



Collegio  
Internazionale  
Ca'Foscari

## **CA' FOSCARI INTERNATIONAL COLLEGE CALL FOR APPLICATIONS 2017/2018 A. Y. – SPRING CALL**

for first year Bachelor's Degree students at Ca' Foscari  
University Venice

(Call issued by DR. 202/2017 of 10/03/2017)

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## CA' FOSCARI INTERNATIONAL COLLEGE

Ca' Foscari International College is the University's Superior Graduate School.

Founded in the 2012/13 academic year with the Ministry of Education, University and Research (M.I.U.R) funding, the College offers its students a merit-based educational path distinguished by excellence as well as student residence.

**STUDENTS ATTENDING THE COLLEGE** are both Bachelor and Master's Degrees students who enrol in the first year of their respective Degrees with the University and have passed the College Admissions Selection. Students need to satisfy the merit requirements during years for their place to be confirmed at the College.

**PLACES AVAILABLE TO BACHELOR STUDENTS FOR THE 2017/18 A.Y.** A total of 10 places are available: 6 places for the **spring selection** (of which 2 are reserved for international students participating in the pre-admission selection) and 4 places for the summer selection.

**COLLEGE PROGRAMME AND SERVICES:** cross-sectoral courses are offered in addition to students' degree courses. Taught in English, these courses regard College Degree Minor's. Students reside for 10 months of the year at the University *campus* on the island of San Servolo. Students of the College are exempt from paying university fees. The College provides tutors and offers orientation and placement services for those who finish their Bachelor or Master's Degree. Finally, the International College issues a diploma listing all the activities students undertake along with the added ECTS attained.

**ENTRANCE:** to be admitted to the College, students must go through a selection process that consists of a written examination and an interview. The written exam may be substituted by a S.A.T. (School Assessment Test) or by a successful admission test result to the chosen degree course if applicable.

**ENTRY REQUIREMENTS:** an average mark of 7.5/10 (or equivalent) for eight subjects taken at senior high school and an English language proficiency level of B2 are required. International students who enrol in a Degree course taught in the Italian language are required to have a B2 proficiency level of Italian. Foreign students enrolling in a degree course taught in English must also possess a B2 proficiency level of the English language.

**CALLS:** there are two calls. The first is the **spring call** for the first six places which takes place in the month of MAY 2017 (a pre-admission selection is reserved for international students in the month of APRIL 2017). The second, the summer selection, is for the remaining four places and takes place in the month of JULY 2017. Students who do not pass the test or are not accepted during the first call may repeat the test during the second call. The summer selection will be regulated by a separate call.

**THE COLLEGE ADMISSION EXAM HAS NO FEE**

**ENROLMENT COSTS:** the standard enrolment fee for the College € 9,000.00 yearly. The College provides enrolment fee reductions (called vouchers) that cover enrolment fees either partially or in toto. 4 total vouchers and 2 partial vouchers are available for the **spring** selection. 3 total vouchers and a partial voucher are available for the summer selection.

### **CALENDAR AND DEADLINES FOR THE SPRING SELECTION**

	PRE-ADMISSION (Reserved for international students) <i>Distance testing</i>	SPRING SELECTION
APPLICATION DEADLINE	04/04/2017	02/05/2017
WRITTEN EXAMINATION	10/04/2017	08/05/2017
INTERVIEWS START	12/04/2017	10/05/2017
RESULTS	18/04/2017	15/05/2017
PLACEMENT ACCEPTANCE	28/04/2017	26/05/2017

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### Art. 1 – Available Places – pre-admission and spring selection

1.1 There are **six (6)** places available in the spring selection for students of the College enrolling in the first year of a Bachelor's Degree for the 2017/2018 academic year. **Two (2)** of these are reserved for international students who participate in the pre-admissions as outlined in the following Articles 5 and 6.

1.2 The International College, hereafter referred to as the College, makes one pre-admission call for international students in the month of April 2017 and one intake in the month of May 2017 to occupy 6 places as described in Article 6.

