



Università  
Ca'Foscari  
Venezia

Dipartimento di Management

# WELCOME GUIDE

DMAN onboarding guide for new  
professors - Released in 2022



# WELCOME ON BOARD!

Dear Colleague,

Welcome to the Department of Management (**DMAN**) at Ca' Foscari University of Venice. We are very happy to welcome you into our community!

This "**Welcome Guide**" has been conceived as a support to guide you in the early steps of your arrival. Here you will find some brief and essential information about the Department and how it works.

For any further information, we invite you to get familiar also with other **specific documents** delivered to you during the onboarding meetings by the heads of the different units.

Enjoy reading it and, above all, good work!



# Il Dipartimento

The **Department of Management**, thanks to its 50-year-long history, is quoted as one of the best business school in Italy.

In 2017 DMAN was awarded by **MIUR** (Ministry of Education, University and Research) as "**Department of Excellence**", and it has been an **EFMD - European Foundation for Management Development** member since 2018. In 2021 DMAN obtained the eligibility for **EQUIS - European Quality Improvement System** accreditation.

The Department distinguished itself for **innovation in teaching and excellence in research** and the cooperation with local and national major companies. DMAN was also one of the first school to introduce Bachelor's and Master's degree in English. A wide network of **international partnerships** supports educational and research activities in all management studies such as: new business models, innovation and digital transformation, entrepreneurship and internationality, sustainability, soft skills and leadership in areas such as culture, food and wine, tourism, mobility, banking and finance.

DMAN is involved in **public engagement** activities and in the **development of business incubators and accelerators**. Moreover, it invests in training on post-graduate and executive level to support the high employability of its students in all management areas.



# The Department



*"We train the most requested managerial and entrepreneurial skills needed today.*

*From Venice, which makes culture and sustainability the levers of the future, we aim to generate knowledge in a strong digital transformation context in which economic growth is intertwined with social development"*

Anna Comacchio,  
Head of Department of  
Management

[Watch the video](#)

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# 1. Living DMAN and Venice



# San Giobbe

**DMAN** is located in the **Economic Campus in San Giobbe**, an ancient complex that until 1972 was used as a municipal slaughterhouse.



## Address:

Cannaregio 873 - 30121 Venezia

[Map](#)



## Contacts:

Economic Campus:

[campus.economico@unive.it](mailto:campus.economico@unive.it)

**T.** 041 234 9206 / 9107 / 9205 / 9208 /  
9226 / 9227

San Giobbe main gatehouse  
(fondamenta entrance)

**T.** 041 234 9230



## Units and spaces

Common spaces and faculty's offices in San Giobbe  
Mon-Fri: 8.00 am - 7:00 pm

Saturday is open the main concierge (water door)  
from 8:00 am to 1:30 pm.

To enter the spaces makes a prior request to:

[segreteria.management@unive.it](mailto:segreteria.management@unive.it)

## DMAN Administration unit

[segreteria.management@unive.it](mailto:segreteria.management@unive.it)

Mon - Fri: 10:00 am - 1:00 pm

## Economics and Management Library (BEC)

Info and opening hours: [www.unive.it/bec](http://www.unive.it/bec)

## DMAN Communication

[comunica.management@unive.it](mailto:comunica.management@unive.it)

## DMAN Education unit

[didattica.management@unive.it](mailto:didattica.management@unive.it)

Mon, Wed and Thur: 10:00 am - 1:00 pm

## DMAN Research unit

[ricerca.management@unive.it](mailto:ricerca.management@unive.it)

dal lunedì al venerdì 10.00-13.00

## IT Services

Fabrizio Bucella: [fabbuc@unive.it](mailto:fabbuc@unive.it)

