CALL FOR APPLICATIONS FOR ADMISSION TO THE “SAPIENZA FOUNDATION YEAR” PROGRAMME — 2023-2024 ACADEMIC YEAR
Program Code: 30496

THE RECTOR
HAVING REGARD TO the resolution of the ISO Department Board of January 30, 2023;
HAVING REGARD TO the resolution of the Faculty of Humanities Committee of February 20, 2023;
HAVING REGARD TO the resolution of the Academic Senate of the resolution of the Academic Senate of April 16, 2019

DECREEs
that the enrolment of students in Sapienza Foundation Year for the 2023-2024 academic year is subject to successfully undergoing an admission procedure.

Article 1 – GENERAL PROVISIONS AND PURPOSES
This Call for Applications includes provisions governing the admission to the “Sapienza Foundation Year” Programme, enrolment procedures and courses conduct. The Programme, held in Italian, is conceived for international students who need to complete their basic education to be eligible for enrolment at Italian public universities. Students who successfully complete the Programme will be able to apply for Bachelor’s Degree or Single-Cycle Degree programmes at Sapienza University of Rome without having to sit for the Italian language exam for non-EU students (Italian language B2 level). Further information about the Programme is available at: https://www.uniroma1.it/it/pagina/foundation-year-sapienza-university-rome.

Article 2 – ORGANISATION OF EDUCATIONAL ACTIVITIES AND ATTENDANCE
The “Sapienza Foundation Year” Programme is made up of three parts: 1. Intensive Italian language and culture classes; 2. Curricular classes in either Humanities (Art History, Contemporary History, Italian Literature, Sociology) or Sciences (Biology, Chemistry, Mathematics, Physics); 3. Preparatory classes for entrance exams on three groups of subjects: Applied Sciences, Clinic Sciences, Human Sciences. Classroom activities total 400 hours, and attendance is mandatory for at least 75% of them.

<table>
<thead>
<tr>
<th>October 2023</th>
<th>Preparatory Italian Language Course</th>
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<tbody>
<tr>
<td>50 hours</td>
<td>Online A1-A2</td>
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<table>
<thead>
<tr>
<th>Nov 2023–Jan 2024</th>
<th>Intensive Italian language and culture</th>
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<tbody>
<tr>
<td>150 hours</td>
<td>Classroom B1-B2</td>
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<tr>
<td>4-5 days per week</td>
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<table>
<thead>
<tr>
<th>Feb 2024–May 2024</th>
<th>Curricular classes</th>
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<tbody>
<tr>
<td>120 hours</td>
<td>Art History</td>
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<tr>
<td>40 hours each</td>
<td>Contemporary History</td>
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<tr>
<td></td>
<td>Italian Literature</td>
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<td></td>
<td>Sociology</td>
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<tr>
<td></td>
<td>Biology</td>
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<td>Chemistry</td>
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<td>Mathematics</td>
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<td>Physics</td>
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</table>
May 2024–Jun 2024 | Preparatory classes
---|---
40 hours each | Applied Sciences (Economics, Engineering, Management, etc.)
| Clinic Sciences (Medicine, Nursing, Psychology, etc.)
| Human Sciences (Archaeology, Art History, Classics, etc.)

**Article 3 – GENERAL ADMISSION REQUIREMENTS**

The “Sapienza Foundation Year” Programme is mainly intended for students who do not meet the minimum schooling requirements outlined in the current legislation regulating the enrolment at Italian universities. Students who do meet such requirements, yet wish to improve their preparation to the same aim, are as well eligible for admission.

The admission procedure is open to:
- Italian or EU citizens wherever resident;
- Non-EU citizens legally residing in Italy, as per article 26 of Law No. 189/2002;
- Non-EU citizens residing abroad and requiring a Study Visa for “University enrolment” in the academic year 2023-2024

meeting the following requirements:

- possessing a secondary education leaving qualification (High School Diploma, Attestat, etc.) obtained after at least 11 years of schooling, on condition that it enables the student to university enrolment under the laws of the Country of issuance. Candidates who are enrolled on the last year of secondary school may apply by providing a Certificate of Enrolment attesting their status and expected date of graduation;
- possessing an English language proficiency equivalent to CEFR level B2, to be proven with an official certification (IELTS, TOEFL, CFE, Duolingo, etc.). Candidates who have English as their native or second language may be excused of such requirement by providing a formal proof of their status.

