Dear Student,

I warmly welcome you to Ca’ Foscari University of Venice: it’s one of the best Universities in Europe for humanities, economics and environmental studies. In the last months, Ca’ Foscari has re-structured most of its courses, departments and organization. It is now more efficient and dynamic. Students are prepared to live in a quickly changing world. I am proud to present you its main features and activities through this Welcome Guide.

Ca’ Foscari is the name of the University but also of its main building, for centuries the house of the most prestigious Venetian family. It’s now the symbol of outstanding quality and innovation in teaching and research. It’s the place where you can find all offices, the International Relations Office in particular, that will assist you during your study years in Venice.

This Welcome Guide has been written to assist you in your preparations for coming to Venice. It contains a lot of practical and detailed information about what to expect once you arrive in Venice. It is intended to be a guide to dip into, whenever you need some information over the first few weeks, but it will also be useful throughout your stay in Venice.

Any feedback from you is precious and it will allow us to improve our services and to understand if our efforts are going in the right direction. We would be grateful if you could provide any suggestions, comments, proposals to the International Relations Office.

We are glad that you have chosen our University for your studies and we hope that you will find this experience rewarding in terms of education and personal development.

With very best wishes,

Carlo Carraro
Rector
Ca’ Foscari University of Venice
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**USEFUL LINKS**
Ca’ Foscari University of Venice has a nationally and internationally outstanding reputation for academic excellence in the fields of teaching and research. Established on August 6th, 1868 as a Royal Business College, Ca’ Foscari University of Venice was the first educational institution in Italy to offer higher education in business and economics. Throughout the years it has grown and developed new relevant subject areas.

In 1954 the Faculty of Foreign Languages and Literatures was established, followed by the Faculty of Humanities and Chemistry in 1969.

The various seats of the University are spread throughout Venice (www.unive.it/maps) but the main building is Ca’ Foscari Palace, the Venetian-Gothic building located on the largest bend of the Grand Canal. The palace, which was purchased and renewed by Doge Francesco Foscari in 1452, contains important artistic and architectural works, some of which include a room with a 16th century stucco work by the Venetian sculptor Alessandro Vittoria (1525-1608) and a great hall designed by the Venetian architect Carlo Scarpa (1906-1978), with two murals by Mario Sironi and Mario de Luigi.

Between 2004 and 2006 Ca’ Foscari underwent a painstaking restoration programme, which was awarded the prestigious “Premio Torta” in 2007. It actively participates in Venetian cultural life, organizing over 400 events every year, collaborating with other prestigious cultural institutions and organizing successful art exhibitions at “Ca’ Foscari Esposizioni”: the exhibition space in the main building.

INTERNATIONAL CA’ FOSCARI

Ca’ Foscari has drawn up over 250 international cooperation agreements with Universities from all over the world, with the aim of promoting mobility for education and research. The University actively participates in European programmes for technological research, education and training; with projects involving partner institutions from all continents.

Ca’ Foscari students can choose among many international Double/Joint Degree Programmes and English-taught Degree Programmes included in the University educational catalogue.

THE UNIVERSITY AT A GLANCE 2011/2012

15 First Cycle Degree Programmes
30 Second Cycle Degree Programmes
31 Specialist Master’s Programmes
9 Doctoral Schools, 16 Research Doctorate Programmes

Since 1999, Italian university studies have been reformed in order to meet the objectives of the “Bologna Process”. The Italian educational system provides First Cycle and Second Cycle Degree Programmes (Laurea and Laurea Magistrale), together with First and Second level Specialist Master’s Programmes (Master Universitari di I e II livello), Research Doctorates (corresponding to the third cycle of the educational system) and Specializing Schools.

FIRST CYCLE

First cycle Programmes (Corsi di Laurea), aim at guaranteeing students an adequate command of general scientific methods and contents as well as specific professional skills.

The general requirement is the school-leaving qualification awarded on completion of 13 years of global schooling and after the relevant State examinations; equivalent foreign qualifications may be accepted as well. Admission to Degree Programmes may be subject to specific requirements. Degree Programmes last 3 years. The 1st cycle degree (Laurea) is awarded to students who have earned 180 university credits; however, the completion of a training period and the defence of a thesis may also be required. The 1st cycle degree grants access to competitions for the civil service, regulated and non-regulated professions, first Level Specialist Master’s Programmes and 2nd Cycle Degree Programmes.

SECOND CYCLE

Second Cycle Degree Programmes (Corsi di Laurea Specialisti) are aimed at providing students with an advanced level of education for highly qualified activities in specific areas. Access is allowed after having achieved a 1st Cycle Degree or a comparable foreign degree; admission is subject to specific course requirements determined by each university.

Second Cycle Degree Programmes last 2 years for 120 university credits. The awarding of the Second Cycle Degree is conditional on the defense of a thesis.

A limited number of 2nd Cycle Degree Programmes (dentistry, human medicine, pharmacy, veterinary medicine…) are one-block programmes (Corsi di Laurea a ciclo unico); access is allowed after having achieved the school-leaving diploma or a comparable foreign qualification; admission is subject to selective entrance exams; each degree programme is organized in just one block of 5 years and 300 university credits (only human medicine requires 6 years and 360 credits). All 2nd Cycle Degree Programmes grant access to competitions for the civil service, regulated and non-regulated professions, second-level Specialist Master’s Programmes and Research Doctorates (3rd Cycle).

FIRST AND SECOND LEVEL SPECIALIST MASTER’S PROGRAMMES

First and Second level Specialist Master’s Programmes normally involve one year of full-time study. Only graduates who have completed at least a First Cycle Degree Programme are accepted for a First Level Specialist Master’s Programme, whereas only those who have completed a Second Cycle Degree Programme are admitted to a second level Specialist Master’s Programme. These programmes are aimed at providing students with advanced educational and professional knowledge.