041 234 8757 / +39 337 1047025

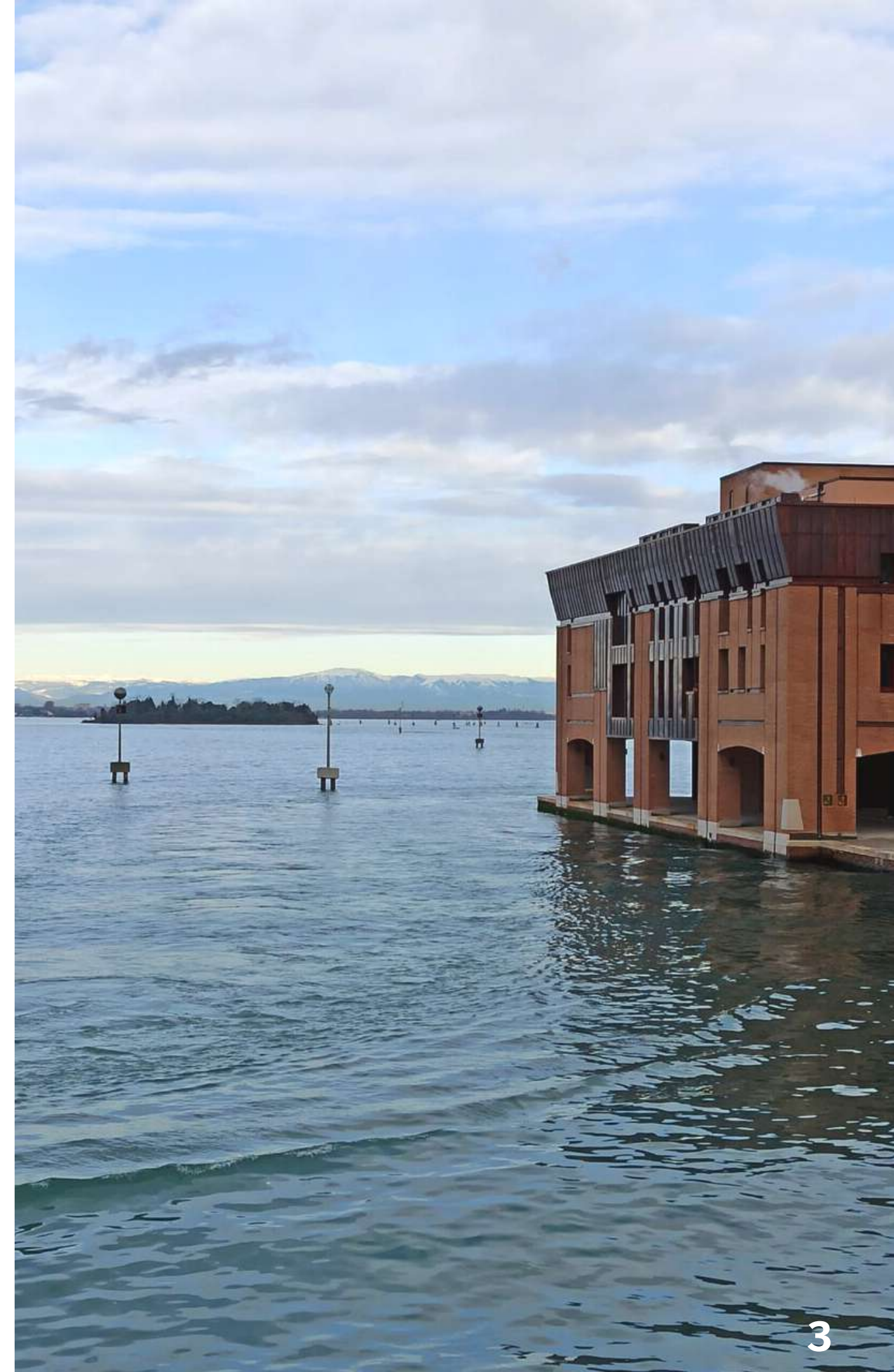
# How to reach us



You can reach San Giobbe:

- by **train**, getting off at Venezia S. Lucia. From there you can easily reach San Giobbe by walking along track 1;
- by land, by car or by **public transport**;
- by **water-bus** "vaporetto", getting off at **Tre Archi** stop.

To reach any other University site or if you get lost in Venice, check out [our maps!](#)



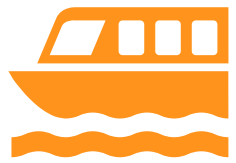


# Public transport



According to promote the use of local public transport, Ca' Foscari join the **mobility manager** initiatives such as the agreement with public transport companies for the sale of annual subscriptions.

Learn more: [mobility management web page](#) [ITA].



**ACTV** is the Venetian public transport company.

This network includes both navigation (by vaporetto) and the land transport system (by bus and tram).

All the information on services, costs and timetables available on [ACTV website](#).



**Venezia Unica** is the City Pass of the City of Venice.

Thanks to this single tool you can easy access to all **public transport** at a reduced price. With Venezia Unica you can access to both cultural and tourist offer and many other useful services such as car and bike sharing or parking.

