



**CALL FOR APPLICATIONS FOR THE DOUBLE DEGREE WITH
THE UNIVERSITY OF SOUTH FLORIDA/H-FARM
A.A. 2021/22**

Art. 1 – Description

1. The Double Degree (DD) agreement signed by Ca' Foscari University of Venice, the University of South Florida and H-Farm gives selected students the opportunity to carry out an international educational experience. At the end of the study programme, students shall receive a double degree:
 - *Master's degree in Global Development and Entrepreneurship (LM-56) or Management (LM-77) from Ca' Foscari University of Venice;*
 - *Master's degree in Entrepreneurship and Applied Technologies (MS-EAT) from the University of South Florida.*
2. The programme involves attending courses and taking exams (in the modalities to be specified) at the H-Farm Campus in Roncade (TV), where the USF 2nd cycle Master programme is hosted, during the second year of one of the aforementioned master's degree programmes. The exams shall be recognized and registered in the student's online booklet if previously agreed with academic coordinators both at Ca' Foscari University and at the Partner Institution through the Learning Agreement (a document listing the courses to be followed during the mobility period). In addition to taking exams, students can undertake thesis research and/or other educational activities, as long as these are listed in the student's Learning Agreement.
3. For each master's degree programme, the first 5 candidates in the ranking shall be declared "winners", while all the other candidates who pass the selection shall be considered eligible.
4. It should be noted that the EAT Master's programme will take place only after the finalization of the agreement and after having reached a minimum number of participants.
5. In case the agreement is not finalized prior to the beginning of the Master's programme or the minimum number of participants is not reached, selected students shall regularly enrol in the second year of the master's degree programme in Global Development and Entrepreneurship (LM-56) or in Management (LM-77) at Ca' Foscari University.
6. Every student is given the opportunity to carry out a one-month mobility period at USF at the end of the programme; at least two students have the opportunity to attend an entire semester at the Partner Institution.
7. For further information about the programme, please visit the web page: <https://master-eat.com/>.

Art. 2 – Eligibility

1. Students enrolled for the academic year 2020/2021 in the first year of the master's degree programme in Global Development and Entrepreneurship (LM-56) or in Management (LM-77) at Ca' Foscari University of Venice are eligible to participate in the call.

2. Students who graduated from a bachelor's degree programme with a final degree score equal to or above 90/110 and who obtained at least 24 CFU by the deadline for submitting the application are eligible to participate in the call.
3. At the time of submitting an application, students must be regularly enrolled at Ca' Foscari University of Venice and must have paid the tuition fees.

Art. 3 – Fees

1. All the selected students are required to pay the tuition fees of USF/H-Farm for the second year of the master's degree programme. The annual amount of 18900 euros + IVA shall be paid to H-Farm.
2. The amount of the fees does not include costs for textbook and other learning materials, accommodation, travel within the U.S., immigration procedures, health insurance and other personal expenses. These costs are to be covered by the students.
3. Students shall be exempted from the payment of Ca' Foscari University annual fees while attending courses at H-Farm, except for revenue stamp and regional fee.

Art. 4 – Procedures and deadlines for the submission of applications

1. To submit the application, students must fill in the designated form ([Google Form](#)) no later than 23:59 of 02/06/2021. The application, completed electronically in all parts, does not need to be signed.
2. Student are required to attach to the application form (within the Google form):
 - motivational letter in English;
 - Curriculum vitae in European format in English;
 - Self-certification of BA degree in English (only for students who have not completed the BA at Ca0 Foscari University of Venice);
 - copy of ID (for EU citizens);
 - copy of passport (for non-EU citizens);
 - if the candidate is a non-EU citizen living in Italy, copy of the residence permit.
3. Self-certification of exams taken during the first year of the master's degree programme is not required for the application; this information will be acquired automatically by the office.
4. Candidates with physical or learning disabilities are invited to contact the Counselling and Welcome Unit prior to the deadline of the call in order to receive information on the services provided by the Partner University.
5. Erroneously filled-in and incomplete applications, as well as applications submitted after the deadline as in art. 4.1., shall not be considered.
6. For further information, please contact the Counselling and Welcome Unit, International Office, e-mail: jointdegree@unive.it.