ITALIAN UNIVERSITY SYSTEM

9 Doctoral Schools, 16 Research Doctorate Programmes
8 Departments, 5 Interdepartmental Schools
1 Learning Centre Library, 4 subject-related Libraries
7 Departmental Libraries
20,000 students, 4,000 new enrolments per year, 3,300 graduates per year
1,700 professors, lecturers, native language teachers and administrative staff
31 Specialist Master’s Programmes
30 Second Cycle Degree Programmes
15 First Cycle Degree Programmes
20,000 students, 4,000 new enrolments per year, 3,300 graduates per year
1,700 professors, lecturers, native language teachers and administrative staff
9 Summer and Autumn Schools
15 First Cycle Degree Programmes
30 Second Cycle Degree Programmes
31 Specialist Master’s Programmes
9 Doctoral Schools, 16 Research Doctorate Programmes

Ca’ Foscari T our Service (www.unive.it/tour).
THIRD CYCLE
These studies include the following typologies:

A) Research Doctorates (Dottorati di Ricerca) aim at training students for very advanced scientific research; they adopt innovative teaching methodologies, updated technologies, training periods abroad and supervised activities in specialized research centres. Admission requires a 2nd cycle degree (or a comparable foreign degree) and is based on a selection by a committee; studies last a minimum of 3 years; the doctoral student must work out an original dissertation to be defended during the final examination.

B) Specializing Courses (Corsi di Specializzazione) are devised to provide students with knowledge and abilities as requested in the practice of highly qualified professions; they mainly concern medical, clinical and surgical specialties. Admission requires a 2nd cycle degree (or a comparable foreign degree) and the passing of a competitive examination; course length varies in relation to subject fields.

For further information see www.study-in-italy.it
Since 2011/2012 a.y. Ca’ Foscari educational offer has been organised in First and Second Cycle Degree Programmes, which refer directly to the new Departments, Interdepartmental Schools and the Centre on Culture and Economics of Globalization in Treviso.

DEPARTMENTS

Department of Asian and North African Studies
www.unive.it/dsaam

Department of Economics
www.unive.it/dip.economia

Department of Environmental Sciences, Informatics and Statistics
www.unive.it/dais

Department of Humanities
www.unive.it/dsu

Department of Linguistics and Comparative Cultural Studies
www.unive.it/dlscc

Department of Management
www.unive.it/dip.management

Department of Molecular Sciences and Nanosystems
www.unive.it/dsmn

Department of Philosophy and Cultural Heritage
www.unive.it/dip.fbc

INTERDEPARTMENTAL SCHOOLS

School of Asian Studies and Business Management
School of Cultural Production and Conservation of the Cultural Heritage
School of International Relations
School of Social Sciences and Public Policies
School of Sustainability of Environmental and Tourism Systems

RESEARCH AT CA’ FOSCARI

Scientific research is carried out within Departments, Interdepartmental Schools and Doctoral Schools, which often work together on inter-disciplinary projects.

Ca’ Foscari maintains relationships with several associations and institutions through agreements for cooperation in the area of scientific information, teaching and research.

The University is a member of various research bodies including the Venice International University – VIU, Consorzio Venezia Ricerche and VEGA Science and Technology Park of Venice.

Find detailed maps and directions to reach the various departments at www.unive.it/maps

DEPARTMENT OF ASIAN AND NORTH AFRICAN STUDIES

First Cycle Degree Programmes
- Languages, Cultures and Societies of Asia and North Africa

Second Cycle Degree Programmes
- Cultural Anthropology, Ethnology, Anthropological Linguistics
- Languages and Civilizations of Asia and North Africa
- Religious Studies (Inter-University Programme)

DEPARTMENT OF ECONOMICS

First Cycle Degree Programmes
- Economics and Business

Second Cycle Degree Programmes
- Economics
- Economics and Finance

Specialist Master’s Programmes (II level)
- International Master in Economics and Finance (IMEF)

DEPARTMENT OF ENVIRONMENTAL SCIENCES, INFORMATICS AND STATISTICS

First Cycle Degree Programmes
- Computer Science
- Environmental Sciences

Second Cycle Degree Programmes
- Computer Science
- Environmental Sciences

Specialist Master’s Programmes (II level)
- Methods and Techniques of Environmental Prevention and Control
- REACH: Registration, Evaluation, Authorisation and restriction of Chemical substances

DEPARTMENT OF HUMANITIES

First Cycle Degree Programmes
- Letters
- History

Second Cycle Degree Programmes
- Italian Philology and Literature
- Ancient Civilizations: Literatures, History and Archaeology
- History from the Middle Ages to the Present Times
- History and Management of the Archival and Bibliographical Heritage (Inter-University Programme)

DEPARTMENT OF LINGUISTICS AND COMPARATIVE CULTURAL STUDIES

First Cycle Degree Programmes
- Languages, Linguistics and Cultural Studies

Specialist Master’s Programmes (I level)
- Foreign Language Didactics
- Didactics of Italian as a Foreign Language (ITALS)

Second Cycle Degree Programmes
- European, American and Postcolonial Languages and Literatures
- Language Sciences

Specialist Master’s Programmes (II level)
- Didactics of Italian as a Foreign Language (ITALS) - Advanced Level

DEPARTMENT OF MANAGEMENT

First Cycle Degree Programmes
- Business Administration-Economics and Management

Specialist Master’s Programmes (I level)
- Strategic Innovation
- Master in Ethical Business Management (MEGA)

Second Cycle Degree Programmes
- Accounting and Finance
- Business Administration
- Marketing and Communication (MaSMaCom)

Specialist Master’s Programmes (II level)
- Management of Cultural and Artistic Activities (MaBAC)
DEPARTMENT OF MOLECULAR SCIENCES AND NANOSYSTEMS
First Cycle Degree Programmes
- Sustainable Chemistry and Technology
- Second Cycle Degree Programmes
  - Sustainable Chemistry and Technology
  - Sciences and Technologies of Bio- and Nano-Materials
Specialist Master’s Programmes (II level)
  - Characterization and Remediation of Contaminated Sites

