



FOUNDATION YEAR

Call for Scholarship Applications for the 2024/25 Academic Year

Deadline: August 18, 2024

Art. 1 – Introduction

- 1.1 The School for International Education (SIE) has established the award of up to 13 scholarships taking the form of tuition fee reductions for students enrolling in the 2024/25 Foundation Year Programme.
- 1.2 Scholarships are distributed in relation to the number of students pre-enrolled in each track:
 - a) Track in Economics and Management: 6 fee reductions
 - b) Track in Humanities and Arts: 4 fee reductions
 - c) Track in Science and IT: 3 fee reductions
- 1.3 Each scholarship awards a fee reduction of EUR 2,000.00, to be applied as follows to the payment installments:
 - First installment of EUR 300.00: no reduction
 - Second installment of EUR 1,700.00: no reduction
 - Third installment of EUR 3,000.00: reduced to EUR 1,000.00 for the scholarship recipient
- 1.4 The tuition fee reductions are granted according to specific merit and motivation grounds, as per the documentation attached to the candidate's scholarship application.
- 1.5 Following evaluation of the documents, a final ranking will be formed for each Track and will be posted according to art.5 of this call. Students ranked lower than the number of fee reductions available for their track will only be taken into consideration if one of the scholarship winning students withdraws from the Foundation Year.

Art. 2 – Eligibility and requirements

- 2.1 Candidates can apply for the scholarship only once they have been accepted to the Foundation Programme.
- 2.2 At the time of application, applicants must have:
 - a) already received an acceptance or conditional acceptance letter to the Ca' Foscari Foundation Year after completing the pre-evaluation and admission procedures online
 - b) paid the first fee instalment of €300
- 2.3 At the time of the fee reduction (the third fee instalment), applicants must have:
 - a) integrated all necessary documents for completion of enrolment, and no longer hold "conditional acceptance" status
 - b) paid the second fee instalment of €1,700
 - c) at least 80% attendance in all classes

Art. 3 – Criteria for evaluation

3.1 Merit will be assessed on the following criteria:

- a) GPA (Grade Point Average) over the last three years of schooling
- b) A specific – and original – motivation letter for the scholarship
- c) International study experiences
- d) International work experiences

3.2 Each student will be assigned a total score out of 100 distributed as follows:

GPA	65%
Original motivation letter	25%
International study experiences	5%
Other international experiences	5%

Art. 4 – Submission of applications: terms and procedures

4.1 Candidates must upload all relevant documents to the specific Scholarship task within their Foundation Year application on our application platform apply.unive.it by **August 18th, 2024**

4.2 In order to submit their application, candidates must:

- a) Fill out and upload the application form
- b) Upload their personal CV (maximum 2 pages)
- c) Upload their personal **original** Motivation Letter (which should be different from the one uploaded previously for Foundation Year, and written specifically for this Call for Scholarship Application) to their profile on the Foundation Year application platform (maximum 350 words).
- d) Upload an official GPA certificate for their final three years of high school. This certificate must be original (signed and stamped by the School) and officially translated in either English or Italian.
- e) Add the reference code *ScholarshipFY* to their profile on apply.unive.it, as explained in the Appendix at the end of this document

4.3 If your grading system provides letters rather than numbers your School must also provide a conversion table into percentages.

4.4 Grades will be converted to the Italian grading system of 100 where 60 is the minimum passing grade, through the following calculation:

- $\text{Converted grade} = 100 - 60 / (\text{max grade} - \text{min passing grade}) \times (\text{student's grade} - \text{min. passing grade}) + 60$

4.5 Applications with no clear statement of the GPA, and applications with certificates that list only individual grades, or that do not specify the period of assessment will not be considered.

4.6 If the Commission deems that an applicant's motivation letter has not been written in their own words, that is, it has been plagiarized, taken from a template, or has been written through the use of AI, points will be deducted for lack of originality. Students should be aware that motivation letters written through the use of AI are clearly identifiable.

4.7 Scholarship applications that are incomplete or are completed after the deadline will not be taken into consideration.

- 4.8** Scholarship applications that do not have the reference code (4.2e) will not be taken into consideration.
- 4.9** For additional information on tuition fee reductions and the present Call, students can contact the Admissions Office by email foundation.cfsie@unive.it.

Art. 5 – Ranking and Acceptance

- 5.1** The ranking will be prepared and approved by a Commission hereby nominated:
- **Anna Colombini**, Managing Director Ca' Foscari School for International Education
 - **Megan Rae**, Head of the International Programmes Unit, Ca' Foscari School for International Education
 - **Francesca Rocco**, Student Admissions, Ca' Foscari School for International Education
- 5.2** The final ranking will be posted on the website by August 30th, 2024.
- 5.3** Scholarship winners will be contacted via email and will be required to accept the scholarship within five days from receiving the notification. If they fail to do so, they will lose the tuition fee reduction, which will then be assigned to the next suitable candidate in the ranking.
- 5.4** In the case of students with the same score, younger students will be given priority.

