once quantified, the resources in subsection a) are used to fund the first shortlist of eligible candidates, which will be drawn up in accordance with article 9 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 are divided among the various rankings, described in article 9 below, using the following criteria:

- 20 per cent to students enrolled for the first time in first- and second-cycle degree courses, of which:
  - 97 per cent goes to enrolled students from EU countries;
  - 3 per cent goes to enrolled students from non-EU countries.
- 80 per cent to students enrolled in subsequent years of all courses.

A number of scholarships are earmarked for students enrolled in PhD programmes not receiving scholarships described in Ministerial Decree No. 224/1999 and Ministerial Decree no. 45/2013 (the total amount of scholarships earmarked may not exceed the percentage ratio between students eligible to receive a scholarship in AY 2014/2015 and the total number of students enrolled).

2. The scholarship amount awarded to **non-resident** students is:

- a) EUR 4,524.00 plus one meal per day to be used during the solar year 2016 in accordance with the conditions laid down by the Venice ESU;
  - b) EUR 5,124.00 if no refectory service is provided by the Venice ESU.
3. The scholarship amount awarded to **commuting** students is:
    - a) EUR 2,427.50 plus one meal per day to be used during the solar year 2016 in accordance with the conditions laid down by the Venice ESU;
    - b) EUR 2,827.50 if no refectory service is provided by the Venice ESU.
  4. The scholarship amount for **resident** students is EUR 1,934.00 Euro plus a daily meal to be used during the solar year 2016 in accordance with the conditions laid down by the Venice ESU.
  5. 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 ).
  6. 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.
  7. 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 2.70.
  8. 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.
  9. 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.
  10. The fee applied by the Venice ESU must guarantee that the actual scholarship disbursed to students is not less than EUR 1,100.00.
  11. 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.
  12. Students who are eligible for and/or beneficiaries of a scholarship are exempted from paying tuition fees due for the academic year 2015/2016. 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 Ministerial Decree no. 270/2004 will be entitled to full exemption from payment of the minimum tuition fees and fifty per cent reduction in enrolment fees. Fees paid as part of the first instalment (excluding stamp duty) will be automatically reimbursed by 30 June 2016.
  13. The scholarship, awarded according to the rankings described in article 9 below, will be fully paid out to successful students whose I.S.E.E. for financial aid is less or equal to EUR 13,998.91 (two-thirds of the maximum amount established by article 7, section 9).
  14. The scholarship, awarded according to the rankings described in article 9 below, will be gradually reduced (up to a maximum of fifty per cent) in accordance with the following table in the case of students with higher I.S.E.E. values (up to the maximum amount), ensuring that the monetary scholarship paid out to non-resident and commuting students is at least EUR 1,100.00:

| <b>from EUR 20,998.37 to EUR 13,998.91</b> |  |
|--|--|
| Non resident                               | $€ 5,124.00 - [(I.S.E.E. \text{ for financial aid} - € 13,998.91) * \textit{reduction coefficient} 0.366028236]$ |
| Commuting                                  | $€ 2,827.50 - [(I.S.E.E. \text{ for financial aid} - € 13,998.91) * \textit{reduction coefficient} 0.201979867]$ |
| Resident                                   | $€ 1,934.00 - [(I.S.E.E. \text{ for financial aid} - € 13,998.91) * \textit{reduction coefficient} 0.138153515]$ |

The reduction coefficient is calculated as follows:

| <b>Reduction coefficient</b> |  |
|------------------------------|--|
| Non resident                 | $(5,124.00 / 2) / (20,998.37 - 13,998.91) = 0.366028236$ |

|           |  |
|-----------|--|
| Commuting | $(2,827.50 / 2) / (20,998.37 - 13,998.91) = 0.201979867$ |
| Resident  | $(1,934.00 / 2) / (20,998.37 - 13,998.91) = 0.138153515$ |

15. Under 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. 7 – Criteria for the assessment of students’ economic conditions**

