



Università
Ca' Foscari
Venezia

Università Ca' Foscari Venezia
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NOTICE OF ADMISSION

"EMOTIONAL COMPETENCES AND PERSONAL DEVELOPMENT" – CA' FOSCARI COMPETENCY CENTRE [PLM003].

Deadline Monday 11 December 2023

ARTICLE 1 - PRESENTATION AND PURPOSE

1. Starting with the 2023-2024, the University has launched the "Emotional Competencies and Personal Development" course [PLM003] (hereafter Competency Development) which is taught in English and aims at developing the behavioural competencies of Master's degree students through highly interactive teaching methods. Students will be supported towards the awareness of their individual characteristics, in order to improve the match between the competencies owned and the expectations of the labour market given by companies operating in different sectors.

2. Competency Development provides 30 classroom hours corresponding to 6 ECTS credits. The activities will take place in the third term (5 February 2024 - 16 March 2024, including any recovery classes) with the following topic breakdown:

n.	Date and time	Topics
1	Tuesday 06/02/2024, 2 p.m. - 5.15 p.m.	Introduction to the course. Behavioural competencies and performance: empirical evidence. Self-awareness. Self-management. Social awareness, Relationship management, Cognitive competencies.
2	Thursday 08/02/2024, 3.45 p.m. - 5.15 p.m.	The Intentional Change Process. Ideal self. Positive and Negative emotional attractors. The determinants of the Positive Emotional Attractor. Creating the PEA/NEA Balance
3	Tuesday 13/02/2024, 2 p.m. - 5.15 p.m.	From Ideal Self to Personal Vision for planning one's professional future
4	Thursday 15/02/2024, 3.45 p.m. - 5.15 p.m.	Recognising one's own and others' competences: application on the BECOME360 model
5	Tuesday 20/02/2024, 2 p.m. - 5.15 p.m.	Identification of behavioural competencies needed for personal vision. Peer coaching. The real self. The competency learning process.
6	Thursday 22/02/2024, 3.45 p.m. - 5.15 p.m.	Identifying personal strengths and areas of improvement.
7	Tuesday 27/02/2024, 2 p.m. - 5.15 p.m.	Personal learning styles. Competency development workshop.
8	Thursday 29/02/2024, 3.45 p.m. - 5.15 p.m.	The personal development plan: Definition and content. Learning teams.
9	Tuesday 05/03/2024, 2 p.m. - 5.15 p.m.	Check point on the personal development plan. The process and the techniques of acquiring habits.
10	Thursday 07/03/2024, 3.45 p.m. - 5.15 p.m.	HRM Competency Based: competency models, the selection interview, Behavioral Event Interview, performance management process.

Schedules may change slightly, so please check the website for updates:

<https://www.unive.it/data/course/475112> in the 'timetable' tab.

Lectures will be held in presence at the Economic Campus in San Giobbe



3. Competency Development provides the following opportunities:

- bring students closer to the logic, language, processes and expectations of the labour market, increasing their *employability*. Consistent with the fact that the selection processes, in every field of employment, are now strongly guided by the assessment of candidates' behavioural competencies, the course will enable participants to acquire the tools to bring their profile closer to the demands of the labour market;
- create cross-disciplinary learning experiences between students enrolled in different master's degree courses, fostering processes of interaction and mutual contamination;
- enrich the opportunities for learning behavioural competencies in a manner consistent with other initiatives activated on the same theme by the University.

4. Competency Development is one of the educational proposals realised within the Ca' Foscari Competency Centre (www.unive.it/cfcc), which carries out research, training and consultancy activities in the field of the development and evaluation of behavioural competencies (*soft skills*). The main objective of the Ca' Foscari Competency Centre is to increase the performance and labour market attractiveness of individuals through the development of their soft skills portfolio.

ARTICLE 2 - RECIPIENTS AND ADMISSION REQUIREMENTS

1. There are 60 places available. Access to Competency Development is subject to selection, according to the methods indicated in this article and in the following art. 4

2. Students **enrolled in a Master's degree course** at Ca' Foscari University Venice in the **academic year 2023-2024** and with a **maximum age of 30 years not yet completed** may participate in the selection.