### Art. 2 – Benefits

2.1 Students admitted to the College are expected to do normal (curricular) course work as well as participate in the in-house cultural programme reserved for them by the College and take one of the three Minor courses reserved for them as outlined in Article 3.

2.2 Successful students will be able to reside, free of charge, at the College *campus* on the Island of San Servolo from the month of September to the following month of June of each academic year.

2.3 A tutor from students' field of study will be provided to aid College students in their academic career and in their everyday life at the *campus* and College. Support is also offered for all paperwork needs connected to outgoing international mobility and placements.

2.4 College admission fees, as per Article 4, include the enrolment fee to the chosen Degree programme. These fees do not, however, include regional study taxes set by the Veneto Region, stamp duty, board and all other non-specified expenses, all for which students will have to bear the costs.

2.5 All students who satisfy residency requirements (see Article 9) and successfully complete their course of studies at the College receive both their Degree certificate and an additional College certificate.

### Art. 3 – Minor courses (three-year International College Courses)

3.1 Minors are courses held by the International College and reserved for its students. They constitute an integral part of additional teaching allowing students at the College to gain a further fourteen (14) ECTS a year alongside the credits they gain with their chosen Bachelor Courses. The Minors last three years.

These courses are held using innovative teaching techniques aimed at developing transversal theoretical and practical skills (*knowledge and skills*) to help students achieve excellence as well as further their prospective professional and academic careers.

3.2 The following Minor courses will be held for students enrolling in the 2017/18 a.y.:

- Global Asian Studies;
- Digital Humanities;
- Sustainability.

The International College takes a multidisciplinary approach in its teaching project and encourages students to choose Minors that are distinctive and complement their curricular degree courses, as specified in Article 5 below.

### Art. 4 – Tuition Fees and Funding

4.1 The College enrolment fee is € 9,000.00 per year and includes all the benefits listed in above Article 2.

4.2 According to the ranking, as per criteria listed in Article 7, successful candidates will benefit from specific enrolment fee reductions (hereafter referred to as "voucher") intended to cover all of the enrolment fee or part thereof. For the spring selection, this includes:

a) for **four (4) places** there is a voucher € 9,000.00 (total voucher) fully covering the College enrolment fees for the 2017/18 academic year;



b) for **two (2) places** the voucher amounts to € 6,500.00 that covers up to 70% of the enrolment fees for the 2017/18 academic year leaving € 2,500.00 to be paid to the College.

4.3 Students are required to formally accept their vouchers in writing be they total or partial or will be denied admission to the College.

4.4 The amount not covered by the partial voucher must be paid by candidates in two instalments of € 1,250.00 each. The first instalment is due by 01/09/2017 and the second by 01/12/2017.

4.5 Payment is to be made by transfer to:

IBAN – IT1700533602020000046604330 account name "COLLEGIO INTERNAZIONALE CA' FOSCARI" indicating as the reason for payment: "name, family name, student number (if assigned)" and "first" or "second" "instalment for admission to the International College 2017/18".

4.6 College vouchers are reductions offered by the College on the basis of academic achievements and are not need-based scholarships. As a result, candidates may apply for student loans and scholarships as determined by Ca' Foscari University.

### Art. 5 – Requisites and Application

5.1 To participate in the Spring Call for Admissions to the College candidates are required to:

a) Have gained a minimum yearly average mark of 7.5/10 (or equivalent) in reference to their third to last and second to last years at high school. Candidates with lower averages will not be accepted at the College.

- Students enrolled in Italian schools are required to self-certify their marks as per the format attached to the application form. Ca' Foscari University reserves the right to verify information received, as per the provisions of the current norm (Presidential Decree DPR 445/2000).

- Students enrolled in International schools are required to attach a full copy of the document certifying all marks received in their third to last and second to last years at high school, alongside a mark scale indicating the maximum and minimum marks. The scale is to be translated into either the English or the Italian language.

b) Have an English language proficiency level of B2 as per the self-certification table approved by the Council of Europe and published on the University website. Students' level of English proficiency will be verified during their initial interview.