DEPARTMENT OF PHILOSOPHY AND CULTURAL HERITAGE
First Cycle Degree Programmes
- Philosophy
Specialist Master’s Programmes (I level)
- Communication and Non-Verbal Languages
- Psychomotority, Musicotherapy, Performances
- E-Teacher and Glocal Learning
- Intercultural and Environmental Management of Schools
Second Cycle Degree Programmes
- Philosophy of Society, Art and Communication
- Lifelong Education Studies (Inter-University Programme)
Specialist Master’s Programmes (II level)
- Philosophical Counselling (COFIL)
- Research on Teaching Methodologies and Philosophical Counselling (COFIL)
- Specialist Master’s Programmes (II level)
  - Characterization and Remediation of Contaminated Sites

SCHOOL OF CULTURAL PRODUCTION AND CONSERVATION OF THE CULTURAL HERITAGE
First Cycle Degree Programmes
- Conservation of the Cultural Heritage and Management of Cultural Activities
- Conservation and Restoration Technologies
Second Cycle Degree Programmes
- Economics and Management of Arts and Cultural Activities
- Music and Performing Arts (Inter-University Programme)
- Chemical Sciences for Conservation and Restoration
- Art History and Conservation of the Artistic Heritage

SCHOOL OF INTERNATIONAL RELATIONS
Specialist Master’s Programmes (I level)
- Crossing the Mediterranean: Cultural Mediation towards Investment and Integration (MIM)
Second Cycle Degree Programmes
- Comparative International Relations

SCHOOL OF SOCIAL SCIENCES AND PUBLIC POLICIES
First Cycle Degree Programmes
- Social Sciences and Social Work
- Specialist Master’s Programmes (I level)
  - Labour Law
  - Environmental Law
  - Master in Immigration
Second Cycle Degree Programmes
- Labour, Social Citizenship and Multiculturalism
- Specialist Master’s Programmes (II level)
  - Master in Public Administration (MPA)
  - Health Economics and Management (E.Ma.S)

SCHOOL OF SUSTAINABILITY OF ENVIRONMENTAL AND TOURISM SYSTEMS
Specialist Master’s Programmes (I level)
- Food and Wine Culture for Oenogastronomic Resources Management
- Economics and Management of Tourism
Second Cycle Degree Programmes
- Intercultural Programme on Tourism Systems
Specialist Master’s Programmes (II level)
- Chemical Engineering of Wastewater Treatment and Renewable Energy

CENTRE ON CULTURE AND ECONOMICS OF GLOBALIZATION (CEG), TREVISO
First Cycle Degree Programmes
- International Trade
- Linguistic and Cultural Mediation
Second Cycle Degree Programmes
- Interpreting and Translation for Publishing
- Global Development and Entrepreneurship

PARTNERED SPECIALIST MASTER’S PROGRAMMES
- Chemical Engineering of Wastewater Treatment and Renewable Energy
- European Master’s Degree in Human Rights and Democratization (E.MA)
- Global Management: Contemporary Chinese Society and Institutions
- Governance of Sustainable Development
- Methods and Techniques of Environmental Prevention and Control

OTHER SPECIALIST MASTER’S PROGRAMMES
- Business Communication (UPA-Ca’ Foscari)
- Management of the European Metropolitan Region
- Sport Business Strategies (SBS)

RESEARCH DOCTORATES
- Ancient History and Archaeology
- Ancient History and Archaeology, Art History
- Asian and North African Studies
- Business (DEA)
- Chemical Sciences - Cognition and Education Sciences
- Computer Science
- Economics (DEC)
- Environmental Sciences
- European Doctorate in Economics - Erasmus Mundus (EDE-EM)
- European Doctorate in the Social History of Europe and the Mediterranean “Building on the Past”
- European Law on Civil, Commercial and Labour Contracts
- European Social History from the Middle Ages to Present Times
- History of Arts
- Italian Studies and Classical and Medieval Philology
- Linguistics
- Modern Languages, Cultures and Societies
- Philosophy
- Science and Management of Climate Change

INTERNATIONAL PROGRAMMES AND COURSES

DOUBLE/JOINT DEGREES
First Cycle Degree Programmes
- Economics and Management – Dual Degree with Georgia State University
- European Joint Master’s Degree in English and American Studies
- Computer Science - International Curriculum “European Computer Science - ECS”
Second Cycle Degree Programmes
- Double Degree in Economics, Econometrics and Finance (MEEF)
- International Double Degree Ca’ Foscari-ESCP Europe
- Models and Methods of Quantitative Economics – Erasmus Mundus (QEM)
- Double Degree in History with Universidad Nacional de Tres de Febrero
- Joint Master’s Degree in Sustainable Development
Specialist Master’s Programmes
- Economics and Management of Tourism
- Management of Cultural and Artistic Activities (MaBAC)
- Crossing the Mediterranean: Cultural Mediation towards Investment and Integration (MIM)

Research Doctorates
- European Doctorate in Economics (EDE-EM) – Erasmus Mundus
- History (MDSH)

ENGLISH-TAUGHT PROGRAMMES

First Cycle Degree Programmes
- Languages, Cultures and Societies of Asia and North Africa (English+Italian)
- Languages, Linguistics and Cultural Studies (English+Italian)
- Linguistic and Cultural Mediation (English+Italian, limited places)

Second Cycle Degree Programmes
- Comparative International Relations (English+Italian)
- European, American and Postcolonial Languages and Literatures (English+Italian)
- Interpreting and Translation for Publishing (English+Italian)
- Language Sciences (English+Italian)
- Languages and Civilizations of Asia and North Africa (English+Italian)
- Computer Science
- Environmental Sciences (English+Italian)

SUMMER AND WINTER SCHOOLS
- Ca’ Foscari - Harvard Summer School
- Columbia University Program of Italian Cultural Studies at Ca’ Foscari
- Nanosafety Autumn School - third edition
- Summer School on Conservation Science
- Summer School on Finance, Institutions and History
- Training Summer School for Teachers of Italian as a Foreign Language
- Venice International University (VIU) Summer Schools
- Wake Forest School of Law - Venice Summer Program
- Widener University School of Law - Venice Summer Program

For further information see www.unive.it/nqcontent.cfm?A_ID=87278

The European Credit Transfer System (ECTS) is a system for transferring university credits throughout Europe. It is based on the clearness and transparency of the students’ plans of study and on the assignment of appropriate credits for work completed. The objective of this system is to guarantee that credit for the courses and exams taken during the period spent abroad under the LLP/Erasmus Programme is granted according to clear rules, known to students before leaving and based on precise and recognized agreements ruled by mechanisms that are common to all institutions participating in the Programme.