**Article 4 – NUMBER OF AVAILABLE PLACES**
The maximum number of admitted candidates is 100 (one hundred) and the minimum is 10 (ten). The “Sapienza Foundation Year” Programme will be not activated in case that the number of candidates be lower than 10 (ten).

**Article 5 – PARTICIPATION FEE FOR THE ADMISSION PROCEDURE**

Participation to the admission procedure is conditioned under penalty of exclusion on paying a participation fee of € 200,00 within 15/06/2023.

If the Course is not activated, the participation fee for the selection procedure will not be refunded.

**Article 6 – APPLICATION PROCEDURES, DEADLINE AND REQUIRED DOCUMENTS**
Candidates shall submit their applications in due manner as follows:

- **Register on INFOSTUD 2.0**, the students’ information portal of Sapienza University of
Rome: 
https://stud.infostud.uniroma1.it/Sest/registrazioneStudenti/initRegistrazione.do

- Upon registration, candidates will be issued a student ID number and a password that they are recommended to keep carefully for further steps of the procedure. Official communications will be sent to the email address reported at this stage: candidates are required to provide a valid email address and to regularly check their inbox. Sapienza is not responsible for failed deliveries or loss of information if students will use an email address different from the one they declared on Infostud.

- **Pay the € 200,00 participation fee** for the admission procedure within 15/06/2023 by following the instruction below:
  - Register to Infostud on https://www.uniroma1.it/it/pagina-strutturale/laureati
  - Login to Infostud with Student ID Number or SPID/CIE credentials (only for Italian citizens)
  - Click, in the following order: Advanced Professional Courses – Admission to Advanced Professional Courses – **insert the code of Course 30496**, and continue.
  - After creating the form, the system will activate a PagoPA button. Follow the instructions at the link Payment.

  Please note that this fee is not refundable. Only after this payment the application procedure will be activated, to the limit of the first 200 applicants.

- As soon as they submit their application, candidates who are non-EU citizens residing abroad must also **register and submit their pre-enrolment applications within 30/06/2023 through the UNIVERSITALY Portal** of the Ministry of University and Research (MIUR): [Sign in to universitaly (cineca.it)](https://cineca.it). Pre-enrolment is mandatory for obtaining a student visa for the academic year 2023-2024. In case of Visa request submitted after the deadline (30/06/2023) the Foundation Year application will not be considered in the ranking list published by 31/07/2023. For further information on this subject, please visit [Office for Students with International Qualifications | Sapienza Università di Roma (uniroma1.it)](https://uniroma1.it) and refer to [accesso.sapienza@uniroma1.it](mailto:accesso.sapienza@uniroma1.it).

- **Submit the following documents to foundation.year@uniroma1.it:**
  
  - Application form (Annex A) duly filled and signed;
  - Payment receipt of the participation fee as for Art 5 of the current call for applications
  - Copy of High School Diploma or equivalent, translated and legalized;
  - Copy of the most recent transcript of records;
  - Copy of passport front page;
  - CV or personal resume;
  - Letter of Motivation.

  Applicants who are not yet in possess of their high school diploma nor leaving transcript of record may submit in their place a certificate from their school, duly stamped and signed, attesting their current status and expected date of graduation, together with the most recent transcript. As soon as the final diploma is issued, candidates need to submit it along with CIMEA Statements of Comparability and Verification—Candidates can ask for them by registering at the dedicated link [https://cimea.diplo-me.eu/sapienza/#/auth/login](https://cimea.diplo-me.eu/sapienza/#/auth/login)

  Documents originally issued in a language different from English or Italian shall be accompanied by a legalised translation in English or Italian.

  CIMEA Statements of Comparability and verification are not required for the selection, but
Successful candidates must submit it later in order to get fully enrolled.