3. Students who have already participated in the Competency Lab (AM0006), Competency Lab English (AM0008) and Competency Lab Plus (AM0007) of the Ca' Foscari Competency Centre cannot apply.

ARTICLE 3 - SUBMISSION DEADLINES AND MODALITIES OF PARTICIPATION

1. To participate in the Competency Development, recipients referred to in Article 2 must fill in the application form available online at <https://www.unive.it/pag/31171/>. The form will be available from 12 noon on Monday 30 October 2023 and must be completed **by 12 noon on Monday 11 December 2023**.

2. Applications will be automatically excluded if they are found to be:

- a) received after the deadline;
- b) incomplete or incorrect;
- c) not written on the online form provided by the University;
- d) containing untrue statements.

Applicants who have already participated in Competency Lab (AM0006), Competency Lab English (AM0008) and Competency Lab Plus (AM0007) or who participate in them in the months following the application deadline will also be excluded.

3. For further information, interested students can consult the website www.unive.it/cfcc or write to competecydevelop@unive.it

4. All communications from the University to interested parties will be made through the institutional e-mail address [matricola]@stud.unive.it].

ARTICLE 4 - ADMISSION

1. To ensure the interdisciplinarity of the course, the 60 available places are divided into the following four macro areas, which group the University's Master's degree courses.



Area 1 (15 places)

- ACCOUNTING AND FINANCE (EM4)
- DATA ANALYTICS FOR BUSINESS AND SOCIETY (EM14)
- ECONOMICS AND FINANCE (EM20)
- ECONOMICS AND MANAGEMENT OF ARTS AND CULTURAL ACTIVITIES (EM3)
- BUSINESS ADMINISTRATION (EM6)
- ECONOMICS, FINANCE AND SUSTAINABILITY (EM15)
- GLOBAL ACCOUNTING AND FINANCE (EM16)
- GLOBAL DEVELOPMENT AND ENTREPRENEURSHIP (EM12)
- GOVERNANCE OF PUBLIC ORGANIZATIONS (EM11)
- INNOVATION AND MARKETING (EM17)
- INTERNATIONAL MANAGEMENT (EM18)
- MANAGEMENT (EM13)
- MANAGEMENT AND SUSTAINABILITY (EM60)
- MARKETING AND COMMUNICATION (EM7)
- INTERCULTURAL DEVELOPMENT OF TOURISM SYSTEMS (EM9)

Area 2 (15 places)

- PHILOSOPHICAL SCIENCES (FM61)
- WORK, SOCIAL CITIZENSHIP, INTERCULTURALITY (FM8)
- HISTORY OF ARTS AND CONSERVATION OF ARTISTIC HERITAGE (FM9)
- CULTURAL ANTHROPOLOGY, ETHNOLOGY, ANTHROPOLOGICAL LINGUISTICS (FM10)
- DIGITAL AND PUBLIC HUMANITIES (FM11)
- ANCIENT CIVILISATIONS: LITERATURE, HISTORY AND ARCHAEOLOGY (FM2)
- ARCHIVAL AND LIBRARY SCIENCE (FM3-FM30)
- ITALIAN PHILOLOGY, LINGUISTICS AND LITERATURE (FM4-FM40)
- HISTORY FROM THE MIDDLE AGE TO PRESENT (FM7)
- RELIGIOUS STUDIES (LM98)

Area 3 (15 places)

- BIOTECHNOLOGIES FOR SUSTAINABLE DEVELOPMENT AND THE ENVIRONMENT (CM10)
- ENVIRONMENTAL SCIENCES (CM5)
- CONSERVATION SCIENCE AND TECHNOLOGY FOR CULTURAL HERITAGE (CM60)
- COMPUTER SCIENCE AND INFORMATION TECHNOLOGY (CM9-CM90)
- ENGINEERING PHYSICS (CM13)
- SCIENCE AND TECHNOLOGY OF BIO AND NANOMATERIALS (CM12-CM14)
- SUSTAINABLE CHEMISTRY AND TECHNOLOGIES (CM7)