Art. 5 – Evaluable qualifications:

1. The selection involves the evaluation of the qualifications.

2. The selection committee can assign up to 100 points divided as follows:
 - number of exams taken and credits acquired – up to 50 points;
 - weighted average – up to 30 points;
 - CV and motivational letter – up to 20 points.
3. The student must be in possession of the qualifications referred to in the preceding subparagraphs to the date of submission of the application.

Art. 6 – Selection of the applications and ranking

1. The ranking list will be drawn up on the basis of the score obtained by the individual candidates, according to established criteria.
2. The ranking list will be published on 10 June 2021 on the webpage of the DD programme on the university's website. Possible delays in the publication of the ranking will be communicated via notice on the aforementioned webpage.
3. Each candidate is responsible for checking the ranking list published on the webpage of the DD programme on the university's website.

Art. 7 – Accepting the place

1. "Winners" must accept the place within three days from the publication of the ranking, according to the modalities communicated to candidates via University's institutional email account.
2. "Reserves" will be contacted via email only in the event of withdrawal by the winners. Only in this case, they must accept the place as communicated via email. It should be noted that, in the event of withdrawal by the winners, reserves may be notified starting from the day after the deadline for the acceptance of the place until the deadline for nominations defined by the partner University. Reserves are invited to frequently check their institutional email account, since the deadlines for accepting the place may be shortened.
3. Each winner is required to complete registration procedures and/or to provide additional documents within the deadlines defined by the host University, under penalty of exclusion.
4. The final acceptance of the candidates is, in any case, up to the host University.

Art. 8 – Winner status and beginning of activities

1. Students admitted by the host University shall obtain the 60 CFU required for the first year of the master's degree programme by the exam session of August/July 2021, prior to the beginning of classes at H-Farm.
2. Students admitted by the host University shall maintain their status as Ca' Foscari students, and at the same time, shall have access to all the services provided by the host University. In particular, students can access the services of the H-Farm Campus (for example canteen, accommodation, etc.), according to the given modalities.
3. The period of the activities goes from September 2021 to August 2022.

4. During the aforementioned period students cannot participate in Ca' Foscari exam sessions.
5. At the end of the aforementioned period, upon completion of the activities, students will obtain the *MS-EAT* degree. At the same time, the procedure for the recognition of credits obtained at USF/H-Farm will be initiated in order to close the student's career at Ca' Foscari University of Venice and prepare the Italian master's degree certificate.

Art. 9 – Mobility

1. The programme provides the possibility for at least two students to spend an entire semester at USF.
2. The modalities of the selection process for the mobility will be communicated later on.

Art. 10 – Contributions to mobility expenses

1. Students shall not receive any financial contribution for their mobility period at H-Farm or for the one-month mobility at USF.
2. For the students selected by USF/H-Farm to attend one semester in the United States, Ca' Foscari University of Venice shall make available funds provided by the Ministry of University and Research (MUR) for the allocation of mobility grants. Should the available funds fail to cover all the grants envisaged, the University reserves the right to decide on possible additions to the fund.
3. The monthly amount of the mobility grant awarded to selected students will differ according to the student's ISEE (Equivalent Financial Situation Indicator).
4. The monthly amount may vary between 200 and 500 euro, according on the ISEE of the individual student. Students will be notified about the amount during the months prior to the departure.
5. The total amount shall be calculated on the basis of the hypothetical arrival and departures dates indicated in the financial contract, which will also include specific information on how the monthly amount is calculated and on the timing of the disbursement.
6. For the purpose of calculating the amount of the grant, students must:
 - be in possession of the ISEE prior to the signature of the financial contract;
 - give formal consent for data on their ISEE to be acquired by Ca' Foscari University of Venice.
7. Any additional requirements or fulfilments for obtaining mobility grants shall be specified in the financial contract to be signed by the students prior to their departure.
8. The financial contribution shall be paid exclusively on the University's CartaConto. Students are responsible for activating their card before the departure.