- Students not in possession of a B2 certification are required to self-certify following the format attached to the enrolment form.

- Students who hold a B2 certification may forward the certification as per the following commas.

c) International students are further required to have a level of B2 proficiency of the Italian language unless they are enrolled in Degree courses held exclusively in English.

- Students not in possession of a B2 Italian language certification are required to self-certify as per the format attached to the application form.

- Students who hold a B2 Italian language certification may forward the certification as per the following commas.

5.2 It is mandatory for students to possess the above requisites at the time of application.

### **5.3 PRE-ADMISSION FOR INTERNATIONAL STUDENTS (APRIL 2017):**

International students (students with European Community citizenship, non-European or Italian nationals holding a foreign passport) may apply for pre-admission to the College for the 2017/18 a.y. and sit for the written and oral examinations in distance mode in the month of April 2017 as outlined in the following Article 6. The pre-admission application can be found online at [www.unive.it/collegiointernazionale](http://www.unive.it/collegiointernazionale), and must be submitted to Ca' Foscari



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University – Ca' Foscari International College by **12:00 p.m. on 04/04/2017**.

Applications may be presented in the following manners:

- via e-mail to: [collegio.internazionale@unive.it](mailto:collegio.internazionale@unive.it);
- via PEC (certified email) to: [protocollo@pec.unive.it](mailto:protocollo@pec.unive.it);

The application must bear the subject header: **Application for Pre-Admission to Ca' Foscari International College 2017/2018 – BACHELOR LEVEL – SPRING CALL-INTERNATIONAL STUDENTS**.

**5.4 ADMISSION TO THE SPRING CALL (MAY 2017):** The application to the Spring Call, valid for all Italian students and for the international students who have not participated in the pre-admission, can be found online at [www.unive.it/internationalcollege-applications](http://www.unive.it/internationalcollege-applications) and must be submitted to Ca' Foscari University – Ca' Foscari International College - by **12:00 p.m. on 02/05/2017**. Applications may be presented in the following manners:

- via e-mail to: [collegio.internazionale@unive.it](mailto:collegio.internazionale@unive.it);
- via PEC (certified email) to: [protocollo@pec.unive.it](mailto:protocollo@pec.unive.it);

The application must bear the subject header: **Application for Admission to Ca' Foscari International College 2017/2018 – BACHELOR LEVEL – SPRING CALL**.

The application must indicate the curricular course (degree) chosen by the student and two preferences for the College Minor courses. College students will be assigned to one Minor course on the basis of the preferences indicated on their application and the final student ranking. The College Teaching Committee reserves the right to assign students to Minor courses. The criteria adopted are to establish balanced course numbers and degree affinity, and the characteristics and requirements of the College's and University annual teaching programmes.

**5.5 Applications must have the following attachments or will be excluded from the Call:**

1. copy of valid ID or passport;
2. CV in Europass European format in English with an attached photo;
3. a motivation letter in English (200 – 400 words) stating the reasons for choosing this College (please refer to the College webpage for information);
4. For students enrolled in an Italian Senior High School: a self-certification declaring the average mark obtained during the student's third to last and second to last high school years following the format of the self-certification form attached to the application. For students enrolled in an international High School: full copy of the document certifying all marks obtained at their High School alongside a mark scale indicating the maximum and minimum marks. The scale is to be translated into either the English or Italian language;
5. A certificate or self-certification attesting an English language proficiency level of B2 as found attached to the application form, and for international students, a further certification attesting an Italian proficiency level of B2. Candidates wishing to enrol in degree courses held exclusively in English are exempt from providing the Italian language certification.
6. The request to sit for the examination in distance mode as per the format attached to the application.

