



Università  
Ca' Foscari  
Venezia

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**CALL FOR APPLICATIONS  
FOR SCHOLARSHIPS  
ACADEMIC YEAR 2017/2018**

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## Art. 1 - Definitions

1. For the purposes of this Call, the following definitions apply:
  - a) **University**, Ca' Foscari University of Venice;
  - b) **Study programmes**, the study programmes set up and activated at the University which lead to one of the qualifications described in the point below
  - c) **Qualifications**, Bachelor's degree, Master's degree or PhD degree;
  - d) **'Vecchio ordinamento' Bachelor's degree**, degree programmes prior to Ministerial Decree no. 509/1999;
  - e) **'Nuovo ordinamento' Bachelor's degree**, degree programmes (first-cycle) set up under Ministerial Decree no. 509/1999 and no. 270/2004;
  - f) **Master's degree programmes**, degree programmes (second-cycle) set up under Ministerial Decree no. 270/2004;
  - g) **PhD degree programmes**, degree programmes set up under Ministerial Decree no. 224/1999 and Ministerial Decree no. 45/2013;
  - h) **Student**, anyone enrolled in one of the University's study programmes;
  - i) **CFU**, University Credits set up under Ministerial decree no.509/1999 and no.270/2004;
  - j) **Part-time student**, anyone enrolled in one of the University's study programmes on a part-time basis, as per article 25 section 3 of the University Teaching Regulations issued on 4 December 2012 and subsequent amendments;
  - k) **Scholarship**, a scholarship for the right to access university studies as per the Decree of the President of the Council of Ministers of 9th April 2001;
  - l) **Eligible**, students meeting the income and merit requirements for scholarship eligibility;
  - m) **Beneficiary**, the student to whom a scholarship is awarded;
  - n) **ESU**, Esu-Ardsu – the regional agency for the right to university education;
  - o) **DSU**, a Personal Declaration of Certification as per the Decree of the President of the Council of Ministers of 5th December 2013, no.159 and subsequent amendments;
  - p) **I.S.E.E.**, the Equivalent Economic Status Index for households as per the Decree of the President of the Council of Ministers of 5th December 2013, no. 159 and subsequent amendments;
  - q) **I.S.E.E.E.**, the Equivalent Economic Status Index for households abroad as per Legislative Decree 29th March 2012, no. 68;
  - r) **I.S.E.E. for financial aid**, the Equivalent Economic Status Index for students eligible for financial aid as per Legislative Decree 29th March 2012 no. 68 and in the Decree of the President of the Council of Ministers of 5th December 2013 no. 159 and subsequent amendments;
  - s) **I.S.P.E.**, the Equivalent Assets Status Index for households as per Legislative Decree 31st March 1998 no. 109 and subsequent amendments;
  - t) **I.S.E.E. recognised as equivalent ('parificato')**, the Equivalent Economic Status Index for households of Italian or foreign students residing abroad as per the Memorandum of Understanding (MOU) signed on 3rd June 2015 between the National Financial Aid Association (ANDISU) and registered Tax Assistance Centers (CAF).

## Art. 2 - Purpose of the call

1. Under the Veneto Region's Annual Programme of financial aid measures for the 2017/2018 academic year, 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 aim of awarding a scholarship is to contribute to students' living expenses over a period of at least ten months in each year of their study programme.

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

1. Scholarships established under articles 2 and following the articles 2 and 12 of the Decree of the President of the Council of Ministers of 9th 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 Bachelor's degree programmes, for a period of seven semesters, starting from their first year of enrolment;
  - b) Students enrolled in Master's degree programmes, for a period of five semesters, starting from their first year of enrolment;
  - c) Students enrolled in PhD programmes for the full duration of their course, as established by their respective academic regulations, starting from their first year of enrolment;
  - d) Part-time students enrolled in Bachelor's degree programmes and Master's degree programmes, who will receive the scholarship in relation to the type of study programme being attended for a longer period, as per article 14 of the present Call for Applications;

- e) Students with disabilities (defined as having a disability certification of 66% or more), who will receive the scholarship for a longer period of time, in relation to the type of study programme being attended, as per article 14 of the present call for applications.

The first year of enrolment is to be understood as the first year in which a student enrolls for the first time in any university. Each year in which students are enrolled in study programmes other than the present one – either at this or at other universities – counts as a year of university studies, meaning that the year of university studies being attended may not necessarily coincide with the year of the study programme.