Candidates shall send their application form and documents within 15/06/2023. Incomplete applications, applications submitted after the prescribed deadline or otherwise submitted will not be accepted.

Article 7 – SELECTION PROCEDURE AND PUBLICATION OF THE LIST OF THE ADMITTED

Candidates will be assessed according to their transcript of records, English language proficiency, as well as to other titles or experiences submitted. Upon completion of the assessment process, a list of successful candidates will be published at https://www.uniroma1.it/it/pagina/foundation-year-sapienza-university-rome within 31/07/2023.

If the number of eligible candidates in the final ranking is more than double of the available places, the ranking updates will involve only eligible candidates ranked up to the 200th position.

Article 8 - ENROLMENT PROCEDURES

Enrolment for successful candidates is made effective after due verification of all documents, required under Art. 5 of the present Call for Applications, by the Competent office of Sapienza University of Rome—HELLO – Office for students with international qualifications.

Successful candidates submit in one single pdf file to studentistranieri@uniroma1.it the following documents:

- a valid identity document Passport or ID (required from everyone);
- the residence permit card (only for Non-EU citizens regularly living in Italy). In case of renewal, you will need a copy of your expired residence permit card together with the post office renewal receipt;
- the study Visa for “University enrolment 2023/2024” issued by the Italian Embassies or Consulates in the Country where the candidate has his/her residence (only for Non-EU citizens residing abroad);
- the High School Diploma (the diploma must have been achieved after a course of studies not shorter than 11 years), translated into Italian (unless originally issued in Italian or English), and accompanied by the Statements of Comparability and Verification issued by CIMEA (https://cimea.diplo-me.eu/sapienza/#/auth/login)

If successful candidates submit a set of documents different from those listed above (e.g Declaration of Value – DOV, legalisation or apostille), the Hello - Office for students with international qualifications has the right to additionally request the CIMEA statements if deemed necessary to confirm the authenticity of submitted qualifications and the possession of entry requirements.

For any other enquiry on your foreign titles and on the mandatory documents for enrolment, please contact: studentistranieri@uniroma1.it or visit: https://www.uniroma1.it/en/pagina/office-students-international-degrees

In order to get formally enrolled, successful candidates must have submitted in due form all the documents listed above. The competent office reserves the right to accept or refuse candidates based on their compliance with the above requirements.
Article 9 - TUITION FEES
The tuition fees for the “Sapienza Foundation Year” Programme amount to € 5,000.00. Enrolment is effective upon payment of the first instalment of the tuition fees for the academic year 2023-2024. The first instalment of € 1,500.00 must be paid by 30/10/2023; the second instalment of € 3,500.00 must be paid by 15/12/2023. After having abided by the mandatory procedures stated at art. 8 of the present Call for Applications, successful candidates will be authorized to pay the first and second instalments according to the following instructions:

❖ Create a payment slip (bollettino) for the first/second instalment by logging in Infostud 2.0 from INFOSTUD - Sapienza Università di Roma (uniroma1.it) select CORSI DI FORMAZIONE – IMMATRICOLAZIONE (tuition fees) (on the left side of the screen; under item “Tasse”) Insert CODICE (Code) 30496 and click on VAI 4 (continue) – click on SUCCESSIVO - GENERA BOLLETTINI -SUCCESSIVO - Select the instalment (first or second) –click on PagoPA.

❖ Pay the installments following the instructions at: https://www.uniroma1.it/en/pagina/payment.

For international payments, go to PagoPA_How to Pay (available in Downloads)

Article 10 – FINAL EXAM PROCEDURES AND AWARD OF QUALIFICATION
The final exam consists in a written test. The Sapienza Foundation Year leaving qualification is issued by Sapienza University of Rome only after successful evaluation of students in compliance with all administrative regulations.