Art. 6 – Processing of personal data

- 6.1** Under article 13 of the EU Regulation 2016/679, all applicants are informed that personal data provided to or acquired by the University for the purpose of this call will be used exclusively to carry out the procedure and treated electronically and/or manually at Ca' Foscari University of Venice by authorized processors, in the manner and under the conditions that are necessary to pursue the purpose of this call. The data will be kept in accordance with the rules on administrative documentation storage.
- 6.2** The data controller is Ca' Foscari University of Venice, which has its headquarters in Dorsoduro, 3246 – 30123 – Venice. PEC protocollo@pec.unive.it.
- 6.3** Data must be provided for participation requirements and qualifications to be evaluated. Incomplete data may prevent the evaluation to be carried out, thus determining the exclusion of the applicant from the procedure.
- 6.4** The ranking will be published in accordance with current legislation; data will not be disclosed to third parties unless this is required by the competent legal or control bodies and to perform activities connected with the provision of benefits.
- 6.5** The applicants concerned have the right to obtain from the University, in the cases provided for, the access to their personal data and the amendment or erasure of said data, or the limitation to the use which concerns them, or to object their use (articles 15 et seq. of the Regulation). An appropriate request must be submitted to the University by contacting the data protection officer at Ca' Foscari University of Venice (Ca' Foscari University of Venice – Data Protection Officer, Dorsoduro 3246 – 30123 – Venice. PEC protocollo@pec.unive.it, email: dpo@unive.it).
- 6.6** The applicants concerned deeming that the use of their personal data is carried out in violation of the Regulation have the right to lodge a complaint with a supervisory authority,

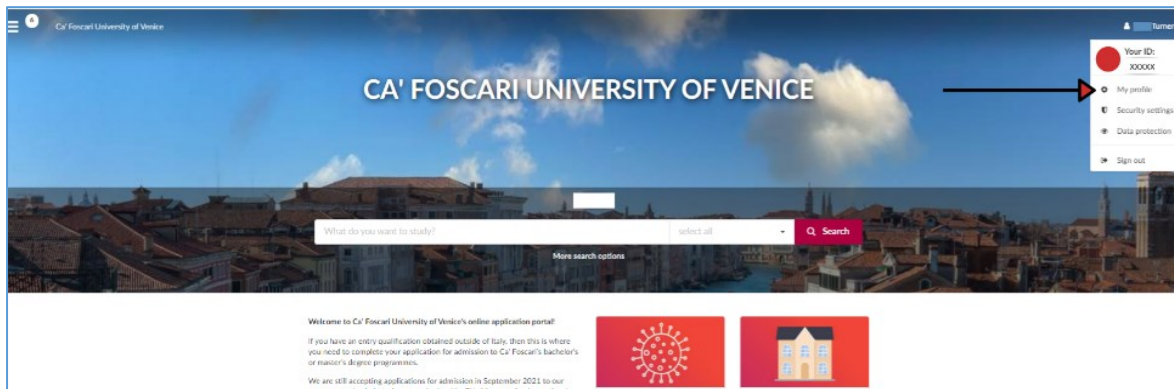
as provided for in the article 77 of the same Regulation, or to appeal to the relevant courts (article 79 of the Regulation).

- 6.7** The Supervisor of the tuition fee waiver awarding process is the Director of the School for International Education of Ca' Foscari University of Venice, Dorsoduro 1686, Venice.
- 6.8** The University administration reserves the right to verify the truthfulness of the information provided by all applicants. Without prejudice to the penal sanctions laid down in Art. 76 of the Italian Decree of the President of the Republic no. 445/2000, in the event that fraudulent information is discovered as a result of said verification, the applicant forfeits his or her right to the exemption.

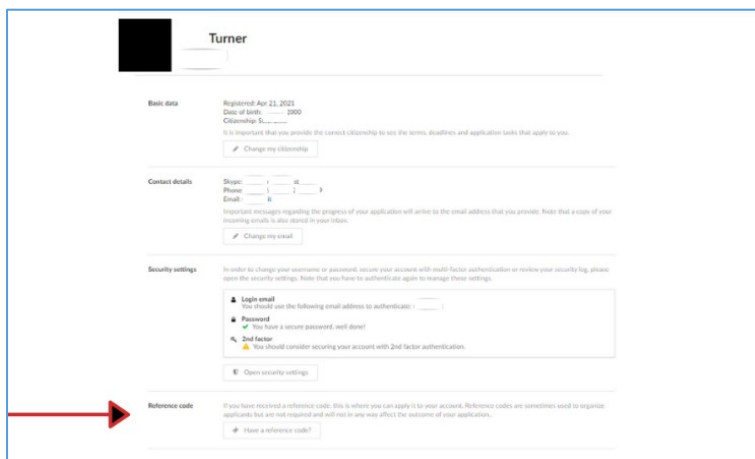
Approved by the Director and attached to DD.174/2024 prot. N. 174623 del 11/07/2024

APPENDIX: How to add the Reference Code “*ScholarshipFY*”

1. Click on the image icon and name connected to your profile, in the upper right side of the application webpage.



2. Click on “My Profile” and then click on “Have a reference code?”



3. Insert your reference code, which is: ScholarshipFY. Make sure you have written the code exactly in the same way as written here above. Click on Continue.

4. You have successfully inserted the reference code.