1. Students’ economic conditions are assessed on the basis of their I.S.E.E., described in the Decree of the President of the Council of Ministers of 5 December 2013, no. 159, and subsequent amendments.
2. Under article 8, section 3 of the Legislative Decree no. 68/2012 and article 2, section 1 the Decree of the President of the Council of Ministers of 5 December 2013, no. 159, I.S.E.E.E., described in section 7 below, and I.S.P.E., described in section 8 below, may be used as additional eligibility criteria.
3. For the purpose of awarding the scholarships described in article 3 above, the student’s household is defined according to the parameters of the Decree of the President of the Council of Ministers of 5 December 2013, no. 159, and according to article 8 of the Decree in particular.
4. Students will be assessed as part of their parents’ household unless both of the following conditions are met:
  - a) The student has lived apart from their family of origin for at least two years prior to the date of submission of their application for enrolment for the first time in each study programme in accommodation not owned by a member of the family;
  - b) The student has earned at least EUR 6,500.00 per year for at least two years as income from employment or declarable taxable income, with reference to a single-person household.
5. In the case of students with parents who do not live together, their parents will be assessed as belonging to the same household, defined according to the conditions laid down in article 3, section 2 of the aforementioned Decree of the President of Council of Ministers, if married, and according to article 7, section 1 of the aforementioned Decree, if not married. Should both cases described in article 7, section 1 of the aforementioned Decree apply, the ISEE will be integrated with an additional component calculated according to the economic status of the parent living elsewhere, according to the procedures laid down in Annex 2, section 2 of the aforementioned Decree.
6. Under Sections 2 to 5 of article 3 of the Decree of the President of the Council of Ministers no. 159/2013, the household of a student requesting a PhD scholarship comprises the student, their eventual partner and children (whether minors or aged over 18), notwithstanding the possibility for the requesting student to define their household according to the ordinary rules in article 3 of the aforementioned Decree.
7. Under article 8, section 3 of the Legislative Decree of 29 March 2012, no. 68, the economic condition of foreign students or Italian students resident abroad is defined by means I.S.E.E.E., calculated as the sum of incomes received abroad and of 20 per cent of assets owned abroad, assessed using the same procedures and on the basis of the average Euro exchange rate during the year concerned, established by means of a decree of the Ministry of Finance under article 4, section 4 of the Legislative Decree of 28 June 1990, no. 167, converted, with amendments, from the Italian Law of 4 August 1990, no. 227. The methods to be used to calculate I.S.E.E.E. will be published from 3 August 2015 onwards on the web pages at [www.unive.it/dirittoallostudio](http://www.unive.it/dirittoallostudio).
8. I.S.P.E. is calculated according to the procedures established by the Decree of the President of the Council of Ministers of 5 December 2013, no.159, and by the Decree no. 486 of 14 July 2015 of the Italian Ministry of Education, University and Research.
9. To be eligible for the scholarship described in article 3, the I.S.E.E. for financial aid added to the I.S.E.E.E. may not exceed EUR 20,998.37.
10. Under article 8, section 3 of Legislative Decree no.68/2012 and article 2, section 1 of the Decree of the President of the Council of Ministers of 5 December 2013, no. 159, students with a household that has an I.S.P.E. (described in section 8 above) exceeding EUR 27,560.39 are not eligible for a scholarship.

#### **Art. 8 - 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. for financial aid requirements as described in article 7 of the present Call. Merit requirements for scholarship eligibility is assessed later on as laid down in article 11 section 1 of the present Call.

2. Students enrolled in PhD programmes for the first time will be assigned a scholarship on the sole basis of I.S.E.E. for financial aid requirements as described article 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 2016.
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 2015;
  - c) in their third year, 80 ECTS by 10 August 2015;
  - d) in their final semester, 135 ECTS by 10 August 2015.
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 be considered to have been used provided it is effectively needed for students to meet requirements. If part of the bonus is used, only the remaining part may be used in subsequent years (*for example, students using 3 ECTS out of their 5 ECTS bonus to meet scholarship requirements in their second year will only be able to use the remaining 2 ECTS in subsequent years*).
8. 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 2015;
  - b) in their final semester, 80 ECTS by 10 August 2015.
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 the only valid ECTS are those recognised for the study programme for which students are requesting the scholarship.
11. Without prejudice to the above section, ECTS recognised for previous university careers ending in graduation or following withdrawal/forfeiture or for other activities carried out prior to enrolment for which an exemption was obtained will not be held to be valid.
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 in 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. 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 year of a student's first enrolment at an Italian university authorised to issue legally recognised qualifications.
15. 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. 9 - Ranking of candidates

1. Under article 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 2015, with no distinction between programmes, in ascending order of I.S.E.E. for financial aid. 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 2015, with no distinction between programmes, in ascending order of I.S.E.E. for financial aid;
  - 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 article 8 of the present Call, to be published by 31 October 2015, according to methods taking into account the number of ECTS 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. 45/2013) will be included in a shortlist, to be published by 31 October 2015, in ascending order of I.S.E.E. for financial aid.
2. Students are required to consult the shortlist on [www.unive.it/dirittoallostudio](http://www.unive.it/dirittoallostudio)>Borse per il diritto allo studio.
3. Students wishing to report errors in the shortlists described in section 1 above and published by 31 October 2015 should use the "error report form", which can be downloaded from the university website and submitted by **20 November 2015**. Report forms submitted after this deadline will not be accepted.