Find out [here](#) how it works (it's so convenient!)

For all **tourism information** che out the website [www.turismovenetia.it](http://www.turismovenetia.it) or the University [Welcome Guide!](#)



## 2. Educational activities



# We stand out for innovative education

DMAN has a unit entirely dedicated to educational activities: the **Education Unit**, which mainly deals with the following macro-activities:

1. Planning and programming of educational activities
2. Management of PhD programme
3. Verification of teaching activity
4. Management of grants
5. Management of PhD students

[Here](#) you can find all the information about this unit.

Check the Ca' Foscari website for the [teaching tools](#) and [Quality guidelines](#) [ITA].



# Educational Committee

The Educational Unit is coordinated by a delegate of the Director who chairs a Committee composed of professors, belonging to the different scientific disciplinary areas, and administrative technical staff.

## Education Committee

**Monica Calcagno** (President), SSD SECS-P/08, [calc@unive.it](mailto:calc@unive.it)

**Leonardo Buzzavo**, SSD SECS-P/08, [buzzavo@unive.it](mailto:buzzavo@unive.it)

**Marco Fasan**, SSD SECS-P/07, [marco.fasan@unive.it](mailto:marco.fasan@unive.it)

**Claudio Giacchetti**, SSD SECS-P/08, [caludio.giacchetti@unive.it](mailto:caludio.giacchetti@unive.it)

**Maurizio Massaro**, SSD SECS-P/07, [maurizio.massaro@unive.it](mailto:maurizio.massaro@unive.it)

**Antonio Proto**, SSD SECS-P/11, [prta@unive.it](mailto:prta@unive.it)

**Chiara Saccon**, SSD SECS-P/07, [csaccon@unive.it](mailto:csaccon@unive.it)

**Ugo Sostero**, SSD SECS-P/07, [sostero@unive.it](mailto:sostero@unive.it)

**Francesco Zirpoli**, SSD SECS-P/08, [fzirpoli@unive.it](mailto:fzirpoli@unive.it)

## Contacts

Unit coordinator, **Morena Chicca**: [giada@unive.it](mailto:giada@unive.it), T. 041 2348702

**Educational office**: [didattica.management@unive.it](mailto:didattica.management@unive.it)

**Marta Colombini**: [martacol@unive.it](mailto:martacol@unive.it), T. 041 2348761 (educational offer/visiting)

**Nicola Falanga**: [nicola.falanga@unive.it](mailto:nicola.falanga@unive.it), T. 041 2348708 (educational offer/tutorship)

**International office**: [international.management@unive.it](mailto:international.management@unive.it)

**Alessia Bego**: [alessia.bertato@unive.it](mailto:alessia.bertato@unive.it), T. 041 2349216 (International DD, grants)

**Alessia Bertato**: [alessia.bego@unive.it](mailto:alessia.bego@unive.it), T. 041 234 9119 (educational offer)



# Educational activity organisation



## Unive personal account

Each professor needs a University account to access the **personal area** or email, and online services.

From the day after your starting date, you can require your personal account. All informations [here](#) [ITA]



## Teaching Syllabus

The Syllabus publication follows University's timeframes: generally by **May** for first semester courses and by **September** for second semester courses.

To prepare the Syllabus please follow the necessary You can follow the to follow Ca' Foscari's [Guidelines](#).

The syllabus must be agreed with the coordinator of the course of study.



## Classroom use

Due to the COVID-19 pandemic situation, all lessons take place both in presence and on streaming (via Zoom).

For updates on University guidelines, please check the information hub [webpage](#).

## Issues with classroom's ITs?

Contact ASIT at 041234/7171 (for software problems) or at 6802 (hardware part).

# Educational activity organisation



## Lessons

BA's and MA's academic calendar is divided into **four terms** between September and May.

Lesson schedules are defined by Ca' Foscari **Calendar Unit** ([didattica.calendari@unive.it](mailto:didattica.calendari@unive.it)) and by H-FARM ([digital-management@unive.it](mailto:digital-management@unive.it)) only for the Digital Management Degree Course in Roncade according to the indications received from the University and DMAN.

**Any lesson's interruption must be promptly communicated to the course's referred Campus and to DMAN Educational Unit.**

Any NOT taken lesson will be recovered during the recovery week. For further information, please check the Teaching Regulations of the different Degree Courses.