**5.6 The following documents may also be attached to the application form:**

- the S.A.T. (*School Assessment Test*) certificate attesting the student's successful results. This certification may substitute the written admission examination as per Article 6;
- the S.A.T. II (*subject test*) certificate attesting the student's successful results;
- C1 or above English language certificate;
- other language certifications;
- other certificates relevant to the student's academic career and selection procedure;
- 2017 ISEE certificate (Indicatore Situazione Economica Equivalente – means-tax declaration form) as per Article 7.



5.7 Applications that are unsigned or submitted outside the application period will not be accepted.

5.8 Services for students with disabilities:

a) Specific request must be made in case entry examination adjustments are required. In particular:

- The use of necessary aids and extra time (30%) may be granted according to the specific disability;

- Candidates with documented Specific Learning Disabilities will have to forward a certificate attesting the disability dated within the last two years.

b) The requests are to be made in writing, to which the specific certification is attached. These are to be sent to Servizio Disabilità del Settore Orientamento e Tutorato (e-mail: [disabilita@unive.it](mailto:disabilita@unive.it)) (Disability Services, Orientation and Support Sector) at least two weeks prior to the examination.

### **Art. 6 – Admission Committee and Selections**

6.1 The members of the Admission Committee are university professors drawn from the diverse disciplinary fields that are the object of the exam. The Committee is appointed by the Rector of Ca' Foscari University, or by his delegate and may include external experts. Depending on the number of applications, more than one Committee may be appointed and arranged.

6.2 The admission examination consists of a WRITTEN PAPER, in two parts, and an interview (INTERVIEW).

6.3 International and Italian candidates who have presented the S.A.T. *Reasoning Test (Scholastic Assessment Test)* Certificate when submitting their application to the College may request exemption from the written exam. The certificate may substitute the written paper, only if the minimum S.A.T. mark has an **average of 60%** (national percentile). The Certificate will be evaluated in all its three areas (*Critical Reading, Mathematics and Writing*). Results will be expressed out of 70 and be used to compile a Ranking.

6.4 International and Italian candidates who have sat for an **entrance exam to a closed number Ca' Foscari Degree course for the 2017/18 a.y.** when submitting their application may request exemption from the College written exam by specifying the entrance exam they have sat for on their application. A certificate attesting that the student has passed the entrance exam to a closed number degree may substitute the College written exam only in the following cases:

a) Degree courses in the area of Economics: having passed the TOLC-E test with an individual mark that falls within the top 25% set by Ca' Foscari University to be accepted to the chosen degree. The mark will be evaluated in all its three areas (*Logic- Verbal Comprehension -Mathematical*). Results will be expressed out of 70 and be used to compile a Ranking;

b) Degree courses in the area of Science: having passed the TOLC-I test with an individual mark that falls within the top 25% set by Ca' Foscari University to be accepted to the chosen degree. The mark will be evaluated in all its four areas (*Logic- Verbal Comprehension –Mathematical and Natural Science*). Results will be expressed out of 70 and be used to compile a ranking;

c) Degree courses in the areas of Linguistics and Humanities: having passed one of Ca' Foscari's exams with a mark that falls within the top 25% of the reference rank published by the University. Results will be expressed out of 70 and be used to compile a ranking.

6.5 The aim of the written examination is to assess the overall knowledge candidates have. There are two parts to the written exam. The first is a multidisciplinary exam with multiple-choice questions and/or open questions requiring short answers testing candidates' general knowledge and logic skills. The second part requires candidates produce one or more pieces of writing with



short answers to open questions on general knowledge or current affairs topics, or in the form of textual analysis, which could also be in English.

6.6 The candidate may choose whether to sit for the examination in English or in Italian. This must be specified in their application.

6.7 **PRE-ADMISSION SELECTIONS:** selections for international students sitting for pre-admission are held in distance mode as outlined by the instructions on the form found online. This is to be completed and attached to the application for pre-admission. The interview for these candidates will be conducted by videoconference call. The written examination will be held on Monday 10/04/2017, followed by paper correction. On the basis of the number of candidates, the results of the written paper will be posted on the College website by 6:00 p.m. Tuesday 11/04/2017.