For the purposes of requesting a scholarship, assessment of the year of university studies in which a student is enrolled (as described above) does not take into account eventual periods of interrupted studies. If a student requests a scholarship as described in the Decree of the President of the Council of Ministers of the 9<sup>th</sup> of April 2001 after having dropped out of University, they will be considered as students enrolling for the first time ever as long as they didn't receive scholarships during their previous course.

Any university credits acquired during previous enrolment cannot be considered when assessing the students' merit for the purposes of receiving a scholarship for their new enrolment.

2. Financial aid is granted to students accessing each level of studies for the first time. The study programmes stated in Ministerial Decree no. 509/1999 are equivalent to Bachelor's and Master's degree programmes, as per article 3 of Ministerial Decree no. 270/2004.

Students described in section 1 subsection a) must not already be in possession of another degree obtained under either the old ('vecchio ordinamento') or new ('nuovo ordinamento') Italian systems, either in Italy or a Master's degree abroad, nor of 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 degree obtained under either the old ('vecchio ordinamento') or new ('nuovo ordinamento') Italian systems issued under Italian Law no. 508/1999, either in Italy or a Bachelor's or Master's degree abroad, nor of a Master's Degree or second cycle degree issued by a Conservatory/Fine Arts Academy or a first-level (three-year) diploma issued under Italian Law no. 508/1999.

Students enrolled at both the university and an institution of higher education for art, music and performing arts may apply for a scholarship for the 2017/2018 academic year for one of their study programmes only.

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

3. **Subject to availability of funds** during that financial period, and following the awarding of regional scholarships to all eligible students, students who obtain their Bachelor's or Master's degree within the time prescribed by their respective academic regulations may receive a supplement equivalent to half of the scholarship received during the last year of their studies.

The total amount of the scholarship is 50% of the amount provided for under article 6 section 2 subsection a), section 3 subsection a), section 4, minus contributions for cafeteria and accommodation services. The latter is calculated as a flat rate for students not staying in ESU housing in Venice as EUR 1,500.00.

Priority in assigning the supplement will be given to students obtaining their qualification in the regular sessions, ranked in order of income, taking into consideration 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 the 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 2017/2018 academic year students must be:
- Enrolled in a Bachelor's degree programme for the first time;
  - Enrolled in subsequent years of a Bachelor's degree programme;
  - Enrolled in a Master's degree programme for the first time;
  - Enrolled in subsequent years of a Master's degree programme;
  - Enrolled for the first time in a PhD programme;
  - Enrolled in subsequent years of a PhD programme.
2. In order to apply for a scholarship students must have completed all of the following steps by the **non deferrable deadline of 11.59pm on 30th September 2017**:

- a) **Request 2017 I.S.E.E. certification** valid for financial aid ('prestazioni agevolate per il diritto allo studio universitario') in favour of the student requesting benefits, including the student's Italian tax code ('codice fiscale'). Students will have to fill-in the DSU form with the required information about their household's income and assets, in the INPS (Italian Institute of Social Insurance) website under the online services section ('servizi online') ([www.inps.it](http://www.inps.it)), or with the help of an Italian 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 their own I.S.E.E. certification. Foreign students or Italian students resident abroad must follow the guidelines provided for in article 13, section 1, requesting I.S.E.E. "recognised as equivalent (parificato)". I.S.E.E. 2017 certification 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 the DSU will be considered.
- b) **Submit**, from 17th of July 2017 onwards, the scholarship application by filling in the "scholarship request" ('richiesta agevolazione') form online in the Personal Area of the University website. By submitting an application, the student authorises the university to receive all information contained in the I.S.E.E. certification from INPS. The completed form must be completed and confirmed in order to be considered valid; incomplete forms will not be accepted. If the form has been completed correctly, a receipt will be sent to the student's email address (student'snumber@stud.unive.it) and must be kept as proof of submission.
- c) **Enrol** in the 2017/2018 academic year by paying the first instalment of university fees. Students enrolling in their first year can pay their fees from 3<sup>rd</sup> of July 2017 onwards; students enrolling in all other years from 24<sup>th</sup> of July 2017 onwards. The first instalment of university fees is:
- **EUR 1,134.00** (including regional tax and stamp duty) for students enrolling in Bachelor's and Master's degree programmes;;
  - **EUR 182.00** (including regional tax and stamp duty) for students enrolling in PhD programmes.

Failure to carry out any of the above steps will lead to exclusion.

No additional documents can be submitted, nor amendments made, following the deadline.