Art 11 – Presentation of Equivalent Financial Situation Indicator (ISEE)

1. To apply for a grant financed with MUR funds referred to in Art. 10, students must:
 - a) be in possession of an ISEE and authorize the Counselling and Welcome Unit to have access to it prior to signing the financial contract, according to the modalities that will be communicated by email.
 - b) the ISEE 2021 must be valid for "prestazioni agevolate per il diritto allo studio universitario" (benefits for the right to university education), in favour of the applicant, whose tax code must be displayed. This

ISEE certificate must be without omissions/nonconformities. To request an ISEE certificate, students must complete the DSU (self-declaration), which includes information on the household unit and on the income and assets of each member of the household, directly from the Online Services section of the INPS website (www.inps.it), or with the help of a Tax Support Centre (CAF) or a qualified professional. In the case of two (or more) students belonging to the same household, the ISEE certificate must include indication that it applies to more than one student, whose tax codes must all be displayed. **Paper and electronic ISEE certification must not be delivered to the University.** The average time of issue for ISEE certificate following the completion of the DSU is **about ten working days**. However, for the purpose of awarding the grant, the date of compilation of the DSU shall apply.

- c) Pursuant to article 8, paragraph 3 of Legislative Decree no. 68 of 29 March 2012, the financial situation of **foreign students or Italian students residing abroad** is defined through the ISEE, calculated as the sum of the income received abroad and 20% of the assets owned abroad, valued according to the procedures referred to in article 7, paragraph 7 of Legislative Decree no.68 of 29 March 2012. Pending the adoption of the decree referred to in article 7, paragraph 7 of Legislative Decree no. 68/2012, the financial situation of foreign students or Italian students residing abroad is defined through an ISEE/ISPE officially recognized as equivalent, as required by the Memorandum of Understanding concluded on 03/06/2015 between the National Association of Bodies for the Right to University Education (ANDISU) and the CAFs registered to the Register of Tax Support Centres for employees members of the National Council. **Foreign or Italian students residing abroad can have an ISEE officially recognized as equivalent (ISEE parificato) issued by any CAF and must send it to jointdegree@unive.it** when accepting the place (deadline: three days from the date of publication of the selection results).
2. Students who fail to submit the ISEE or do not authorize the Counseling and Welcome Unit to have access to it shall be officially assigned to the group corresponding to the highest ISEE value.
3. Please note that the ISEE 2021 is only available starting from January 2021.

Art. 12 – Clarifications on the mobility

1. Outgoing students shall be responsible, at their own expense, for applying for entry visas and buying any international insurance (health or other) required by the host Universities. The host University also has the right to request medical certificates of good health and/or financial certifications attesting the possession of sufficient maintenance funds to cover the agreed study period.
2. Students with non-European citizenship must make sure that they have a valid residence permit in Italy for the purpose of applying for a visa for the country of destination. For more information, please contact the Counselling and Welcome Unit well in advance at the following email address: immigrationteam@unive.it.
3. Any interruption and resumption of mobility programmes shall be considered only for documented reasons of force majeure.

4. Students are obliged to comply with all the mobility procedures communicated via e-mail by the Counseling and Welcome Unit.
5. The mobility activities referred to in this call shall not be guaranteed if the country of destination will be in high-risk conditions, as ascertained by the competent authorities.
6. Please note that mobilities will not be guaranteed in case of proved causes of force majeure impeding the regular implementation of the mobility itself. In case of unforeseen events taking place after the start of the mobility, which could compromise the prosecution of the experience, students will be sent communications and instructions by Ca' Foscari University and by the partner University.

Art. 13 – Responsible person for the procedure

1. The responsible person for the procedure, pursuant to and for the purposes of Law no. 241/1990, is the Director of the International Office, Dr. Mauro Cannone.