Ca’ Foscari University of Venice – according to European directives regulating the ECTS – has established in a session of the Academic Senate that 1 CFU = 1 ECTS. After that, the ECTS scale used for converting marks was established, which is based on a statistical distribution of marks in each individual Faculty.

A table for converting marks is available at www.unive.it/nqcontent.cfm?A_ID=91847

HOLIDAYS
- November 1st: All Saints’ Day
- November 21st: Madonna della Salute
- December 8th: Immaculate Conception
- December 24th – January 8th: Christmas Holidays
- April 8th – April 9th: Easter
- April 25th: Liberation Day; Saint Mark’s Day – patron of Venice
- May 1st: Labour Day
- June 2nd: Republic Day
- August 15th: Assumption
ANNO ACCADEMICO (academic year)
The Academic Year usually begins in September and ends in August/September of the following year. Each academic year is divided into two semesters, which are organised into two terms each. The duration of each term is approximately one month and a half (5 weeks of lecture plus 1 week of extra/rescheduled lectures).

APPELLO D’ESAME (exam dates)
Each course includes at least 4 different dates in which the related exam can be taken. The dates of the various exams are grouped into sessions which are organized for specific times of the year. The main exam sessions are usually held in January/February, May/June and September. Moreover, for courses occurring in the first period of the 1st and 2nd semesters, exams can also be taken in November and in March.

CLASSI DI LAUREA (ministerial degree codes)
All degree programmes with common educational objectives and teaching-learning activities are organised in groups (classi di laurea). Degree programmes may be given different names by the different universities but if they have the same ministerial degree code, it means that the learning outcomes and teaching/learning activities are the same. Therefore, degree programmes with the same code lead to the same qualifications with the same legal value.

CREDITO FORMATIVO CFU (university credit)
Conventional measures of the workload undertaken by a student: one credit corresponds to 25 hours of activity (individual study, classroom educational activities, internships, etc.). Only by passing his/her exams and carrying out the educational activities required by his/her plan of study, a student can acquire 60 university credits per academic year - this amount is also called course load. A First Cycle Degree Programme includes a total of 180 university credits, whereas a Second Cycle Degree Programme includes 120 credits. 1 CFU corresponds exactly to 1 ECTS (European Credit Transfer and Accumulation System).

DEBITO FORMATIVO (supplementary educational debt)
Admission to the Degree Programmes is subject to an evaluation of the individual educational background of each student in relation to qualifications needed to attend the selected programme. If the evaluation is negative, students are subject to the so-called Supplementary Educational Debts (OFA), which means that they must fill any gaps in their background through specific activities organised by the University.

DIPARTIMENTO (department)
Departments promote, coordinate and organise the academic (teaching and research) activities of the Degree Programmes they are responsible for. Following the organisational reform in effect at Ca’ Foscari since January 1st, 2011 and the resulting abolition of Faculties, Departments have come to play a key role in the university system, also through the decentralisation of many administrative and financial procedures.

DOUBLE/JOINT DEGREES
Educational Programmes which provide an integrated study curriculum established in cooperation with other international Universities and mobility periods for students and teaching staff. After the final examination students achieve two or more academic qualifications issued by the partner Universities (Double or Multiple Degree) or a jointly conferred qualification recognized and validated by all the partner Universities (Joint Degree).

ESAME (exam)
For every exam passed, students are awarded a defined number of credits according to the courses followed and quantitative evaluation. The exam may be written or oral, or both. The minimum mark is 18/30 while 30/30 is the highest, with the possibility of honours (lode).

ESAME DI LAUREA (final degree exam)
At the end of the Degree Programmes, the preparation of a thesis and a viva voce examination under a supervisor with any possible co-supervisors is usually required. The final mark ranges from a minimum of 66/110 to a maximum of 110/110, with possible honour. Contents and procedures of the final degree exam are established by the Teaching Committee of each Degree Programme.

FREQUENZA (attendance)
Student’s participation in all of the educational activities required by his/her Degree Programme. Attendance may be compulsory, recommended or open. Any compulsory attendance requirements are indicated in the teaching regulations of the relevant Degree Programme.

LIBRETTO (booklet of records)
Booklet showing university students’ academic records. Every time students pass an exam, professors write the mark on the record booklet and then register it on-line.

MATRICOLA (matriculation number)
A number that identifies each student and that is given when he/she enrols at the university. It is required for a number of services such as taking exams, borrowing library books, etc. and represents the student’s username to access the Reserved Area of the university website.

MODULO (course unit)
Period in which classes and seminars are held. At the end of it there is usually an exam session.

SEMESTRE (semester)
One of the two parts in which an academic year is divided into. The first semester starts in September and ends in January while the second starts in February and ends in May. Each semester is divided into two parts called terms.

TITOLI ACCADEMICI (Academic titles and final qualifications)
A First Cycle Degree confers the title of “Dottore”; a Second Cycle Degree that of “Dottore Magistrale”; the Research Doctorate that of “Dottore di ricerca”.

/ GLOSSARY OF UNIVERSITY TERMS /
BEING INTERNATIONAL AT CA’ FOSCARI

The procedures you need to follow to become an international student at Ca’ Foscari University vary according to the kind of programme to which you apply.