3. The deadline is 11.59pm of December 20th 2017 for students enrolling on a master's degree course for the first time in the academic year 2017/2018 (see section 2.)
4. Students enrolling in subsequent years of Bachelor's and Master's degree programmes (with the exclusion of students who have not completed the requirement of the previous academic years beyond the prescribed time), or students enrolling in the second or third year of a PhD programme who were eligible in the 2016/2017 academic year, are exempt from paying their fees and may pay stamp duty (EUR.16.00) and the regional tax for financial aid (EUR 166.00) only as long as they meet all the necessary requirements as per the present call, and submit their application. If a student does not meet the requirements or does not submit an application, they must contact the Financial Aid Unit in order to recalculate the amount of fees to be paid; the unpaid fees will be added to the second installment, which must be paid in one lump sum.
5. **Students transferring from another university may request a scholarship by submitting their application by 11.59pm on 20<sup>th</sup> of December 2017**, as described in section 2, provided they have submitted their transfer request to their university of origin by 30th September 2017 and they meet the requirements as stated in articles 7 and 8 of the present call.

Assessment of transfer students' merit requirements will take into account years of enrolment at their university of origin. Transfer students meeting the requirements will be considered eligible for a scholarship following the publication of the first scholarship rankings by 31st October 2017, and will be included in a separate ranking after the supplementary state funding has been allocated for the academic year 2017/2018.

## Art. 5 - Definition of student status

1. The following categories are used to define the status of students applying for scholarships:
- a) **Resident**, students residing in the municipality or surrounding area of the campus where they are attending their study programme;
- b) **Commuting**, 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**, 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 2017/2018 academic year; students staying in local accommodation but not paying rent are considered commuting students.

Non-resident students who pay rent for a period inferior to ten months and will be going on an International mobility programme organised in the same academic year will maintain their non-resident status as long as the period they pay rent abroad and the period they pay rent in Italy is at least 10 months in total. The student must present a copy of their tenancy agreement translated into Italian or English in the timeframe and manner described in section 2.

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 cafeteria service, ensuring that the net amount allocated 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 2017/2018 academic year.

The definition of students as resident, commuting and non-resident is carried out on the basis of tables available at the university or at ESU offices which can also be viewed online at [www.unive.it/financialaid](http://www.unive.it/financialaid) > Scholarship for student financial aid, with the official documents released by the transportation companies.

If the residence of the student is listed as a 'commuting' municipality or within the municipality where the programme is held the student will not be considered as non-resident even if proving a regular lease.

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), by the 22<sup>nd</sup> of November 2017.

For students registered to a Master's degree programme for the first time in the academic year 2017/2018 only, the deadline is the 20th of December 2017.

Students participating in an International mobility program organised by the University in the 2017/2018 academic year that will live in two different accommodations in the course of the academic year, cumulating the two periods to reach a total of 10 months can submit the second of the two tenancy contracts **by the 15<sup>th</sup> of March, 2018.**

Students living in Italy must submit a copy of their rental contract along with the receipt for its registration at the local Revenue Office ('Agenzia delle Entrate') and a copy of form F23 for annual payment of registry fee, either:

- a) In person or delegating to a third person, after booking an appointment online ([www.unive.it/prenotazioneeservizi-student](http://www.unive.it/prenotazioneeservizi-student)) during public opening hours at the Financial Aid Unit; 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, 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.

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 than those listed above, or submission after the 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. (e.g. Non-resident students, to keep the status, must satisfy domicile requirements in the municipality that houses the campus they study in for at least 10 months, as specified by previous sections).

## **Art. 6 - Funding and scholarship amounts**

1. Allocation of scholarships for the 2017/2018 academic year is dependent on funding from:
  - a) Revenue from the regional tax for financial aid;
  - b) The supplementary government fund as per Legislative Decree no. 68/2012, when available;

- c) Additional resources made available by the Veneto Region under Legislative Decree no. 68/2012, when available.

Once quantified, the resources in subsection a) will be 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, using the following criteria:

- 20% to students enrolled for the first time in Bachelor's and Master's degree programmes, of which:
  - 97% to enrolled students from EU countries;
  - 3% to enrolled students from non-EU countries
- 80% to students enrolled in subsequent years of all courses.