The interviews will begin Wednesday 12/04/2017. The College reserves the right to continue with the interviews on Thursday 13/04/2017 should numbers require it. Candidates will be notified of the order in which they will be called.

6.8 **SPRING CALL SELECTIONS:** the written exam will be held Monday 08/05/2017 in Rooms 8A and 9A at the Ca' Foscari University San Giobbe Economics *campus* starting at 9:00 a.m., followed by paper correction. The results of the written paper will be posted on-site at San Giobbe and on the College website by 6:00 p.m. Tuesday 09/05/2017 should candidate numbers allow for this.

6.9 The interviews will be held in Meeting Room 3 at the Ca' Foscari University San Giobbe Economics *campus* on Wednesday 10/05/2017 at 9:30 a.m. The College reserves the right to start interviews as of Thursday 11/05/2017 or Friday 12/05/2017 should numbers allow for this. Candidates will be notified of the order in which they will be called.

6.10 The pre-admission written exam for the Spring Call will be marked out of 70. **Candidates need to gain a minimum of 40/70 to pass the written exam.** The results of the written exam will be used to compile a ranking for admission to the interview phase.

**6.11 The first 30 candidates on the said ranking will be admitted to the interviews. All candidates ranked equal in the last eligible place will be admitted to the interviews.**

6.12 The interview will be held both in English and in Italian and is aimed at evaluating student motivation as well as assessing their proficiency in the English and Italian languages. The content of the written exam will also be discussed during the interview.

**6.13 The interview will be marked out of 30. Candidates are required to gain a minimum of 21/30 to pass.**

6.14 Candidates for the Spring Call (May 2017) are required to sit for the exams in person at the above University premises. International students, EU nationals and Italian nationals living abroad may take the examination in distance mode for motivated reasons (health, impediments etc.). Explicit request must be made at the latest **10 days** before the date of the written exam and must be approved by the Committee. Candidates are required to request and complete the relevant form online. These candidates may arrange to have the interview via videoconference call with prior College authorization. The examination dates and times for these candidates will be consistent with the examinations held on-site.

6.15 Candidates are required to produce a valid identity document at the examination.

6.16 If needed, candidates may make use of an Italian or English language dictionary during the written exam. Candidates may also use a calculator. The College will not be able to provide these for candidates who are asked to bring their own.



## Art. 7 – Ranking, acceptance and entrance

7.1 Placements with the College are assigned according to the ranking established at the end of the spring selection in May 2017.

**The maximum mark of 120/120 is the result of the sum of the written examination (out of 70), the interview (out of 30), the motivation letter (out of 10) and a further ten marks.** The additional 10 points will be awarded on evaluation of the following abilities, skills, aptitude and knowledge:

- Holding relevant language certifications. Only the following certifications will be considered here:
- English language certifications attesting a minimum C1 level of proficiency;
- For international students certifications attesting a minimum C1 level of proficiency in the Italian language;
- Other language certifications attesting a minimum B1 level of proficiency.
- Having passed the S.A.T II *Subject Test* in any subject foreseen by the S.A.T. system;
- Holding other certifications or qualifications deemed relevant by the Admission Committee as sent in or gathered from the candidate's CV;
- Having the skills and disposition needed for communal living.

7.2 In the case of candidates with equal ranking, precedence will be given to the candidate in the least favourable economic situation as shown by the submitted ISEE 2017 Certificate (Indicatore situazione economica equivalente – means-tax declaration form). If after this assessment candidates are still equally ranked, priority will be given to the youngest candidate.

7.3 The list of eligible candidates will be published by 18/04/2017 at the end of the pre-admission reserved for international students and as outlined in the above Article 5.3. This will indicate the two candidates who have been successful in gaining priority over the final ranking.

