CALL FOR APPLICATIONS FOR ADMISSION TO “SAPIENZA FOUNDATION YEAR”. ACADEMIC YEAR 2020-2021  
Programme Code: 30496

THE RECTOR

HAVING REGARD TO the resolution of the ISO Department Board of April 23, 2020.  
HAVING REGARD TO the resolution of the Faculty of Humanities Committee of April 24, 2020;  
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 academic year 2020/2021 is subject to successfully undergoing an admission procedure.

Article 1 – GENERAL PROVISIONS AND AIMS

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 bachelors or single-cycle degree programmes at Sapienza University without having to sit the Italian language exam for non-EU students living abroad.  
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” program 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 415/450 hours and attendance is mandatory for at least 75% of them. The final part of teaching activities includes three groups of classes on different typology of Italian university entrance tests.

Considering what will be the pandemic situation on November 2020, part or all the activities can also be offered on-line, using synchronic teaching facilities.

<table>
<thead>
<tr>
<th>Nov 2020 - Dec 2020</th>
<th>Intensive Italian language and culture</th>
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<tbody>
<tr>
<td>160 hours</td>
<td>4-5 days per week</td>
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<table>
<thead>
<tr>
<th>Jan 2021 - Mar 2021</th>
<th>Italian language and culture</th>
</tr>
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<tbody>
<tr>
<td>60 hours</td>
<td>4 hours per week</td>
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</table>
### Article 3 – GENERAL ADMISSION REQUIREMENTS

The “Sapienza Foundation Year” program is mainly intended for students who do not meet the minimum schooling requirements outlined in the current legislation about enrolment at 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 you are currently attending the last year of secondary school and you are not yet in possession of the final leaving qualification) after 11 years of schooling; candidates may apply even if they already have the 12 years of schooling required to enroll 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, organized 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 program 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](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;
  - High School Diploma (*obtained after at least 11 years of studies*) translated into Italian, legalized or with Apostille and accompanied by the Declaration of Equal Value (DoV) issued by the competent Italian Diplomatic authority (Embassy or Consulate) of the Country where you obtained your Diploma and in charge of the High school.
qualification system;
- transcript of records;
- the ID or Passport (for everybody)
- 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 “study reason” only for Non-EU citizens regularly living abroad;
- 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, 2020. Incomplete applications, applications submitted after the prescribed deadline or otherwise submitted will not be accepted.

Article 6 – SELECTION PROCEDURE AND RANKING LIST PUBLICATION
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 within July 25, 2020. 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

To carry out the enrolment procedures, you have to:

- Submit the mandatory original documents
  In order to enroll all successful candidates holding a foreign educational qualification (Italian, EU citizens, non-EU citizens legally staying in Italy as per art. 26 of law no. 189/2002 and non-EU permanently residing abroad) have to submit these mandatory documents at the Hello-Foreign Students office:
  - The original and a copy of your ID or Passport (for everybody)
  - The original and a copy of your residence permit card (only for Non-EU citizens 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 original and a copy of your study Visa “for study reason” only for Non-EU citizens regularly living abroad
  - The original and a copy of your High School Diploma (obtained after at least 11 years of studies) translated into Italian, legalized or with Apostille and accompanied by the Declaration of Equal Value (DoV) issued by the competent Italian Diplomatic authority (Embassy or Consulate) of the Country where you obtained your Diploma and in charge of the High school
qualification system;

The Declaration of Equal Value (DoV) related to the High school title can be replaced by the Statement of Comparability (Attestato di Comparabilità) issued by CIMEA, this declaration will report all the necessary information to evaluate a foreign titles, usually contained in the DoV.

Available information on the portal Diplome of CIMEA: cimea.diplo-me.eu

For any other enquiry on your foreign titles and on the mandatory documents for enrollment, please contact: studentistranieri@uniroma1.it

Please note:
Due to the precautionary measures provided to contain the Covid-19 infection, Sapienza offices will continue their activities by remotely. The verification and collection of all mandatory documents proceeded by Hello-foreign students office, in these hard times could be carried out mostly online by distance devices, that is Skype or Meet call to verify the mandatory documents.

- Pay the first instalment of the tuition fees for the academic year 2020-2021.
The tuition fees of Sapienza Foundation Year programme total € 5,000.00. The first instalment of € 1,000.00 must be paid by August 24, 2020; the second instalment of € 2,000.00 must be paid by September 16, 2020; the final instalment of € 2,000.00 by November 16, 2020.
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, 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 “GENER  A BOLLETTINI” then “SUCCESSIVO” - Select the instalment (first or second) – STAMPA (print).

- Pay the installment 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). 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.

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. Tue and Thu from h. 2:30 p.m. to h. 4:30 p.m.</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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HELLO-FOREIGN STUDENTS OFFICE

<table>
<thead>
<tr>
<th>Location: Hello-foreign students</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: 8:30 am to 12:00 am Tue and Thu: 2:30 pm to 4:30 pm <strong>Service will close for summer holidays from 10th to 17th August</strong></td>
</tr>
<tr>
<td>Skype</td>
<td>Skype:settore.studentistranieri (Skype service during the opening hours)</td>
</tr>
<tr>
<td>E-mail and website</td>
<td><a href="mailto:studentistranieri@uniroma1.it">studentistranieri@uniroma1.it</a>, <a href="https://www.uniroma1.it/it/pagina/segreteria-studenti-con-titolo-straniero">https://www.uniroma1.it/it/pagina/segreteria-studenti-con-titolo-straniero</a></td>
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<tr>
<th>Location: Desk informativo</th>
<th>Rome, Main Campus, P.le Aldo Moro, 5 Rectorate Building - Portico Edificio CU001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening hours</td>
<td>From Monday to Friday: 9.30 am to 5.00 pm <strong>Service will close for summer holidays from 10th to 17th August</strong></td>
</tr>
<tr>
<td>E-mail and website</td>
<td><a href="mailto:hello@uniroma1.it">hello@uniroma1.it</a>, <a href="https://www.uniroma1.it/it/pagina/hello-welcome-office">https://www.uniroma1.it/it/pagina/hello-welcome-office</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 7, 2020

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
Graduation date

Mark

B2 English language level Certification

Issue date

Mark

Other qualifications:

Issue date

Mark

Other qualifications:

Issue date

Mark
Annex 2

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: rpdp@uniroma1.it; PEC: rpdp@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.