INTERNATIONAL MOBILITY STUDENTS

ERASMUS FOR STUDY STUDENTS

Erasmus students are officially nominated by their home institution to spend a period of time studying within the frame of the LLP Erasmus Programme. This period of study is organised on the basis of bilateral agreements between Ca’ Foscari and partner universities for specific academic fields.

International Relations Office
International Mobility Service
Opening hours
Tuesday 9.30 AM> 12.30 PM
Wednesday 9.30 AM> 12.30 PM and 2.30 PM > 4.30 PM
Friday 9.30 AM > 12.30PM

Contacts
T +39 041 234 7566
F +39 041 234 7567
international@unive.it

To arrange an appointment www.unive.it/international-mobility-service > International Exchanges

MULTIPLE, DOUBLE AND JOINT DEGREE STUDENTS

Multiple, Double and Joint Degree Programmes provide an integrated study curriculum established in cooperation with other international Universities and mobility periods.

International Relations Office
International Mobility Service
Opening hours
Tuesday 9.30 AM> 12.30 PM
Wednesday 9.30 AM> 12.30 PM and 2.30 PM > 4.30 PM
Friday 9.30 AM > 12.30PM

Contacts
T +39 041 234 7566
F +39 041 234 7567
international@unive.it

To arrange an appointment www.unive.it/international-mobility-service > International Exchanges

VISITING STUDENTS

Visiting students are students enrolled at an international university who wish to spend a study or research period at Ca’ Foscari out of the above mentioned agreements.

Enrolment Service for International Students
Opening hours
Tuesday 9.30 AM> 12.30 PM

Contacts
T +39 041 234 7575
F +39 041 234 7969
visiting-student@unive.it

To arrange an appointment www.unive.it/student-services-reservation > Enrolment Service

PROSPECTIVE STUDENTS

Guidance Service for International Students
Opening hours
Wednesday 9.30 AM> 12.30 PM and 2.30 PM > 4.30 PM

Contacts
T +39 041 234 7575
F +39 041 234 7946
orientation@unive.it

To arrange an appointment www.unive.it/student-services-reservation > Welcome and Enrolment Office

INTERNATIONAL EXCHANGE STUDENTS

MINISTRY OF FOREIGN AFFAIRS SCHOLARSHIP STUDENTS

Incoming exchange students are selected by the relevant foreign universities on the basis of bilateral agreements between Ca’ Foscari and extra EU institutions.

MAE students are students who, in order to carry out their studies in Italy, are awarded a scholarship by the Italian Ministry of Foreign Affairs.

International Relations Office
International Mobility Service
Opening hours
Tuesday 9.30 AM> 12.30 PM
Wednesday 9.30 AM> 12.30 PM and 2.30 PM > 4.30 PM
Friday 9.30 AM > 12.30PM

Contacts
T +39 041 234 7566
F +39 041 234 7567
international@unive.it

To arrange an appointment www.unive.it/international-mobility-service > International Exchanges

Various offices belonging to the university central administration are located at Ca’ Foscari Palace (Dorsoduro 3246 – 30123 Venezia).

From Piazzale Roma or from “Venice Santa Lucia” train station
Ca’ Foscari can be reached on foot in approximately 15 minutes from both Piazzale Roma (bus station and car parking terminal) and “Venezia Santa Lucia” train station.

By vaporetto (i.e. public boat service), from either the “Ferrovia” or “Piazzale Roma” stop, take either Line 1 or Line 2 and get off at the “San Tomà”, which is the closest stop to Ca’ Foscari. Vaporetto schedules and routes can be found on the ACTV website: the Public Transportation Authority of Venice.

For an interactive map of Venice with routes for getting to Ca’ Foscari from Piazzale Roma or from “Venice Santa Lucia” train station, please see www.unive.it/maps

Disabled accessible route to Ca’ Foscari
To arrive at Ca’ Foscari without encountering architectural barriers you should take the Line 2 vaporetto, or the Line 61 motor-boat (which can accommodate one wheelchair at a time) from the “Ferrovia” stop, the “Piazzale Roma” stop or the “Tronchetto” stop and get off at the “San Basilio” stop.

From there, take Calle del Vento, crossing the Campo San Basilio (sign reads “San Basegio”) and continue to Fondamenta San Basilio, which turns into Fondamenta San Sebastiano. At the end of Fondamenta San Sebastiano, turn right, taking Fondamenta del Soccorso.
Continue straight to Campo dei Carmini (keeping the Church of the same name on your right). Cross Campo dei Carmini and take Calle de la Scuola to Campo Santa Margherita. Once in Campo Santa Margherita, continue straight on, keeping the open area and the building located in the centre on your left. Head toward Rio Tera Canal, which is located in front of you and enter Calle de Mezo de la Vida (on the left side of Rio Tera Canal). At the end, turn left into Calle de la Vida and then immediately turn right into Calle de la Madonnina (passing under the portico of the same name). Follow this calle to Campiello dei Squellini, from there turn left into Calle Foscari. The entrance to Ca’ Foscari is at the end of Calle Foscari just before the Calle Foscari bridge.

The map of the disable accessible route can be found at www.unive.it/nqcontent.cfm?a_id=85798

ERASMUS FOR STUDY STUDENTS

Preparing for your Erasmus at Ca’ Foscari
The Erasmus Programme for Study offers university students the opportunity to study in another European country. Periods abroad should contribute to qualifications at home and should help students to learn different cultures and languages, and should help them in gaining vital experience.

How to apply
To come to Ca’ Foscari as an Erasmus incoming student, you should first contact the International Office of your home institution. It is important to complete the following:
- confirm that there is a valid inter-institutional agreement between your home university and Ca’ Foscari (I VENEZIA01), in your specific subject area;
- find out all of the details about the selection procedure and financial support;
- make sure that official nomination from your home institution is forwarded to the International Relations Office (erasmusin@unive.it) prior to your arrival in Venice.