A number of scholarships are allocated to students enrolled in PhD programmes not receiving scholarships under Ministerial Decree no. 224/1999 and Ministerial Decree no. 45/2013 (the total amount of scholarships awarded may not exceed the percentage ratio between students eligible to receive a scholarship in the 2016/2017 academic year 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 2018 calendar year in accordance with the conditions defined by the Venice ESU;*
  - b) EUR 5,124.00 if no cafeteria service is provided by the Venice ESU.
3. The scholarship amount awarded to **commuting** students is:
  - c) *EUR 2,427.50 plus one meal per day to be used during the 2018 calendar year in accordance with the conditions defined by the Venice ESU;*
  - d) *EUR 2,827.50 if no cafeteria service is provided by the Venice ESU.*
4. The scholarship amount for **resident** students is *EUR 1,934.00* plus a daily meal to be used during the 2018 calendar year in accordance with the conditions defined by the Venice ESU.
5. Students in the seventh semester of Bachelor's degree programmes or the fifth semester of Master's degree programmes will receive 50% of the scholarship amount including a deduction for the cafeteria 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 cafeteria 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 cafeteria 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 allocated to students is no 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 deadlines defined by the Venice ESU.
12. Students who are eligible for and/or are beneficiaries of a scholarship are exempt from paying tuition fees due for the 2017/2018 academic year. Fees paid as part of the first instalment (excluding stamp duty) will be automatically reimbursed by July 30th 2018.
13. Students who are eligible and/or are holders of a scholarship for a semester beyond the prescribed time for Bachelor's or Master's degree programmes as per Ministerial Decree no. 509/1999 and Ministerial Decree no. 270/2004 will be entitled to full exemption from payment of the (regional diritto allo studio tax) minimum tuition fees and a 50% reduction in enrolment fees (contributi). Fees paid as part of the first instalment (excluding stamp duty) will be automatically reimbursed by 30 June 2018.
14. The scholarship awarded according to the rankings described in article 9 will be fully paid out to successful students whose I.S.E.E. for financial aid is less or equal to EUR 15,333.33 (two-thirds of the maximum amount established by article 7, section 9).

15. For students with higher I.S.E.E. values (up to the maximum amount), the scholarship will be gradually reduced (up to a maximum of 50%) in accordance with the following table, ensuring that the scholarship paid out to non-resident and commuting students is at least EUR 1,100.00:

From EUR 23.000,00 to EUR 15.333,33	
Non-resident	€ 5.124,00 – [ (I.S.E.E. for financial aid – € 15.333,33) * <i>reduction coefficient</i> 0,334173768 ]
Commuting	€ 2.827,50 – [ (I.S.E.E. for financial aid – € 15.333,33) * <i>reduction coefficient</i> 0,184402094 ]
Resident	€ 1.934,00 – [ (I.S.E.E. for financial aid – € 15.333,33) * <i>reduction coefficient</i> 0,126130380 ]

The reduction coefficients shown here are calculated in the following manner:

Reduction coefficients	
Non-resident	$(5.124,00 / 2) / (23.000,00 - 15.333,33) = 0,334173768$
commuting	$(2.827,50 / 2) / (23.000,00 - 15.333,33) = 0,184402094$
resident	$(1.934,00 / 2) / (23.000,00 - 15.333,33) = 0,126130380$

16. 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 5th 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 5th December 2013, no. 159, I.S.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, the student's household is defined according to the parameters of the Decree of the President of the Council of Ministers of 5th December 2013, no. 159, and according to article 8 of the Decree.
4. Students, including PhD candidates, will be considered 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 family member;
  - 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, if married, will be assessed as belonging to the same household, defined according to the conditions defined in article 3, section 2 of the Decree of the President of Council of Ministers no.159/2013 with the exceptions stated in article 3, section 2 of the same decree and, if they are not married, according to article 7, section 1 of the same Decree. 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 defined 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., calculated as the sum of incomes received abroad and of 20% 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 28th June 1990, no. 167, converted, with amendments, from the Italian Law of 4th August 1990, no. 227. Within the application of article 7, section 77 of the Legislative Decree no. 68/2012, the economic conditions of foreign students or Italian students residing abroad is defined by I.S.E.E. "recognised as equivalent" ('parificato') as per the Memorandum of Understanding (MOU) signed on 3rd June 2015 between the National Financial Aid Association (ANDISU) and registered Tax Assistance Centers (CAF). The procedure used to calculate the I.S.E.E. is indicated on the following link: [www.unive.it/tuitionfees](http://www.unive.it/tuitionfees)>How to submit your ISEE request.
8. The I.S.P.E. is calculated following a procedure compliant with Decree of the President of the Council of Ministers of 5th December 2013, no. 159 and the Decree of the Minister of Education, Universities and Research n.486 of 14<sup>th</sup> of July 2015.
9. To be eligible for the scholarship described in article 3, the I.S.E.E. for financial aid when added to the I.S.E.E.E. may not exceed EUR 23,000.00. If the student received a scholarship or scholarships in the 2016 solar year, the amount of money received must be indicated in the financial aid request form online in order to calculate the I.S.E.E..
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 5th December 2013, no. 159, students with a household that has an I.S.P.E. (as per section 8 above) exceeding EUR 35,434.78 are not eligible for a scholarship.