## Exames

For each academic year there are four exam sessions for every course. Mid-term profit exams could be added.

Exames' dates are defined by Ca' Foscari **Calendar Unit** ([didattica.calendari@unive.it](mailto:didattica.calendari@unive.it)) and by **H-FARM** ([digital-management@unive.it](mailto:digital-management@unive.it)) for Digital Management course in Roncade.

To record the exams you have to follow the online procedure for which your **digital signature** is necessary. How to acquire it? You can find all informations in your **personal area: richiesta/rinnovo on-line della firma digitale**.

This service is managed by the Computer services and Telecommunications Area (**ASIT**). For any further information write to [verbatel@unive.it](mailto:verbatel@unive.it).

For any problem related to the management of the exams registration lists, or for assistance, or for any problems related to the exams registration, please contact the **course's referring Campus**.

More details at [Regolamento Carriere Studenti](#) [ITA]

# Educational activity organisation



## Office hours for students

According to [University Regulation](#) [ITA], office hours for students have to take place at least **80 hours per year**.

According to the Department Council disposals, our common guidelines are: **at least 2 hours a week** on a fixed day or a monthly calendar (with at least 4 days of availability).

All notices or details about your office hours must be published on your web page through your **personal area > orario di ricevimento**.

Students reception can be suspended only if you are on an authorised mission, on sabbatical, in sickness, in maternity. In case of impossibility to come in the scheduled day it is necessary to fix another day, always during the week (in advance and with the due notices).

Office hours for students must be held throughout the year, except during Ca' Foscari's closing periods (included the summer one from 30 June to 30 August), except for different teaching needs.

To publish your office hour for students, please follow the procedure on the **education unit guidelines**.



## Student's Degree Thesis

Due to the high number of our students, the Department has an online procedure for the assignment of thesis supervisor.

Full professors must follow this procedure and will be approved by the **Education Unit**.

[Here](#) you can find all the information about applications timing. You can also check out the [Thesis Guidelines](#) available for students.

# Communication of educational activities

All educational activities involving guests such as managers or practitioners should be reported to the Department's Communication Unit: **Massimiliano Nuccio**, Directors' delegate for Communications activities, and to **Sofia Pistore** (staff).

According to promote your activity, please fill the following form at least **10 day before the event**: [bit.ly/segnalazioni-eventi](https://bit.ly/segnalazioni-eventi)

For specific requirements or graphics, please contact: [comunica.management@unive.it](mailto:comunica.management@unive.it)

## Agenda DMAN

**Every Friday**, you will receive the "AgendaDMAN": a newsletter sent to the entire DMAN's community which highlights the events and initiatives led by colleagues.

## Communication – corporate identity

Who organizes events in his own or through third parties, please explain (where possible), on the communication materials (brochures, posters, images, etc.) the affiliation to the Department. For proper logo usage, please contact [comunica.management@unive.it](mailto:comunica.management@unive.it)

All communication materials are available on Ca' Foscari website through your **personal area > Communication > communications documents**.





# 3. Research activities

# We conduct theoretical and applied research in all major fields of business studies

Innovation and entrepreneurship, internationalization and labour law, new technologies and digitalization, organization and accounting. DMAN approach is multi-disciplinary and it focuses on economics and finance, history and society, law and computer science.

DMAN has also a unit dedicated to Research, the **Research Unit** which mainly deals with the following macro-activities:

1. Information flows for research
2. Support for the design and reporting of national (PRIN, FIR, etc.) and European (INTERREG, ESF, etc.) research projects.
3. Support, management and design of projects related to education, mobility (e.g. Marie Curie, Alfa), for internationalization of the Training Offer and reporting of the same.

Further insights about or Research Unit are available at [this page](#) [ITA], and [here](#) you can find informations about Ca' Foscari's research.



# Research Committee

The Research Unit is coordinated by a Delegate of the Director who chairs the **Research Committee** composed of professors chosen by the Director herself. The Research Committee works in collaboration with the technical administrative staff of Research Unit.