Students must submit this error report form using 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](http://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;
- c) via email (in pdf format only) to [dirittoallostudio@unive.it](mailto:dirittoallostudio@unive.it), and attaching a copy of a valid identification document.

## Art. 10 – 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 2015.
3. Where applicable, the eventual accommodation fee of EUR 1,500.00 (article 6, section 9) will be deducted from this first instalment.
4. The second instalment of the scholarship will be disbursed to students enrolled in subsequent years of first- and second-cycle degree programmes or in PhD programmes within and not after 30 June 2016.
5. The second instalment of the scholarship will be disbursed to students enrolled for the first time in a first- or second-cycle degree programme by 30 September 2016, provided they have obtained at least 20 ECTS by 10 August 2016.
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**.
7. 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 partner banks within 30 days of being assigned a scholarship.

**The 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 receive the amounts due.

## Art. 11 – Cancellation/forfeiture of the scholarship and eligibility

1. The scholarship, and the relative eligibility, 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 2016 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 2015/2016, if different from the previous programme attended.
2. In exceptional circumstances – provided requests are supported by the appropriate documentation and approval given by the Veneto Region – the deadline for meeting minimum merit requirements necessary to avoid cancellation may be deferred to 28 February 2017.

3. Students failing to obtain the ECTS required in section 1 above by 30 November 2016 will be required to pay the university tuition fees established by the University administrative regulations currently in force.
4. Scholarship students and eligible students not granted a scholarship failing to obtain the right to receive the second instalment of their scholarship by 10 August 2016, and who have not had their scholarship cancelled, will be required to pay 50 per cent of the university fees owed for the academic year as established by the university administrative regulations currently in force.
5. Students enrolled in first- and second-cycle degree programmes will have their scholarship and eligibility cancelled if they:
  - a) transfer to another university in the course of the academic year 2015/2016;
  - b) withdraw from their studies or do not enrol in the academic year 2016/2017.
6. Students enrolled in PhD programmes will have their scholarships cancelled if they:
  - a) withdraw during the course of their studies in the academic year 2015/2016;
  - b) fail to enrol in the academic year 2016/2017;
  - c) are not admitted to the following year.
7. Students graduating in the special session of the academic year 2014/2015 (February-April 2016) will forfeit their scholarship for the academic year 2015/2016, 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.  
Students whose scholarship has been cancelled or forfeited must pay their tuition fees in a single payment as established by University administrative regulations currently in force.

#### **Art. 12 – Foreign and Italian students resident abroad**

1. Under article 8, section 3, of the Legislative Decree of 29 March 2012, no. 68, the economic condition of foreign or Italian students living abroad is defined by means of their I.S.E.E., the sum of incomes received abroad and as 20 per cent of assets owned abroad, assessed according to the procedures laid down in article 7, section 7 of the aforementioned Legislative Decree. The methods used to calculate the I.S.E.E. will be published from 3 August 2015 onwards on the web pages at [www.unive.it/dirittoallostudio](http://www.unive.it/dirittoallostudio).
2. Non-EU students are entitled to the same financial aid services and measures, with the same treatment as Italian students, established under the Decree of the President of the Republic of 31 August 1999, no. 394, article 46, section 5.
3. Under the aforementioned article 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 article 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 2015/2016; 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 1 August 2014) 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 article 11 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 article 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 article 7 above.

### **Art. 13 - 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.
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 article 3 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 article 10 section 5 of this Call requiring students to obtain a certain number of ECTS by 10 August 2016 or to the regulations on the cancellation of the scholarship described in article 11 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 ECTS actually obtained according to the procedures described in article 8, 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. If part of the bonus is used for a given academic year, only the remaining part 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 ECTS equal to those exceeding 180 that may be recognised 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.

#### **Art. 14 – Part-time students**

1. Students to whom the University attributes part-time status, under the administrative regulations published on [www.unive.it/part-time](http://www.unive.it/part-time) are entitled to the scholarships described in article 3 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 7 and 8 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.