7.4 The two successful candidates will have **until 12:00 p.m. on 28/04/2017 to take advantage of their acquired priority rank.** Formal acceptance of placement and voucher is to be made via email. Candidates are also required to attach evidence that they have begun enrolment procedures with the University and proof of visa from the Italian Embassy-Consular Offices of their country, if necessary for them to study in Italy. Failure to respect these requirements will result in the candidate losing their priority and inclusion in the final ranking as per comma 7.6.

7.5 Should the first two candidates, as described in the above Article, lose their priority placement, the Committee will turn to the list of eligible candidates only once in order to assign a priority place to the successive candidates. Successful candidates will have **until 12:00 p.m. on 11/05/2017 to take advantage of their acquired priority rank.** Formal acceptance of placement and voucher is to be made via email. Candidates are also required to attach evidence that they have begun enrolment procedures with the University and proof of visa from the Italian Embassy-Consular Offices of their country, if necessary for them to study in Italy. Failure to respect these requirements will result in the candidate losing their priority and inclusion in the final ranking as per comma 7.6.

7.6 The final ranking will be published at the end of the spring selection and by 15/05/2017. This will indicate all the candidates that were successful in the pre-admission of April 2017 and in the May 2017 selection. The ranking will indicate the names of the successful candidates, their scores, candidates deemed eligible and the vouchers that are assigned. The final ranking will be used to assign the first 6 placements for the 2017/18 a.y. of which two places are reserved for international students as per the above Article.

7.7 Should the student decide not to accept the placement and voucher offered, as outlined in the following article, the Committee will immediately continue through the ranking.

7.8 The College reserves the right to use the ranking to assign places at the College and vouchers that have been made available, until the following summer selection.

#### **Art. 8 – Placements and Entrance**

8.1 To register as a student with the College, the successful candidate is required to:

1. accept the offer of a place at the College;
2. enrol in a Ca' Foscari University Degree Course;
3. make a deposit to guarantee their residence in the College;
4. settle accounts by paying the sum not covered by the voucher, as per Art. 4.

8.2 Successful candidates are to accept the offer of a place and any voucher (total or partial) offered with the placement in writing via email. Omitting to do so will result in the candidate not being admitted to the College. Acceptance must arrive at the College Administration Office (Segreteria del Collegio) by 12:00 p.m. on the 28/04/2017 for the first two eligible international students selected at the pre-admission of April 2017, and by 12:00 p.m. on 26/05/2017 for all the other students.

8.3 Candidates who also sit for entry tests to closed number Degree Courses are required to deposit any pre-enrolment fees indicated by the Call for Admissions to their chosen Degree Course. In doing so, these candidates indicate they accept placement in the said Degree Course. The deposited sum will be reimbursed should the candidate enter the College.

8.4 College activities are an integral part of Ca' Foscari Degree Courses. Successful candidates are, therefore, required to register with the University as indicated by the Registration Sector (please see [www.unive.it/immatricolazioni](http://www.unive.it/immatricolazioni)). Should candidates omit to register they will not be admitted to the College and their place offered to the next student ranked.

**For Degree Courses with unrestricted access:** candidates are required to register by **15/07/2017**. Once the online pre-evaluation procedures have been completed, **do not select** the item *Pagamenti*. Please send an email to [collegio.internazionale@unive.it](mailto:collegio.internazionale@unive.it) to confirm having completed the first enrolment phase. University fees owed will be thus recalculated on the basis of the above Article 2 comma 4. Payment means will be communicated via email.

**For closed number Degree Courses**, candidates are required to register by:

- **15/07/2017**, for students taking part in the spring selections;
- **02/09/2017**, for students taking part in the summer selections.

8.5 **International students are required to complete the pre-evaluation procedure requested for enrolment to Ca' Foscari Degree Programmes at [www.unive.it/evaluation](http://www.unive.it/evaluation) within 30/04/2017.** Non-resident students from non-EU countries must request a study visa at Italian Embassy-Consulate Offices of their country. Further information regarding visa applications and timing can be found at [www.study-in-italy.it](http://www.study-in-italy.it).