## Research Committee

**Michela Cordazzo** (President), SSD SECS-P/07, [michela.cordazzo@unive.it](mailto:michela.cordazzo@unive.it)

**Sara Bonesso**, SSD SECS-P/10, SECS-P/12, [bonesso@unive.it](mailto:bonesso@unive.it)

**Giovanni Fasano**, SSD MAT/09, [fasano@unive.it](mailto:fasano@unive.it)

**Stefania Funari**, SSD SECS-S/06, SECS-S/01, SECS-S/03, [funari@unive.it](mailto:funari@unive.it)

**Gloria Gardenal**, SSD SECS-P/09, SECS-P/11, [ggardenal@unive.it](mailto:ggardenal@unive.it)

**Claudio Giacchetti**, SSD SECS-P/08, SECS-P/01, [claudio.giacchetti@unive.it](mailto:claudio.giacchetti@unive.it)

**Christine Mauracher**, SD AGR/01, [maurache@unive.it](mailto:maurache@unive.it)

**Antonio Viotto**, SSD IUS/07, IUS/12, [antonioviotto@unive.it](mailto:antonioviotto@unive.it)

## Contacts

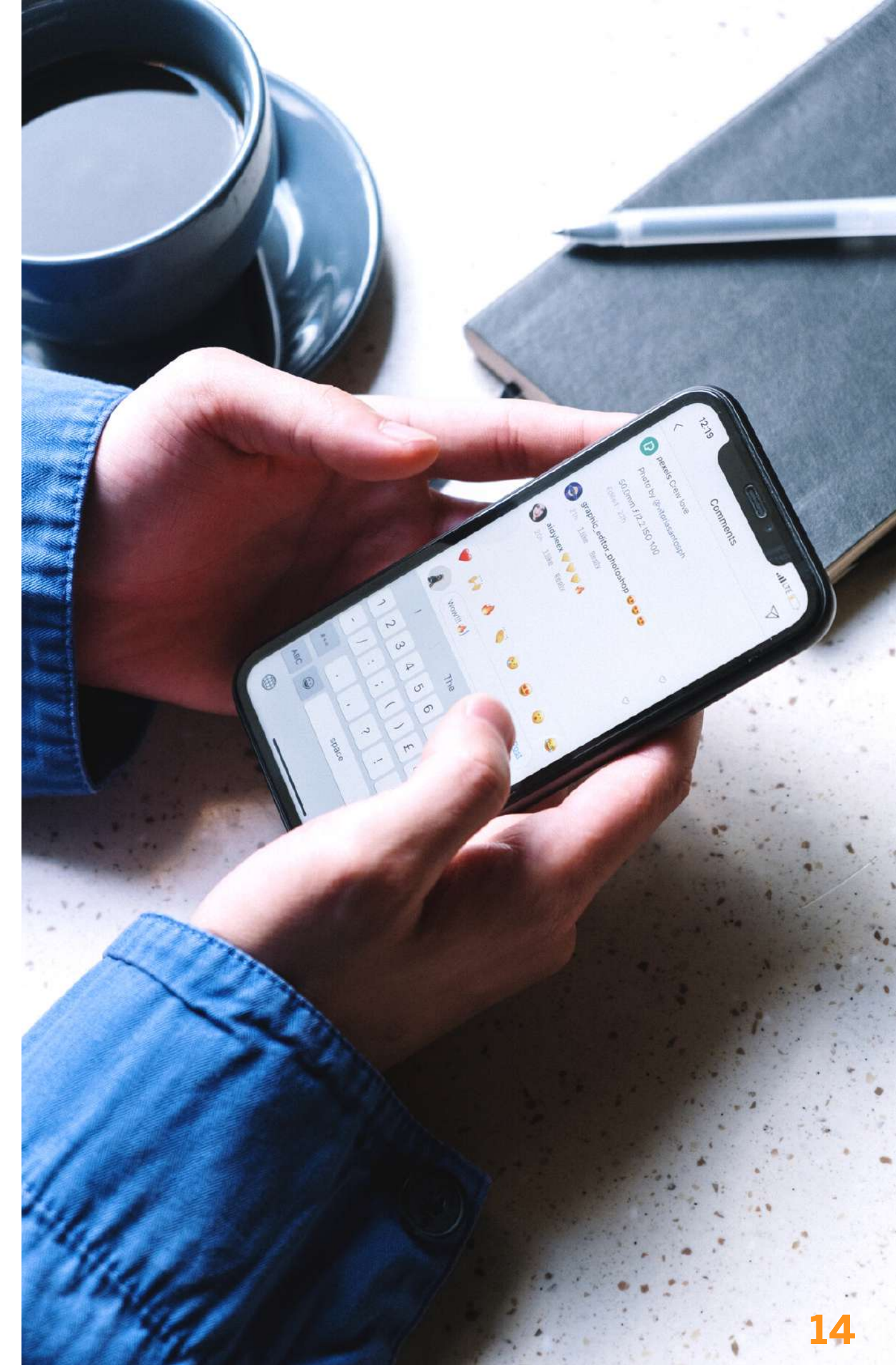
Unit coordinator, **Alessandra Cagnin**, [cagnin@unive.it](mailto:cagnin@unive.it) T. 041 234 8705