Article 11 - Information and useful contacts
This call for applications, any notices or updates will be published on the SFY webpage at https://www.uniroma1.it/it/pagina/foundation-year-sapienza-university-rome Contacts:

<table>
<thead>
<tr>
<th>Location</th>
<th>Rome, Main Campus, P.le Aldo Moro, 5 General Services Building staircase C 2nd floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening hours</td>
<td>Mon, Wed and Fri from h. 8:30 a.m. to h. 12:00 p.m. Tue and Thu from h. 2:30 p.m. to h.4:30</td>
</tr>
<tr>
<td>e-mail</td>
<td><a href="mailto:foundation.year@uniroma1.it">foundation.year@uniroma1.it</a></td>
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OFFICE FOR STUDENTS WITH INTERNATIONAL QUALIFICATIONS

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<td>e-mail</td>
<td><a href="mailto:studentistranieri@uniroma1.it">studentistranieri@uniroma1.it</a></td>
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</table>
Article 12 - PROCESSING OF PERSONAL DATA

In accordance with the provisions of the EU Regulation no. 679/2016 of April 27, 2016 “GENERAL DATA PROTECTION REGULATION” on the protection of individuals and other subjects with regard to the processing of personal data, a specific information notice is attached to this call for applications and constitutes an integral part of the same.

Rome, April 06, 2023

Prot. 0032850 del 6 aprile 2023

Signed by THE RECTOR
Prof.ssa Antonella Polimeni
Annex 1

Application Form for 2023-2024 Sapienza Foundation Year

Sapienza Foundation Year programme Course Identification Code: 30496

The undersigned

Surname, Name (write above the line)

Nationality

Place and date of birth

Residence address (City, province/county, street, ZIP code/postal code)

E-mail address

Mobile telephone number

Infostud Student ID Number

High School Diploma

Title of Diploma

School awarding the qualification
Graduation date ___________________________ Mark

**B2 English language level Certification**

Issue date ___________________________ Mark

**Other qualifications:**

Issue date ___________________________ Mark

**Other qualifications:**

Issue date ___________________________ Mark
INFORMATION NOTICE IN COMPLIANCE WITH ART. 13 OF THE EU REGULATION NO. 679/2016 “GENERAL DATA PROTECTION REGULATION”.

Data processing controller
The data processing controller is Sapienza University of Rome; the legal representative of the University is the Rector.
Contact details: urp@uniroma1.it; PEC: protocollosapienza@cert.uniroma1.it. Contact details of the data protection Officer: rpd@uniroma1.it; PEC: rpd@cert.uniroma1.it.

Processing purposes and legal basis
In accordance with art. 6 of the Regulation, processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
The processing of the data provided is performed for admission procedures purposes and to carry out the Professional Master Course.
In particular, the data provided will be collected and processed for the purpose below:
- ascertainment of the existence of the requisites needed for the participation in the selection procedure.

Nature of personal data conferral and consequence of a possible refusal
Personal data processing is carried out in accordance with the principles of lawfulness, fairness and transparency, also by means of IT tools for data storage and management and, at all events, in a way that guarantees the protection of the data privacy.
Conferral of personal data is mandatory. Failure to obtain such data for admission procedure purposes impairs their processing by the data processing controller, the data protection Officer and the other delegates and therefore invalidates the possibility to take part in the selection procedure and to carry out the relating procedures.

Processing methods and authorised persons
The principles of relevance, comprehensiveness and proportionality of personal data for processing purposes apply to data collection.
The processing of the aforementioned data is carried out with various procedures and data are collected in physical and computerised archives exclusively to fulfil any law requirements or for educational and administrative purposes.

Rights of the data subjects
Data subjects have the right to obtain from the data controller or the data processor, whenever the conditions are met, the access to personal data in accordance with art. 15 of the Regulation, the rectification of said data in accordance with art. 16 of the Regulation, the erasure of their personal data in accordance with art. 17 of the Regulation or the restriction to personal data processing in accordance with art. 18 of the Regulation, or they may object to personal data processing in accordance with art. 21 of the Regulation, besides the right to data portability in accordance with art. 20 of the Regulation.
In the event of infringement of the Regulation provisions, the data subjects may lodge a complaint to the Guarantor for the protection of personal data.
Participation in the admission procedures referred to in this call for applications entails the candidate’s awareness of the aforementioned information notice.