CALL FOR APPLICATIONS FOR ADMISSION TO “SAPIENZA FOUNDATION YEAR” - 2019-2020 ACADEMIC YEAR
Programme Code: 30496

THE RECTOR
HAVING REGARD TO the resolution of the ISO Department Board of February 4, 2019;
HAVING REGARD TO the resolution of the Faculty of Humanities Committee of February 11, 2019;
HAVING REGARD TO the resolution of the Board of Directors no. 122/2019 of April 2, 2019;
HAVING REGARD TO the resolution of the Academic Senate of April 16, 2019;

DECrees
that the enrolment of students in Sapienza Foundation Year for the 2019-2020 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.
The programme is held both in English and Italian and is conceived for international students who need to complete their basic education to pass an admission test in Italian public universities (for disciplines such as Medicine, Architecture, Science, Engineering and Humanities).
Students who successfully complete the programme will be able to apply to bachelor’s or single-cycle degree programmes at Sapienza University without having to sit the Italian language exam for non-EU students.
Further information about the programme is available at: https://www.uniroma1.it/it/pagina/foundation-year-sapienza-university-rome and is part of this call for applications.

Article 2 – ORGANISATION OF EDUCATIONAL ACTIVITIES AND ATTENDANCE
The “Sapienza Foundation Year” programme is composed of a common part (Italian language and culture) and of one of the elective following fields of study: Humanities (Foundation Year in Humanities-FYH) or Sciences (Foundation Year in Science-FYS). Classroom activities total 400 hours and attendance is mandatory for at least 75% of them.

<table>
<thead>
<tr>
<th>Nov 2019 – Dec 2019</th>
<th>150 hours</th>
<th>Intensive Italian language and culture</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-5 days per week</td>
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<td></td>
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<tr>
<td>Jan 2019 - Mar 2020</td>
<td>50 hours</td>
<td>Italian language and culture</td>
</tr>
<tr>
<td>4 hours per week</td>
<td></td>
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</tr>
<tr>
<td>Jan 2019 - Apr 2020</td>
<td></td>
<td>Science OR Humanities</td>
</tr>
</tbody>
</table>
**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 about enrolment in Italian universities.

The admission procedure is open to Italian citizens, EU citizens residing anywhere, non-EU citizens permanently residing abroad (and holding a student visa) as well as non-EU citizens legally staying in Italy as per art. 26 of law no. 189/2002, meeting the requirements indicated below.

- Final secondary education leaving qualification (or Certificate of Enrolment, if they are currently attending the last year of the secondary school and are not yet in possession of the final leaving qualification) after 10 or 11 years of schooling; candidates may apply even if they already have the 12 years of schooling required to enrol but wish to improve their learning or language skills;

- Official certification of English language skills - level B2; students who are not provided with the required certification may undergo a Skype interview, organised by the Sapienza Language Center, to have their English level assessed.

**Article 4 – NUMBER OF AVAILABLE PLACES**
The maximum number of admitted candidates is 50 and the minimum is 10. The SFY Program will be not activated in case the number of candidates were lower than 10.

**Article 5 – APPLICATION PROCEDURES, DEADLINE AND REQUIRED DOCUMENTS**
Candidates must apply for the programme according to the following directions:

- Register on INFOSTUD 2.0 by entering their personal data at https://stud.infostud.uniroma1.it/Sest/registrazioneStudenti/initRegistrazione.do, the University’s student information portal. After registration, candidates will receive a student ID number (matricola) and a password and are recommended to keep carefully the registration number issued by the system for all further stages of the procedure. Any communications will be sent to the e-mail address entered during the registration stage; therefore, candidates are requested to provide a valid email address and to regularly check their inbox.

- Prepare all necessary documents as indicated below:
  - Student ID number and password provided by Infostud 2.0;
  - Photocopy of their high school diploma or equivalent, translated into Italian, legalised and accompanied by the Declaration of Value (DoV) issued by the competent Italian diplomatic authorities (Embassy or Consulate) in the country of attendance;
  - Transcript of records;
  - Copy of passport;
  - CV;
  - Letter of motivation
  - Application form (Annex 1) duly filled-in and undersigned.

Candidates who have not achieved yet a secondary school leaving qualification/High School...
Diploma upon application for admission must submit a temporary certificate issued by their school attesting their status together with the approximate date of achievement of such diploma.