#### **Art. 8 - Criteria used to establish merit**

1. Students enrolled in Bachelor's and Master's 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 per 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 required to be admitted to their programmes in accordance with the procedures defined by their respective academic regulations.
4. The second instalment will be disbursed to students enrolled in Bachelor's and Master's degree programmes for the first time provided they have obtained 20 CFU by 10th August 2018.
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 CFU by 10th August 2017;
  - c) In their third year, 80 CFU by 10th August 2017;
  - d) In their final semester, 135 CFU by 10th August 2017.
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 defined 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 CFU, if used to obtain a scholarship for the second academic year;
  - b) 12 CFU, if used to obtain a scholarship for the third academic year;
  - c) 15 CFU, 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 CFU out of their 5 CFU bonus to meet scholarship requirements in their second year will only be able to use the remaining 2 CFU in subsequent years).
8. Students enrolled in subsequent years of Master's degree programmes must meet the following merit requirements:



- a) In their second year, 30 CFU by 10th August 2017;
  - b) In their final semester, 80 CFU by 10th August 2017.
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 (for example: if a student did not request bonus in the course of their bachelor's degree program, they will still have 15 bonus credits available for their Master's degree program.)
  10. In the case of inter-university transfers, inter- or intra-faculty transfers or transfers to the new Italian university system the only valid CFU are those recognised for the study programme for which students are requesting the scholarship.
  11. Except for what is laid out in the above section, the following types of CFU are not considered valid:
    - Exams/internships accredited in 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;
    - Exams taken single courses taken prior to enrolment in a Bachelor's or Master's degree;
    - Exams that were not fully completed (partial exams will not be considered).
  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 Bachelor's and Master's degree programmes are ranked according to merit established by the number of CFU and student's mean grade in proportion to the number of CFU as per sections 5 and 8 above, and to the mean benchmark grade. The mean benchmark grade is the mean (average) 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 CFU obtained by the student (CS) and the minimum number of CFU 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 CFU 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 registered 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 also 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 9th April 2001, the ranking of candidates for the granting of scholarships in the 2017/2018 academic year will take place as follows:
  - a) All eligible students enrolled in Bachelor's degree programmes for the first time will be included in a single ranking to be published by 31st October 2017, 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% of the total resources allocated for this ranking;
  - b) All eligible students enrolled in Master's degree programmes for the first time will be included in a single ranking to be published by the 19<sup>th</sup> of January 2018, with no distinction between programmes, in ascending order of I.S.E.E. for financial aid;
  - c) Students enrolled in subsequent years of Bachelor's or Master's degree programmes will be included in merit rankings, drawn up in accordance with the criteria defined in article 8 of the present Call, to be published by 31st October 2017, according to methods which consider the number of CFU and grades obtained in order 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 ranking, to be published by 31st October 2017, in ascending order of I.S.E.E.
2. Students are required to consult the rankings online: [www.unive.it/financialaid](http://www.unive.it/financialaid)>Scholarship for student Financial aid.
3. Students wishing to report errors in the rankings described in section 1 above should use the "error report form", which can be downloaded from the university website and is to be submitted by **the 22<sup>nd</sup> of November 2017** (or

by the **31<sup>st</sup> of January 2018**, only for students registered on a Master's degree course for the first time.) 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 or delegating to a third person, after booking an appointment online ([www.unive.it/prenotazioni-servizi-studenti](http://www.unive.it/prenotazioni-servizi-studenti)) during public opening hours at the Financial Aid Unit;
- b) Faxing a copy of the contract to the Financial Aid Unit.: 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 scholarship funds will be paid in two six-monthly instalments of equal amounts.
2. The first six-monthly instalment of the scholarship shall be paid to the beneficiary student by 31st December 2017 with the exception of students registered on Master's degree courses for the first time who will receive scholarships funds on the 28<sup>th</sup> of February 2018.
3. Where applicable, the accommodation fee of EUR 1,500.00 (article 6, section 9) will deducted from this first instalment.
4. Students enrolled in subsequent years of Bachelor's and Master's degree programmes or in PhD programme will receive the second instalment of the scholarship by 30st June 2018.
5. The second instalment of the scholarship will be paid to students enrolled for the first time in a Bachelor's or Master's degree programme by 30th September 2018, provided they have obtained at least 20 CFU by 10th August 2018.
6. Payment of the scholarship instalments will be made within the deadlines defined in sections 4 and 5 above, **exclusively to your CartaConto Ca' Foscari**.
7. Students enrolled in Bachelor's degree, Master's degree or PhD programmes submitting an application for a scholarship **must activate the CartaConto Ca' Foscari** 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** and of the reimbursement of fees paid as part of the first instalment (excluding stamp duty); failure to activate the card will cause you to forfeit your right to receive the amounts due.