Nomination and application deadlines for the academic year 2011/2012:
- April 30th, 2011 - Erasmus mobility for the first semester or full academic year 2011/2012;
- November 30th, 2011 - Erasmus mobility for the second semester of the academic year 2011/2012.

Requirements and tuition fees at Ca’ Foscari

Language requirements
All Erasmus incoming students are not required to demonstrate Italian language competency prior to their arrival. However, a good level of written and spoken Italian is recommended to ensure that you can successfully follow the courses and complete the corresponding assignments and examinations. You can improve your Italian language at the University Language Centre – CLA (www.unive.it/clia) Ca’ Foscari University also offers a variety of English-taught courses as well as the opportunity to attend classes at the Venice International University (www.univi.org), where courses are held in English.

Tuition fees
As an Erasmus incoming student you are exempt from paying any tuition fees at Ca’ Foscari University.

Required documents
After the official nomination is sent from your home university, there are some documents which you will need to prepare. You must present the following documents in order to complete the enrolment as an incoming Erasmus student at Ca’ Foscari:
- Application form (with two passport-size photos);
- Transcript of records;
- Learning Agreement for study (or Learning Agreement for research activities);
- copy of a valid ID or passport;
- Accommodation form, if you ask for accommodation in Venice: the International Relations Office of Ca’ Foscari University will provide you with the accommodation form as soon as you are officially nominated for an Erasmus mobility period by your home institution.

Sign and send the forms to:
International Relations Office
Ca’ Foscari University of Venice
Dorsoduro 3246
30123 Venice - Italy

If for any reasons you can’t meet the above deadlines, please contact us at erasmusin@unive.it.
**Before you leave your country**
Do not forget to:
- obtain an identification document valid for foreign travel;
- only for non-EU students: ask the International Relations Office of Ca’ Foscari University (erasmusin@unive.it) for an official university acceptance letter for the VISA;
- have a European Health Insurance Card (EHIC card) issued by your National Health Authorities (for EU students) or another health insurance (for non-EU students).

**Arriving at Ca’ Foscari University**
Once you arrive in Venice, come to the International Relations Office (an appointment will be fixed prior to your arrival in Venice). You will be given:
- a username and password to access the university computer services;
- a booklet of records;
- a student card (university badge);
- a certificate of enrolment as an Erasmus incoming student.

**During your Erasmus stay**

**Appointments with the International Relations Office**
In order to arrange an appointment with the International Relations Office go to www.unive.it/international-mobility-service and choose the Erasmus Incoming Service. Each appointment is individual. If there are no available appointments, you can come to the office during the following student office hours:
- Tuesday 9.30 AM > 12.30 PM
- Wednesday 9.30 AM > 12.30 PM and 2.30 PM > 4.30 PM
- Friday 9.30 AM >12.30 PM

**Changes to the Learning Agreement**
If you would like to change the Learning Agreement you have first to arrange a meeting with the Departmental Coordinator of Ca’ Foscari to get it approved and signed; then you must go to the International Relations Office, where they will sign and send it to your home University for approval.

**Extension of the Erasmus stay**
If you wish to request an extension of your Erasmus study period at Ca’ Foscari University, you need to provide the International Relations Office (erasmusin@unive.it) with an authorization from your home university (an e-mail is sufficient).

**Internships in Italy**
If you are an Erasmus incoming student (Erasmus for study or research activities), you also have the possibility to do an internship in Italy. In order to find a satisfactory internship it is important to start researching as soon as possible. The internship in Italy:
- must be included in your Learning Agreement.
  - If it is not included, you must fill in a separate form to change your Learning Agreement, which then must be signed by the Departmental Coordinator of Ca’ Foscari and the Institutional Coordinator of the International Relations Office. They will then forward it to your university for the final approval.
- must take place at the end of your Erasmus study period (after any possible exams listed in your Learning Agreement). In the case that your Erasmus period of stay expires before or during the internship, you must request an extension of your Erasmus stay from your home university.

In order to verify both the above-mentioned conditions, please contact the International Relations Office.

**Before you leave Venice**
In order to officially end your Erasmus stay in Venice you must arrange a meeting with the International Relations Office. Remember to bring:
- your booklet of records;
- your student card;
- (if provided by your home university) the certificate stating the Erasmus period which will be filled in by our Erasmus officers.

**CONTACTS**
International Relations Office
International Mobility Service
T +39 041 234 7572
F +39 041 234 7567
erasmusin@unive.it

**INTERNATIONAL EXCHANGE STUDENTS**
Incoming Exchange students are selected on the basis of bilateral agreements between Ca’ Foscari and their home institutions. The details regarding Incoming Exchange students who have been officially nominated are forwarded to the International Relations Office at Ca’ Foscari University by their respective home universities.

**Required documents**
The documents required to complete your enrolment at Ca’ Foscari University are:
- Application form;
- Learning Agreement;
- Accommodation form (if you ask for accommodation in Venice: the International Relations Office of Ca’ Foscari University will provide you with the accommodation form as soon as you are officially nominated for a Cultural Exchange mobility period by your home institution).

Fill in, sign and then send all forms to:
International Relations Office
Ca’ Foscari University of Venice
Dorsoduro 3246 - 30123 Venice- Italy

You can also send them by fax (+39 041 234 7567) or by e-mail (international@unive.it), but a hard copy of all documents must be sent to the above postal address.

**Deadlines:**
- April 30th, 2011 - International Cultural Exchanges for the first semester (fall semester) or full academic year 2011/2012;
Before you leave your home country

Do not forget to:
- prepare an identification document valid for foreign travel;
- (only for non-EU students) ask the International Relations Office of Ca’ Foscari University (international@unive.it) for an official university acceptance letter for your VISA;
- obtain a European Health Insurance Card (EHIC card) issued by your National Health Authorities (for EU students) or another health insurance (for non-EU students).