Art. 14 – Privacy statement

1. Any personal data provided by the candidate are processed in accordance with the provisions of the applicable national and community legislation (Legislative Decree 196/2003 and Regulation (EU) 2016/679) for the sole purposes of completing the selection procedure. For more details, please view the information annexed to this call.
2. Providing personal data is compulsory for the purpose of assessing the requirements for the selection procedure.

Venice, 18/05/2021

The Rector
Prof. Tiziana Lipiello

PRIVACY STATEMENT pursuant to article 13 of Regulation (EU) 2016/679

Ca' Foscari University of Venice, within the scope of its institutional purposes and in fulfilment of the obligations under Art. 13 of Regulation (EU) 2016/679 ("Regulation"), provides you with information on the processing of personal data you have provided to the University for the purpose of completing the selection procedure in which you wish to participate.

1) DATA CONTROLLER

The Data Controller is Ca' Foscari University of Venice, with head offices in Dorsoduro no. 3246, 30123 Venice (VE), in the person of the Rector.

2) DATA PROTECTION OFFICER

The University has appointed a Data Protection Officer, who can be contacted by writing to the e-mail address dpo@unive.it or to the following address: Ca' Foscari University of Venice, Data Protection Officer, Dorsoduro 3246, 30123 Venice (VE), Italy.

3) CATEGORIES OF PERSONAL DATA, PURPOSE AND LEGAL BASIS OF DATA PROCESSING

The processing in question involves the provision of personal details, contact information and information on previous academic and professional experiences. Personal data is processed solely for the purpose of completing the selection procedure and undertaken in the manner and within the limits necessary to pursue this purpose.

The legal basis for this treatment is represented by Art. 6.1.e) of the Regulation ("performance of a task carried out in the public interest or in the exercise of official authority"). It is possible to object to the processing at any time, by contacting the Responsible for Personal Data Protection at the aboveindicated address. The University will refrain from further processing personal data, unless in case of legitimate ground.

The processing of personal data is based on the principles of fairness, lawfulness and transparency and on the protection of the privacy and rights of the party concerned, as well as the additional principles provided for by Art. 5 of the Regulation.

4) PROCESSING METHOD

Personal data shall be processed by authorised entities (in compliance with the provisions of Art.29 of the Regulation), including with the use of computerised procedures, adopting adequate technical and organisational measures to protect them from unauthorised or illegal access, destruction, loss of integrity and confidentiality, even accidental.

5) RETENTION PERIODS

Data shall be retained in compliance with the rules on the retention of administrative documentation.

6) RECIPIENTS AND CATEGORIES OF RECIPIENTS OF PERSONAL DATA

For the aforementioned purposes, in addition to specifically authorised employees and collaborators of the university, personal data may also be processed by persons outsourced by the Data Controller as external Data Processors.

This personal information may be communicated to the foreign university where you wish to spend your mobility period.

No further disclosure to third parties is envisaged except to persons to whom the data must be transmitted in fulfilment of legal obligations or, on request, to judicial and control bodies. The results of any intermediate tests and the final rankings shall be published according to the legislation in force.

7) PROVISION OF DATA

The provision of such data is necessary to evaluate the participation requirements. Failure to provide such data may prevent such evaluation, leading to exclusion from the procedure.

8) RIGHTS OF DATA SUBJECTS AND PROCEDURES FOR THEIR EXERCISE

As data subject, you have the right to obtain from the university, in the circumstances provided for by the Regulation, access to personal data, rectification, completion and erasure of said data or the restriction of processing, or the right to object to the processing (Articles 15 et seq. of the Regulation). The request can be made, without any formalities, by contacting the Data Protection Officer directly at dpo@unive.it or by writing to the following address: Ca' Foscari University of Venice - Data Protection Officer, Dorsoduro 3246, 30123 Venice, Italy. Alternatively, you can contact the Data Controller by writing to the certified email address (PEC) protocol@pec.unive.it.

Data subjects who believe that the processing of personal data concerning them is undertaken in violation of the provisions of the Regulation also have the right to lodge a complaint with the Italian Data Protection Authority, as established by Art. 77 of the Regulation, or to an effective judicial remedy (Art. 79 of the Regulation).