Area 4 (15 places)

- EUROPEAN, AMERICAN AND POSTCOLONIAL LANGUAGES AND LITERATURES (LM3)
- LANGUAGE SCIENCES (LM5)
- COMPARATIVE INTERNATIONAL RELATIONS (LM60)
- ENVIRONMENTAL HUMANITIES (LM10)
- LANGUAGE AND CIVILISATION OF ASIA AND MEDITERRANEAN AFRICA (LM20)
- LANGUAGES, ECONOMICS AND INSTITUTIONS OF ASIA AND NORTH AFRICA (LM40)



- TRANSLATION AND INTERPRETING (LM7-LM70)
- TRANS-MEDITERRANEAN STUDIES: MIGRATION, COOPERATION AND DEVELOPMENT (LM8-LM80)
- LANGUAGE AND MANAGEMENT TO CHINA (LM9)

2. Candidates will be admitted on the **basis of the order of application**, limited to the places available in each area. For this purpose, the date and time of submission of the online form resulting from the system will be considered.

3. Candidates from the "Venetian Erasmus" programme will only be included if one of the areas has vacancies.

4. Should any vacancies arise in an area, even after the insertion of students from the "Venetian Erasmus" programme, they will be assigned among all those who have sent in their applications using the form referred to in Art. 3 paragraph 1, according to the general order in which the applications were received. The list of those admitted will be drawn up by the Educational Programmes Office.

5. The list of eligible candidates will be published by **Friday 15 December** on the Ca' Foscari University Venice website (<https://www.unive.it/pag/31171/>). At the same time, a publication notice will be sent to all students who have applied.

6. No later than 12 noon on **Wednesday 20 December 2023**, candidates must send an e-mail to competencydevelop@unive.it to confirm or deny their willingness to participate in the course.

7. In the event of withdrawal or non-confirmation by an admitted student, candidates will be admitted according to the selection criteria set out in paragraph 2 of this Article.

8. The final class composition will be published on Wednesday 10 January and interested parties will be notified by e-mail.

9. In case of cancellations after the publication of the class, eligible candidates will be contacted by email and may request to participate by writing to competencydevelop@unive.it. Candidates will be admitted on a first-come, first-served basis.

ARTICLE 5 - FREQUENCY

1. Selected students are obliged to attend the course activities.
2. Students who have exceeded 20% absence will not be admitted to the final examination.
3. Attendance at CESI is incompatible with participation in the Competency Lab (AM0006), Competency Lab English (AM0008) and Competency Lab Plus (AM0007) of the Ca' Foscari Competency Centre.

ARTICLE 6 - RECOGNITION OF CREDITS

1. Competency Development may be recognized as an elective or supernumerary exam. Competency Development may be also recognized as a substitute internship activity only with the prior approval of the Teaching Committee, in accordance with the [Guidelines for innovative and integrated teaching activities](#)

University credits will be acquired upon passing the final exam. The grade will be awarded by evaluating the course work (individual assignments) and the outcome of the final exam.

2. Further guidance on the inclusion of the activity in the study plan will be provided during the course.



ARTICLE 7 - PERSON IN CHARGE OF THE PROCEDURE

1. The person in charge of the procedure, pursuant to and for the purposes of Law no. 241/1990, is Dr. Matteo Ferrini, Director of the Educational Programmes Office.

ARTICLE 8 - USE AND DISSEMINATION OF DATA

The processing of personal data transmitted by candidates with the application takes place in compliance with the provisions of the applicable national and community legislation (EU Regulation 2016/679). The information relating to the processing of personal data can be consulted on the University website page <https://www.unive.it/pag/36610/>

Venice, 18.10.2023

Head of administrative procedure: Dr. Matteo Ferrini

Head of the
Educational Programmes and Student Services Area
Dr. Francesca Magni