Arriving at Ca’ Foscari University

When you arrive in Venice, come to the International Relations Office (an appointment will be fixed prior to your arrival in Venice). You will be given:
- a username and password to access the university computer services;
- a booklet of records;
- a university student card;
- a certificate of enrolment as an Incoming Exchange student.

During your stay at Ca’ Foscari

If you would like to contact the International Relations Office during your stay at Ca’ Foscari, please arrange an appointment through the online procedure (www.unive.it/international-mobility-service) by choosing the International Relations Office (please check the office hours or e-mail us to arrange a meeting). In order to enrol, you need to bring the following documents:
- a copy of a valid ID/passport;
- a copy of the document providing your status as a MAE scholarship student;
- a copy of the invitation letter sent by the Ca’ Foscari Professor (if issued);
- two recent passport photos.

The International Relations Office will send the necessary documents to the Ministry of Foreign Affairs in order to enable the scholarship payment.

During your stay at Ca’ Foscari

In order to arrange an appointment with the International Relations Office go to www.unive.it/international-mobility-service and choose the International Exchange and COASIT Programme service. Each appointment is individual.

Contacts
International Relations Office
International Mobility Service
T +39 041 234 7566
F +39 041 234 7567
international@unive.it

MINISTRY OF FOREIGN AFFAIRS
(MINISTERO DEGLI AFFARI ESTERI – MAE)

SCHOLARSHIP STUDENTS

Study grants can be awarded to international students by the Italian Ministry of Foreign Affairs (in Italian: Ministero degli Affari Esteri – MAE). This grants contribute toward their studies and research in Italy, with an aim of spreading the Italian language, culture and sciences abroad and of promoting cultural, economic and technological cooperation worldwide.

For any further information please contact the Italian Embassy in your home country or visit the website page of the Italian Ministry of Foreign Affairs. You can download the call for 2011/2012 study grants from the above-mentioned webpage (application deadline: May 2nd, 2011).

Before you leave your home country

Before you leave your country do not forget to prepare:
- an identification document valid for foreign travel;
- European Health Insurance Card (EHIC card) issued by your National Health Authorities (for EU students) or another health insurance (for non-EU students);
- accommodation in Venice; if you intend to ask for accommodation through the Housing Office, the International Relations Office of Ca’ Foscari University will provide you with the accommodation form as soon as you are officially nominated as a MAE scholarship student by the Italian Ministry of Foreign Affairs (in Italian: Ministero degli Affari Esteri – MAE).

DOUBLE, MULTIPLE AND JOINT DEGREE STUDENTS

The name “Double, Multiple and Joint Degrees” refers to Educational Programmes which provide an integrated study curriculum established in cooperation with other international Universities. After the final examination students achieve two or more academic qualifications issued by the partner Universities (Double or Multiple Degree) or a jointly conferred qualification recognised and validated by all the partner Universities (Joint Degree).

The Double, Multiple and Joint Degrees for 2011/2012 Academic Year are the following:

First Cycle Degree Programmes
- Computer Science - International Curriculum “European Computer Science - ECS”
- Economics and Management - Dual Degree with Georgia State University

Second Cycle Degree Programmes
- European Joint Master’s Degree in English and American Studies
- International Double Degree Ca’ Foscari - ESCP Europe
- Joint Master’s Degree in Sustainable Development
- Models and Methods of Quantitative Economics - Erasmus Mundus (QEM)

Specialist Master’s Programmes (1st level)
- Crossing the Mediterranean: Cultural Mediation towards Investment and Integration (MIM)
- Economics and Management of Tourism

Specialist Master’s Programmes (2nd level)
- Management of Cultural and Artistic Activities (MaBAC)

Inter-University Specialist Master’s Programmes
- European Master’s Degree in Human Rights and Democratization (E.MA)

Research Doctorates
- European Doctorate in Economics - Erasmus Mundus (EDE-EM)

Other international educational opportunities
- Mediterranean Doctoral School in History (MDSH)
Contacts
International Relations Office
International Mobility Service
T +39 041 234 7572
F +39 041 234 7567
international@unive.it

VISITING STUDENTS

The status of “Visiting Student” may be granted to students enrolled at an international university who wish to spend a study or research period at Ca’ Foscari. In order to promote the participation in this programme, 30 scholarships are available for the 2011/2012 academic year.

Admission procedures
1. Consult the yearly calls available at www.unive.it/visiting-student-english
2. The following documents must be submitted alongside the application form duly signed:
   - a passport-size photo;
   - a copy of your passport (or ID document valid for foreign travel);
   - a presentation letter written in Italian or English stating your reasons for wanting to attend any educational activities at Ca’ Foscari. This letter shall be co-signed by a professor from your home institution;
   - only for students wishing to conduct an independent research activity, a presentation letter in English or Italian written by a professor from the student’s home institution identifying the research subjects to be studied at Ca’ Foscari;
   - only for non-EU students residing abroad, a certificate including the student’s personal data, school/academic qualifications, year of enrolment in the degree programme at his/her home institution and all transcripts of records. This certificate should be translated into one of the main four EU languages (English, French, German, Spanish).

All these forms must be filled in, signed and sent to the Welcome and Enrolment office:
- by email to visiting-student@unive.it;
- by fax to +39 041 234 7969.

You can download the application form at www.unive.it/visiting-student-english

Deadlines:
- June 3rd 2011 for first semester/full year students
- November 30th 2011 for second semester students

3. All applications received within the deadlines will be evaluated by a specially appointed University Committee whose decisions are based on merit criteria. Candidates who have been admitted must send an acceptance letter along with a copy of the payment receipt of the enrolment fee (by e-mail or fax) to the contacts mentioned above.

Before you leave your country
Before you leave your country do not forget to obtain:
- an identification document valid for foreign travel;
- accommodation (if applicable);
- a European Health Insurance Card (EHIC card) issued by your National Health Authorities (for EU students) or other health insurance (for non-EU students);

Expenses for travel, meals, accommodation, health insurance and medical care are entirely your responsibility - as are expenses for books and all visas required to enter and stay in Italy.