## Research office

**Serena Favaro**, [serena.favaro@unive.it](mailto:serena.favaro@unive.it), T. 041 234 8787

**Erica Bisetto**, [erica.bisetto@unive.it](mailto:erica.bisetto@unive.it), T. 041 234 9258

**Chiara Pecenik**, [chiara.pecenik@unive.it](mailto:chiara.pecenik@unive.it), T. 041 234 8758



# Research activity



## Publicatons catalogue

Authors have to publish their research works on the institutional open-access archive: [ARCA](#) (Archivio Ricerca Ca'Foscari).



## Evaluation and research funding

DMAN provides for different forms of research funding:

- Adir fund;
- fund for proof-reading;
- fund for conference fees;
- submission fee fund.

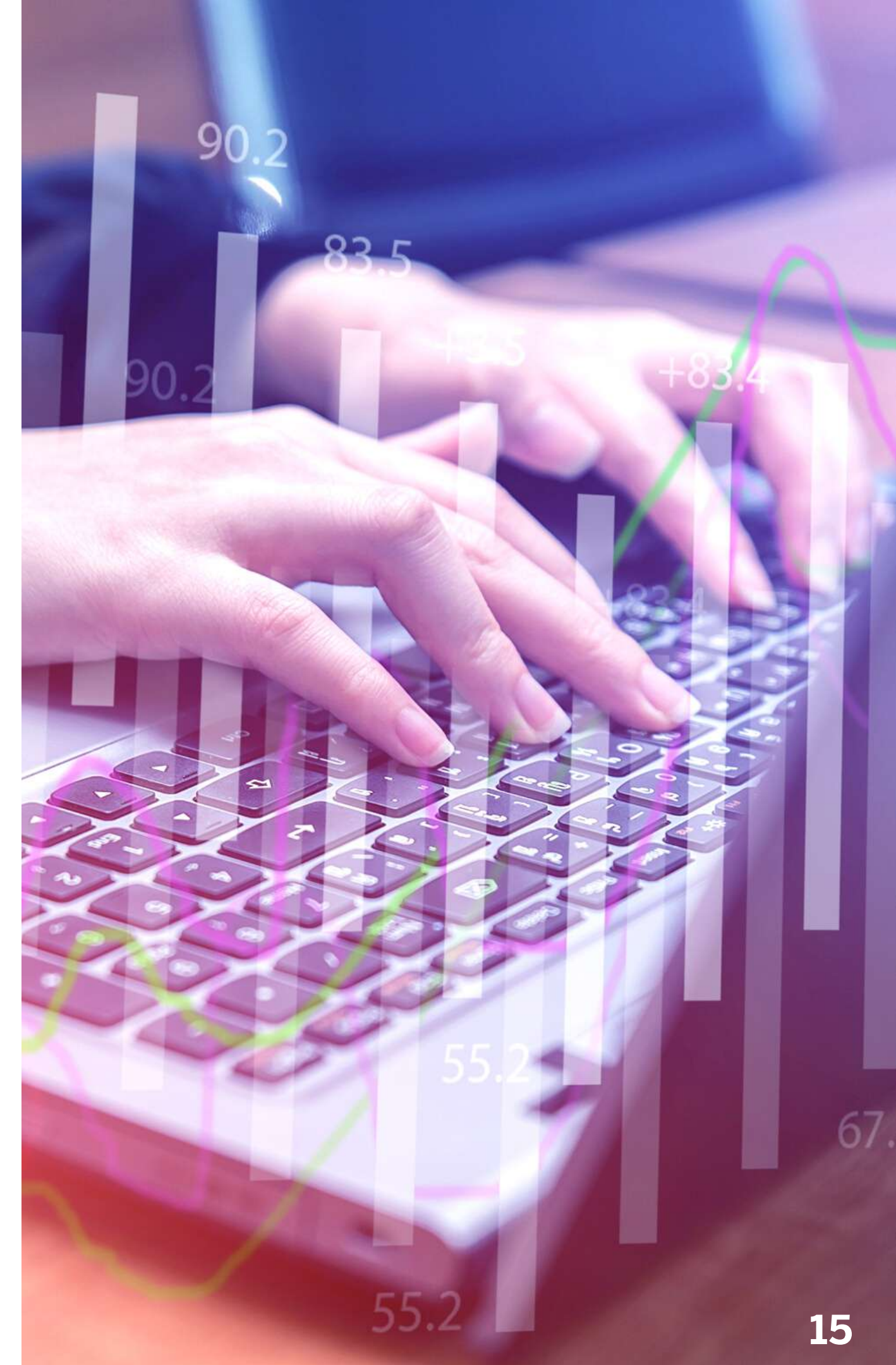
For all the details check the document received by the Research Unit during the onboarding meeting.