2. The scholarship is granted according to the conditions laid down in article 3 of the present Call.
3. The deadlines established for application are laid down in article 4 section 2 of the present Call.
4. In order to apply for the scholarship, part-time students must submit an application and be enrolled in the university in the academic year 2015/2016, according to the procedures laid down in article 4 of the present Call.
5. The maximum scholarship amounts for part-time students are as follows:
  - a) non-resident students: EUR 2,562.00;
  - b) commuting students: EUR 1,413.75;
  - c) resident students: EUR 967.00;

Part-time students receive a monetary scholarship, and pay EUR 5.70 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 article 6 section 14, 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.

6. Part-time students eligible for and/or receiving a scholarship are exempted from payment of the tuition fees due for the academic year 2015/2016.
7. 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;
8. 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;
9. Part-time students may not use the bonus described in article 8 above in order to meet their merit requirements.
10. The economic conditions and assets of part-time students are assessed using the criteria laid down in article 7 of the present Call.
11. The second instalment of scholarships will be disbursed within and no later than 30 June 2016 to part-time students enrolled in subsequent years of their degree programmes.
- The second instalment will be disbursed within 30 September 2016 to students enrolled for the first time in a degree programme, provided they have obtained at least 10 ECTS by 10 August 2016.
12. 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 2016 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 2016/2017, if different to the previous programme attended.
- The other motives for cancellation mentioned in article 11 of the present Call remain unchanged.

#### **Art. 15 – 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 intended for specific categories of students.
3. 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.
4. Self-certification submitted by students may undergo checks and verifications even after the disbursement of scholarships.
5. Under the Memorandum of Intent between Ca' Foscari and the Provincial Finance Police, the University transmits self-certification submitted by students for further checks.
6. 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, to article 316-iii of the Criminal Code and to the regional circular «Personal sworn declarations. False declarations. Sanctions» in Circ. No. 592867/59.11 of 27 October of the Regional Education Department and to Legislative Decree no.68/2012 which states: *“Anyone [redacted] submitting false declarations [redacted] shall be subjected to administrative penalties consisting in the payment of an amount three times the sum received, or the value of the benefits unjustly received, and shall lose the right to obtain other scholarships for the entire duration of their studies, without prejudice to the penalties described in article 38, section 3, of the Decree Law of 31 May 2010, no. 78, converted, with amendments, to the Italian Law of 30 July 2010, no. 122, or to the penalties for offences under criminal law.”*
7. Students assigned a reduced scholarship under article 6 section 14 may make changes to declared information by 31 March 2016 in the event that their economic situation certified 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.
8. 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. 16 – Data processing and transfer**

1. Under article 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 article 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.

#### **Art. 17 – Procedure Supervisor**

1. The Procedure Supervisor, in compliance with Italian Law no. 241/1990, is the director of the Student Services Area, Micaela Scarpa.

#### **Art. 18 – Further information**

For information on this call, contact the Financial Aid Office (c/o palazzo Ca' Foscari – Dorsoduro, 3246 - 30123 - Venice):

tel. +39 041 234 7575 (Student Services call centre)

fax +39 041 234 7579

email: [dirittoallostudio@unive.it](mailto:dirittoallostudio@unive.it)

opening hours: Tuesday and Friday: 9.30 - 12.30 ; Wednesday: 9.30 - 12.30 and 14.30 - 16.30

Appointments at the Financial Aid Office can be booked online at [static.unive.it/prenotazioni](http://static.unive.it/prenotazioni) using your tax code or access credentials to your personal area.

#### **Art. 19 – Relevant legislation**

University Statute Rector's Decree no. 750 of 8 September 2011 and subsequent amendments

Decree of the President of the Republic of 31 August 1999, no. 394

Regional Law of 18 June 1996, no.15

Regional Law of 7 April 1998, no. 8

Decree of the President of the Republic of 28 December 2000, no. 445

Decree of the President of the Council of Ministers of 9 April 2001

Decree Law of 29 March 2012, no. 68

Decree of the President of the Council of Ministers of 5 December 2013, no. 159

Ministerial Decree of 1 August 2014, no. 594

Decree of the Minister of Employment and Social Policies of 7 November 2014

Deliberation of the Regional Council of the Veneto no. 783 of 14 May 2015

Agreement in force with the Veneto Region

Venice, 23/07/2015

Director of the  
Educational Programmes and Student Services Area  
Mario Magliari