#### **Art. 11 - Revocation/Forfeiture of the scholarship and eligibility**

1. The scholarship, and indeed eligibility for the scholarship, will be revoked if students enrolled in Bachelor's and Master's degree programmes for the first time fail to obtain at least 20 valid CFU by 30th November 2018. Credits are understood to be valid if they are valid for the study programme in which the student is currently enrolled, or for the study programme that they will enrol in during the 2018/2019 academic year, if different from the previous programme attended.
2. In exceptional circumstances – provided requests are supported by the appropriate documentation and approval is given by the Veneto Region – the deadline for meeting the minimum merit requirements necessary to avoid scholarship revocation may be postponed until 28 February 2019.
3. Students failing to obtain the CFU required in section 1 above by 30th November 2018 will be required to pay the university tuition fees established as per current University administrative regulations.
4. Eligible students not granted a scholarship failing to meet the requirements necessary in order to receive the second instalment of their scholarship by 10th August 2018, and who have not had their scholarship revoked, will be required to pay 50% of the university fees owed for the 2017/2018 academic year as established by current university administrative regulations.
5. Students enrolled in Bachelor's and Master's degree programmes will have their scholarship and their eligibility revoked if they:
  - a) Withdraw from their studies or do not enrol in the 2017/2018 academic year;
  - b) Transfer to another university during the 2017/2018 academic year.
6. Students enrolled in PhD programmes will have their scholarships revoked if they withdraw during the course of their studies in the 2017/2018 academic year.
7. Students graduating in the spring session for the 2016/2017 academic year (February-April 2018) will forfeit their scholarship for the 2017/2018 academic year, and will have to repay previously obtained scholarship amounts prior to obtaining their qualification.

8. In case of revocation or forfeiture, students must repay the monetary amount of their scholarship as well as the amount corresponding to the value of cafeteria and/or accommodation services provided by the Venice ESU used during the course of the year, according to the procedures and deadlines established by the University. Students whose scholarship has been revoked or forfeited must pay their tuition fees in a single payment as established by University administrative regulations currently in force.

#### **Art. 12 - Funding and Benefits for International mobility**

1. Eligible students that do not receive the scholarship and students receiving scholarship in the academic year 2017/2018 that will participate in International mobility programmes in the course of the same academic year, registered to bachelor degree course, Master's degree courses and phd candidates that do not receive the scholarship funds awarded as per Ministerial Decree 45/2013 may receive contributions from the Venetian region for international mobility, subject to availability of funds.
2. The term "international mobility" refers to the Erasmus+ study program and the "Overseas" program for international Cultural exchange extra-EU.
3. Students that meet the merit requirements for the scholarship but have an I.S.E.E. superior to the requirement may still receive funding for International Mobility subject to availability of recourses and following the order of priority as described in the following section by submitting a financial assistance request. Their economic status must not be more than 40% more than set out in article 7, section 9 and 10 of this call for applications (the maximums are I.S.E.E. EUR 32.200,00 and I.S.P.E. EUR 49.608,69.)
4. Regional benefits are assigned as long as funding is available to the students described in sections 2 and 3 in the following order of priority:
  - a) Students who were awarded Scholarships in the 2017/2018 academic year, with the highest positions in the rankings considered first;
  - b) Eligible students that do not receive the scholarship in the academic year 2017/2018 because of their position in the rankings;
  - c) Students that meet the merit requirements described in article 8 of the call for applications for the scholarship but have an I.S.E.E. superior to the requirement but not superior to the numbers indicated in section 3 del presente articolo, with the highest coefficient of merit considered first
5. The academic credits the student acquires during their International mobility period **must be recognised as CFU by the course the student is registered on at Ca' Foscari** in order for the student to qualify for the funding and benefits described in the previous sections. Alternatively, the student must produce a statement from their thesis supervisor or tutor testifying that during the International mobility period, the student successfully met the objectives aiming towards the final examination. If the student is not able to meet one of these two conditions, the funding and benefits will be cut and the payments received must be returned.
6. Students in international mobility programs will receive EUR 500 a month in regional benefits. Funding is awarded for the whole length of the international mobility program, up to a maximum of 10 months. If the student receives funding from the EU or other bi-lateral agreements (even non-EU), the sum will be subtracted from the regional benefits the student receives.
7. On top of the benefits described in the previous section, the students described in section 4 may be awarded travel funds from the region, covering up to EUR 100,00, also counting return, for travel towards European countries and up to EUR 500,00 for extra-European countries. "European Countries" refers to all countries in the geographical area of Europe except Turkey and Russia.
8. The students described in section 3 will receive regional benefits of EUR 125,00 monthly for the whole duration of their International mobility program, up to a maximum of 10 months.
9. The payment will be made in two instalments. 70% of the total funding package will be paid by the 30th of June 2018. The second instalment, covering the remaining funding and all travel costs outlined in section 7 of this article, will be paid at least 50 days after the end of the mobility program, as long as the results required on the programme have been verified and the relative paperwork has been filed to the the Educational Programmes and Student Services Area (AdiSS), Student Services and Financial Aid Office
10. If the student does not reach the objectives of the programme (missing an exam or the teaching activities agreed upon with the person responsible for the exchange at the host institution), the first instalment paid to the student as described in the previous article must be returned to the University 30 days maximum after the communication from the Educational Programmes and Student Services Area (AdiSS), Student Services and Financial Aid Office.