## Awards and research mentions

Every year on December, three award and mentions are awarded to research. The Department Regulation containing the allocation criteria are available [here](#) [ITA].

As part of the **Excellence Project**, additional incentives to scientific production are provided through additional reward tools for research and fund raising. For further information, please refer to the complete document provided during the onboarding meeting by the Research Unit.



# Research publications and presentation



## Seminars - Management lectures

Organised as lunch seminar, they take place on **Thursday** on **1 hour** meeting. Two call per academic year are provided to collect proposals of speakers' invitation. Invited speakers will meet PhD students at the end of each seminar.

Coordinator: [Cinzia Colapinto](#)



## Working papers series

Working papers and Note di ricerca are two series with which DMAN presents the ongoing research, in a preliminary form. Publications requests must be addressed to: [wp.dma@unive.it](mailto:wp.dma@unive.it).

Coordinator: [Daria Arkhipova](#)

For all the insights check the document received by the Research Unit or check [this webpage](#) [ITA].



# Research laboratories and centres



## DMAN's research laboratories and centres

combines different research areas not only of economics, management and finance, but also legal and social issues, as well as quantitative analysis and the development of new models and decision-making tools.

All informations on laboratories and centres description at [this webpage](#).

The **Department Regulation** on activation, funding and reporting on the activities of the laboratories is available [here](#) [ITA]



# Research grants and fellowship



## Research grants

Ca' Foscari regulations available [here](#) [ITA].  
Department regulations available [here](#) [ITA].

Type of grants:

- Area grants: the call defines the area/SSD. The candidate submits a project. The SSD to be banned is identified by the Research Committee using Adir data.
- Project grants: the call is published on a defined project. The committee evaluates the candidate's profile.

**Annual call co-financing grants:** there is a specific call for co-financing grants on specific projects. The award criteria are defined in the Department Regulations on research grants.



## Research fellowship

Ca' Foscari regulations are available [here](#) [ITA].  
Grants for research activities must be fully covered by external funding, including from multiple entities and/or economies of other external funding.



## University Fund for the support of research and internationalization activities

The fund encourages and supports various research and internationalization activities developed at the University.  
The University Regulations are available [here](#) [ITA].

# 4. Public Engagement





# Public engagement

The DMAN is also operating in [public engagement](#), thanks to knowledge and good practices activities and with the involvement of different social actors:

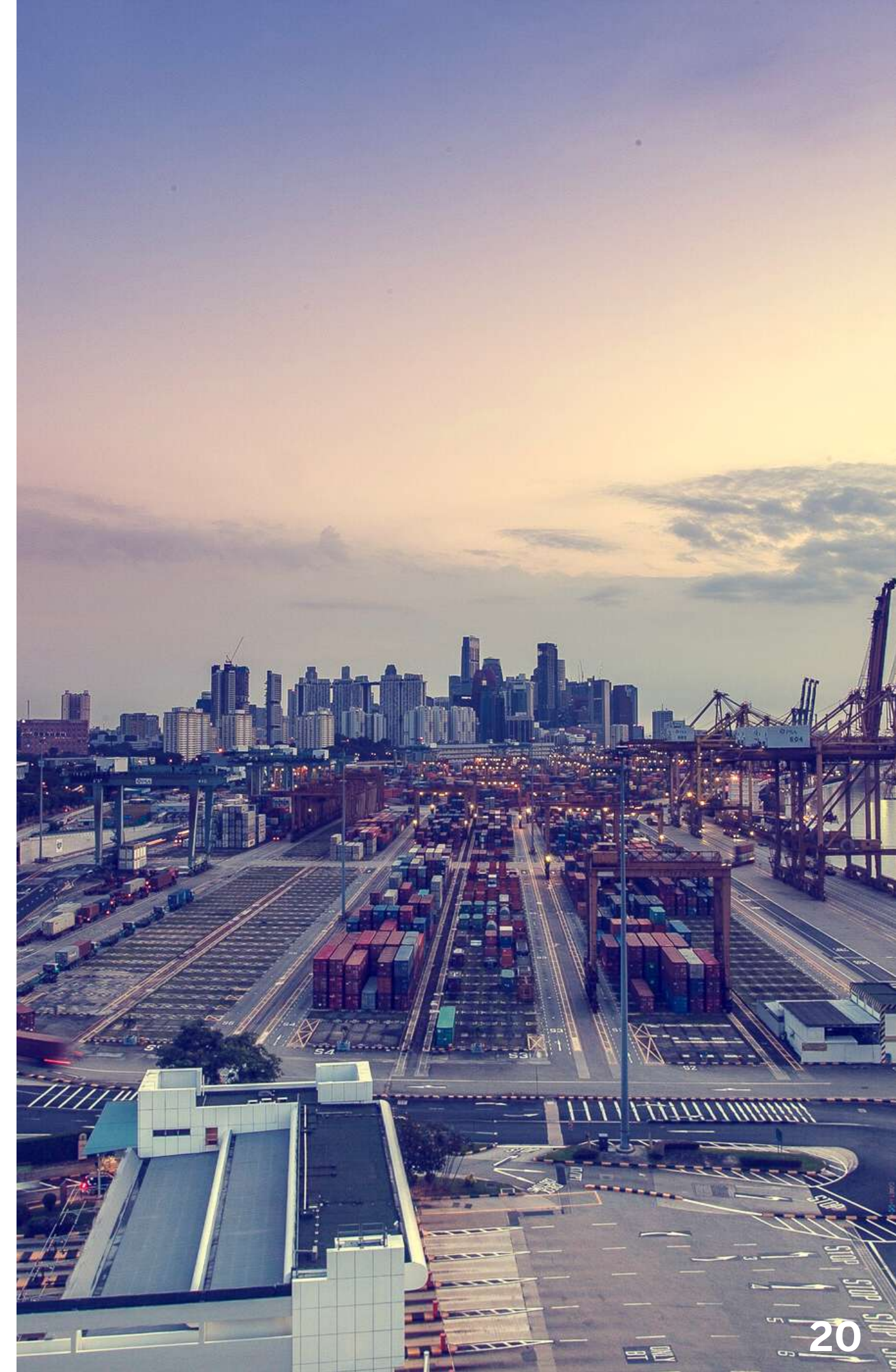
- we create tailor-made training programmes for businesses;
- we operate in **theoretical and applied research**, supporting companies through commission research and projects carried out in cooperation with public and private bodies;
- we also develop and promote, among other activities, the design and implementation of **businesses incubators and accelerators**.

Learn more about our activities and areas of expertise [here](#) [ITA].

For any further information, please write an email to:

**Maurizio Falsone**, DMAN delegate of Welfare: [maurizio.falsone@unive.it](mailto:maurizio.falsone@unive.it)

**Elisa Cavezzali**, Head of the Onboarding Department: [elisa.cavezzali@unive.it](mailto:elisa.cavezzali@unive.it)



# 5. Info & contacts



# Info & contatti

For any questions or additional information, please write to:

- **Maurizio Falsone**, (Department's delegate of welfare): [maurizio.falsone@unive.it](mailto:maurizio.falsone@unive.it)
- **Elisa Cavezzali**, (onboarding): [elisa.cavezzali@unive.it](mailto:elisa.cavezzali@unive.it)

## Department documents and records

You can find documents for the communication, vademecum, etc., at the Google Drive "[Area Amministrativa di Dipartimento](#)", from the footer of the DMAN website: [www.unive.it/management](http://www.unive.it/management)

## And... Follow us!

Facebook: [@dip.management](#)

Linkedin: [Dipartimento di Management - Università Ca' Foscari Venezia](#)

Twitter: [@DeptManagement](#)

Youtube: [youdman](#)

Like and share our posts!





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Dipartimento di Management

**WELCOME  
ON  
BOARD!**