8.6 Students will also have to give proof of having paid the sum of € 500.00 at the same time they register with the University. This amount is the required deposit to guarantee a place at the College and be assigned a lodging. The sum will be refunded at the end of residency in the College once all obligations provided for in the College Regulations have been met. **Students who decide to forfeit their place at the College after having registered are not entitled to a refund of the deposit.**

8.7 Banking details:

IBAN – **IT170533602020000046604330** Account Name "COLLEGIO INTERNAZIONALE CA' FOSCARI" referencing the payment as: name, family name, student number (if assigned) and "Cauzione Collegio Internazionale (Deposit International College).

8.8 Failure to respect the deadlines in the above comma will result in the loss of the voucher, deposit and loss of placement.

8.9 The College Teaching Committee will place students in the Minor courses they indicated on their application following the ranking as illustrated in Article 5.  
8.10 Rooms are assigned only after the deposit has been made, on the day and at the time the College announces after 10/09/2017. Failure to appear for room handover without a valid reason will be considered as forfeiting admission to the College and will result in the loss of the deposit.

#### Art. 9 – Residence requirements

9.1 Aside from normal Degree coursework, students admitted to the College will also commit themselves:

a) participating in the Minor courses specifically outlined in the College cultural programme that will be published on the College website and complete a minimum of 14 ECTS of said Minor courses a year;

a) residing in the lodgings provided on the Island of San Servolo – Venice;

b) obeying the rules outlined in the Ca' Foscari College Regulations and signed on entrance to the College;

**c) obtaining the following merits** for the chosen Degree Course (regardless of the Minor course undertaken) **required to remain part of the College educational programme** and, that is:

- to have a yearly arithmetic average of 27/30 of all marks if you are enrolled in Language or Humanities subjects and 26/30 for students enrolled in the Economics or Science fields;

- for students enrolled in a Humanities or Language Degree, a minimum mark of 24/30 for each individual exam and, for those enrolled in the Economics or Science fields a mark of 23/30 or over;

- to obtain at least 42 CFU (University Credits) within the summer exam sessions held in June. Exams held in the September session will be evaluated in the following academic year.

- commit to taking part in an **internship or in a period of study abroad** starting from the second year of the degree course;

d) completing their degree within the Autumn session of the third year of the established course of studies.

9.2 The requisites of the above letters a) and d) will be entirely satisfied within June 30th of every year of residence in the College or the student will be expelled from the same.

#### Art. 10 – Head of Admissions

10.1 Debora Ferro, Secretary to the International College of Ca' Foscari, Ca' Foscari University of Venice, is the Head of Admissions pursuant to and in accordance with Law no. 241/1990.

#### Art. 11 – Private and personal data handling

11.1 Article 13 Legislative Decree June 30 2003, n. 196 of the “Data Subject Protection Code” states that:

a) personal details collected or requested, information relating to student's university career produced and processed by the University in its institutional functions may be collected, handled, used and communicated – during both students' university career and at course completion – to external subjects for uses related to the function of University institutional activities;

b) communication of the above personal data at item a) is compulsory;

c) further, as per item a), personal data may be disseminated to other public bodies, associations and entities, in Italy and abroad, solely for the purposes of employment initiatives or career guidance (*work experience programmes* and *placements*) and for post-graduate training;

d) Data may be handled by a data processor, electronic devices and computer software to ensure its protection and confidentiality;



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- e) As per Article 7 of the above law, data subjects have the right to access their own personal data, to have inaccurate or incomplete data rectified, updated, supplemented or cancelled if unlawfully gathered. They further have the right to object to the processing of their data for legitimate reasons;
- f) The Data Controller is Ca' Foscari University, registered office in Dorsoduro, 3246 – 30123 – Venice.

Venice, 10/03/2017

THE RECTOR  
Prof. Michele Bugliesi

Ca' Foscari International  
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