#### **Art. 13 - Foreign and Italian students residing abroad**

1. Under article 8, section 3, of the Legislative Decree of 29th March 2012, no. 68, the economic condition of foreign or Italian students living abroad is defined by means of their I.S.E.E (sum of the incomes received abroad and 20% of assets owned abroad) assessed according to the procedures defined in article 7, section 7 of the aforementioned Legislative Decree. Within the application of article 7, section 77 of the Legislative Decree no. 68/2012, the economic conditions of foreign students or Italian students residing abroad is defined by I.S.E.E. "recognised as equivalent" ('parificato') as per the Memorandum of Understanding (MOU) 11 of 15 signed on 3rd June 2015 between the National Financial Aid Association (ANDISU) and registered Tax Assistance Centers (CAF). The methods used to calculate I.S.E.E. are published 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, as per the Decree of the President of the Republic of 31st 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 28th 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 25th July 1998, No. 286.
4. For the purposes of scholarship assignment, non-EU students are considered to be 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 in the 2017/2018 academic year; 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 index (see list drawn up in Ministerial Decree dated 9<sup>th</sup> of June 2017 no. 1455) 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 defined in article 7.
6. 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 defined in article 7.

#### **Art. 14 - 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% or higher (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 Bachelor's degree programmes;
  - b) 7 semesters for Master's 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 CFU by August 10th 2018 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 Bachelor's 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 80% must obtain 20 CFU by 10th August in the year in which they submit their application and meet any learning requirements required upon admission to the courses;
  - b) Second year students with a disability rated from 81% to 100% must obtain 15 CFU by 10th August in the year in which they submit their application and meet any learning requirements required upon admission to the courses;
  - c) Third year students with a disability rated from 66% to 80% must obtain 64 CFU by 10th August in the year in which they submit their application to the courses;
  - d) Third year students with a disability rated from 81% to 100% must obtain 48 CFU by 10th August in the year in which they submit their application to the courses;
  - e) First year beyond the prescribed time: students with a disability rated from 66% to 80% must obtain 108 CFU by 10th August in the year in which they submit their application to the courses;
  - f) First year beyond the prescribed time: students with a disability rated from 81% to 100% must obtain 81 CFU by 10th August in the year in which they submit their application to the courses;
  - g) Final semester: students with a disability rated from 66% to 80% must obtain 144 CFU by 10th August in the year in which they submit their application to the courses;
  - h) First year beyond the prescribed time: students with a disability rated from 81% to 100% must obtain 108 CFU by 10th August in the year in which they submit their application to the courses;
5. In order to meet the merit requirements described in section 4 above, students with a disability rated as 66% or higher may add a bonus to the CFU actually obtained according to the procedures described in article 8, section 6:
- a) 4 CFU in order to obtain a scholarship in their second academic year with disability a rated from 66% to 80%;
  - b) 3 CFU in order to obtain a scholarship in their second academic year with disability a rated from 81% to 100%;
  - c) 9 CFU in order to obtain a scholarship in their third academic year with disability a rated from 66% to 80%;
  - d) 7 CFU in order to obtain a scholarship in their third academic year with disability a rated from 81% to 100%;
  - e) 12 CFU in order to obtain a scholarship in subsequent academic years with disability a rated from 66% to 80%;
  - f) 9 CFU in order to obtain a scholarship in subsequent academic years with disability a rated from 81% to 100%.
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 Master's 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 80% must obtain 24 CFU by 10th August in the year in which they submit their application;
  - b) Second year: students with a disability rated from 81% to 100% must obtain 18 CFU by 10th 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 80% must obtain 64 CFU by 10th August in the year in which they submit their application;
  - d) First year beyond the prescribed time: students with a disability rated from 81% to 100% must obtain 48 CFU by 10th August in the year in which they submit their application;
  - e) Final semester: students with a disability rated from 66 to 80% must obtain 96 CFU by 10th August in the year in which they submit their application;
  - f) Final semester: students with a disability rated from 81 to 100% must obtain 72 CFU by 10th August in the year in which they submit their application.
8. These limits will be increased by 180 CFU points from the student's Bachelor's degree program, if these are recognised upon 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.