- **Send all the above mentioned documents** to foundation.year@uniroma1.it.

Candidates must send their application form and documents within **JULY 1, 2019**. Incomplete applications, applications submitted after the prescribed deadline or otherwise submitted will not be accepted.

### Article 6 – SELECTION PROCEDURE AND PUBLICATION OF A LIST
Candidates will be assessed according to their high school results, the English certifications and their Skype interview, as well as according to any other title or experience declared. Upon completion of the assessment process, a list of the successful candidates will be published at [https://www.uniroma1.it/it/pagina/foundation-year-sapienza-university-rome](https://www.uniroma1.it/it/pagina/foundation-year-sapienza-university-rome) within **JULY 10, 2019**. Should the number of candidates exceed that of the available places, only successful candidates will be admitted to the Foundation Year and the excess eligible candidates will be included in a special list; the eligible ("Idonei") but not successful candidates will be admitted only in the event of withdrawal of successful candidates.

### Article 7 - ENROLMENT PROCEDURES AND TUITION FEES
Enrolment is made by paying the first instalment of the tuition fees for the 2019-2020 academic year. The tuition fees of Sapienza Foundation Year programme total € 5,000.00. The first instalment of € 1,000.00 must be paid by **July 30, 2019**; the second instalment of € 2,000.00 must be paid by **September 16, 2019**; the final instalment of € 2,000.00 by **November 15, 2019**.

To pay the first and second tuition fees, students have to follow the instructions below:

- **Create a payment slip** (bollettino) for the first/second instalment by logging in Infostud 2.0 from [https://www.uniroma1.it/it/pagina-strutturale/laureati](https://www.uniroma1.it/it/pagina-strutturale/laureati), select CORSI DI FORMAZIONE – IMMATRICOLAZIONE (tuition fees) (on the left side of the screen; under item “Tasse”) Insert CODICE (Code) **30496** VAI (continue) – click on “SUCCESSIVO” and then “GENERA BOLLETTINI” then “SUCCESSIVO” - Select the instalment (first or second) – STAMPA (print).

- **Pay the instalment** at any Italian Unicredit S.p.a. branch or online by credit card (for further information on payment methods, please visit [www.uniroma1.it/didattica/tasse/pagamenti-tasse](https://www.uniroma1.it/didattica/tasse/pagamenti-tasse)). On the last available day, the online payment must be made within the bank’s closing hours (h. 3:45 p.m.). You can pay tuition fees by filling-in the form for online payment [Unicredit page]. The required data are the ones indicated in the payment slip downloaded from Infostud. Due to technical reasons, online payments must be made by h. 8:30 p.m. Payment can be made with Visa or Mastercard, whereas Diners is not accepted, despite the indications on the Unicredit online payment page.

- **Submit the original documents** required by MIUR (Ministry of Education, University and Research) for validation at the Office for Students with a Foreign Qualification. The above applies to successful candidates holding an educational qualification obtained abroad (Italian, EU and non-EU citizens legally staying in Italy as per art. 26 of law no. 189/2002) as well as to non-EU successful candidates permanently residing abroad.

To pay the third tuition fees (bollettino), student have to ask a payment slip to: settoremaster@uniroma1.it. “Settore Master” will give instructions how to pay the last tuition fees.
Article 8 – FINAL EXAM PROCEDURES AND AWARD OF QUALIFICATION
The final exam consists in a written test. The SFY attendance certification is issued by Sapienza University of Rome only after that the regularity of the students’ administrative position has been thoroughly evaluated.

Article 9 - 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.</td>
</tr>
<tr>
<td></td>
<td>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 A FOREIGN QUALIFICATION

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<tr>
<td>e-mail</td>
<td><a href="mailto:studentistranieri@uniroma1.it">studentistranieri@uniroma1.it</a></td>
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Article 10 - 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, May 21, 2019

Signed by THE RECTOR
Professor Eugenio Gaudio
Annex 1

Application Form for
2019-2020
Sapienza Foundation Year programme

Course Identification Code:

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
<table>
<thead>
<tr>
<th>Graduation date</th>
<th>Mark</th>
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<tbody>
<tr>
<td><strong>B2 English language level Certification</strong></td>
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<tr>
<td>Issue date</td>
<td>Mark</td>
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<tr>
<td><strong>Other qualifications:</strong></td>
<td></td>
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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: protocollo@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.