## Art. 15 - 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 Bachelor's degree programmes, for a period of 7 years (fourteen semesters, starting from their first year of enrolment);
  - b) Students enrolled in Master's degree programmes, for a period of 5 years (ten semesters), starting from their first year of enrolment.

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 defined in article 3 of the present Call.
3. The deadlines established for application are defined in article 4 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 2017/2018 academic year, according to the procedures defined 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 cafeteria. 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 net 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 2017/2018 academic year.
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 CFU by 10th August in the year in which they submit their application;
  - b) Third year: 25 CFU by 10th August in the year in which they submit their application;
  - c) Fourth year: 60 CFU by 10th August in the year in which they submit their application;
  - d) Fifth year: 80 CFU by 10th August in the year in which they submit their application;
  - e) Sixth year: 110 CFU by 10th August in the year in which they submit their application;
  - f) Seventh year: 135 CFU by 10th 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 CFU by 10th August in the year in which they submit their application;
  - b) Third year: 30 CFU by 10th August in the year in which they submit their application;
  - c) Fourth year: 60 CFU by 10th August in the year in which they submit their application;
  - d) Fifth year: 80 CFU by 10th 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 defined in article 7 of the present call.
11. If a student changes status from part-time student to full time student in the academic year 2017/2018, they will be granted the amount awarded according to the initial status.
12. The second instalment of scholarships will be paid by 30th June 2018 to part-time students enrolled in subsequent years of their degree programmes. The second instalment will be paid by 30th September 2018 to part-time students enrolled for the first time in a degree programme, provided they have obtained at least 10 CFU by 10th August 2018. Fees paid as part of the first instalment (excluding stamp duty) will be automatically reimbursed by 30th July 2018.

13. The scholarship will be revoked if students enrolled in degree programmes for the first time fail to obtain at least 10 valid CFU by 30th November 2018. Credits are understood to be valid if they are valid for the study programme in which the student is currently enrolled, or for the study programme that they will enrol in during the 2018/2019 academic year, if different from the previous programme attended. The other reasons for revocation mentioned in article 11 of the present call remain unchanged..

#### **Art. 16 - Declarations: adjustments and checks**

1. Under the Decree of the President of the Republic no. 445 of 28th 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% 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 Understanding 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 revoked. This does not affect the conditions defined 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 27th 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 31st May 2010, no. 78, converted, with amendments, to the Italian Law of 30th July 2010, no. 122, or to the penalties for offences under criminal law."
7. Students assigned a reduced scholarship under article 6 may make changes to declared information by 31st March 2018 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. 17 - Data processing and transfer**

1. Under article 13 of the Legislative Decree no. 196 dated 30th 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. 18 - 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. 19 - Further information**

For information on this Call, contact the Financial Aid Unit (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 Unit 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. 20 - Relevant legislation**

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

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

Regional Law of 18th June 1996, no.15

Regional Law of 7th April 1998, no. 8

Law of 21st December 1999, no. 508

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

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

Ministerial Decree 22nd October 2004, no. 270

Legislative Decree of 29th March 2012, no. 68

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

Ministerial Decree of May 29th 2017, no. 335

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

Deliberation of the Regional Council of the Veneto no. 759 of 29<sup>th</sup> of May 2017

Ministerial decree 9<sup>th</sup> of June 2017, no. 1455

Agreement in force with the Veneto Region

Venice, 18/07/2017

Director of the Educational Programmes  
and Student Services Area  
Francesca Magni