During your stay
As a Visiting Student, you acquire the same rights as other Ca’ Foscari students and can take advantage of the same facilities. You can take final exams, use the university libraries and computer laboratories, take part in the student associations, have access to the university canteens at special prices, benefit from accident insurance, etc.

Before leaving Venice
At the end of the study period at Ca’ Foscari, Visiting Students will receive a certificate or transcript listing the exams taken, number of university credits earned and other information necessary for the home institution to recognize and approve credits for the courses and other educational activities completed at Ca’ Foscari.

Visiting Students conducting independent research activities can obtain a written declaration signed by his/her Ca’ Foscari academic tutor regarding the completed work. Upon request from the student’s home university, this tutor can be invited for the discussion of the final thesis based on the student’s research.

CONTACTS
Enrolment Service – Visiting Students
T +39 041 234 7575
F +39 041 234 7969
visiting-student@unive.it

Prospective students

EVALUATION PROCEDURE FOR INTERNATIONAL STUDENTS

If you would like to enrol in First or Second Cycle Degree Programmes, you can request an evaluation of your qualification and school career before starting the official enrolment procedure. In this way it will be possible to receive notice of your full or provisional admission to the chosen Degree Programme.

DEGREE PROGRAMMES
You can apply for evaluation concerning no more than two Degree Programmes.

Requirements
Admission to a Degree Programme requires a series of qualifications. See www.unive.it/hqcontent.cfm?a_id=10415

Evaluation procedure
The evaluation procedure includes the following steps:
- online registration procedure that gives you a username and a password;
- evaluation application in the Reserved Area of the university website> Pre-enrolment evaluation.

Documents required
At the end of the evaluation application, you are required to enclose the following documents:
- a curriculum vitae in European format;
- a certificate including personal data and any school/academic qualifications; (in the case of evaluation for a Second Cycle Degree Programme, a transcript of records and relevant programmes will be required);
- a motivation letter.
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A language certificate (at least B1 level) of English or Italian is advisable, unless you are a native speaker of Italian or English. Note that if you don’t have an Italian language certificate, you can take an Italian language test in early September.

For evaluation purposes, you can also hand in a self-certification of required information. In any case, the original certificates must be submitted upon enrolment.

**Deadlines**

You may submit your evaluation application from March 1st to August 31st, 2011. Applications will be taken into consideration monthly. You will receive notification of your full/provisional admission by the middle of the month following your application submission.

**For non-EU students residing abroad**

- evaluation procedure: from March 1st, 2011 to April 30th, 2011;
- notice of full/provisional admission: by April 15th for those having completed the evaluation procedure by March 30th; by May 15th for those having completed the evaluation procedure by April 30th;
- submission of the pre-enrolment application to the Italian Diplomatic Delegation: starting from May 2011. Deadlines for submission are fixed by each Embassy/Consulate.

**Full/provisional admission**

The evaluation procedure will inform you of:

- whether your school career allows admission to the chosen Degree Programme;
- whether the documents submitted - school/academic qualifications and schooling years – allow for enrolment in the chosen Degree Programme.

At the end of the evaluation procedure, the Welcome and Enrolment Office will contact you directly by email to notify you of the following:

- your full admission to the chosen Degree Programme; in this case administrative documents and the school career have been successfully evaluated and the applicant can enrol according to the procedures and the deadlines indicated on the relevant website page;
- your provisional admission: in this case, the reasons for which the applicant is not allowed to enrol directly in the chosen Degree Programme are specified.

**Scholarships**

If you enrol in a First or Second Cycle Degree Programme during 2011/2012 (after completing the above-mentioned evaluation procedure), you can be awarded up to EUR 2,000 in scholarships - before tax (including the IRAP, the regional tax on business activities), along with university fees reduction for the first year.

Scholarships are delivered in two parts amounting to EUR 1,000 before tax (including the regional tax on business activities).

In particular, Ca’ Foscari offers:

- 8 scholarships for students enrolled in the first year of a First Cycle Degree Programme;
- 14 scholarships for students enrolled in the first year of a Second Cycle Degree Programme.

In order to be awarded a scholarship, students should enrol at Ca’ Foscari University and earn at least:

- 24 university credits (CFUs) by February 29th, 2012 in order to be given the first part;
- 48 university credits (CFUs) by September 30th, 2012 in order to be given the second part.

The scholarship list takes the grade point average of each student into consideration. Beneficiaries of such scholarships will not be qualified to receive any other form of scholarship or financial aid funding – whether it is provided by the university or by another institution.

In order to benefit from the refund of university tuition and fees (up to a maximum of EUR 4,131 for First Cycle Degree Programmes and EUR 4,749 for Second Cycle Degree Programmes), students who were granted with the scholarship should earn at least 48 university credits by September 30th, 2012 with a grade point average equal to or higher than 28/30.

Furthermore, the top graduate in both the First Cycle Degree Programme and the Second Cycle Degree Programme are awarded with 2 scholarships amounting to EUR 3,000 before tax (including the IRAP, the regional tax on business activities). The best graduate is chosen from all of the international students who follow the above-mentioned evaluation procedures to enrol in a First or Second Cycle Degree Programme. Selection is dependent on the following merit criteria:

- completion of the Degree within the regular time period of the Degree Programme (3 years for First Cycle Degree Programmes and 2 years for Second Cycle Degree Programmes);
- session in which the Degree is taken (first, second or third session of the relevant academic year);
- graduation mark;
- weighted grade point average of completed exams (calculated in relation to university credits).

**University fees**

University and tuition fees should be paid in two instalments. Any relevant information can be found on the webpage concerning the 2011/2012 university fees for First Cycle Degree Programmes or Second Cycle Degree Programmes.

**CATEGORIES AND ADMISSIONS FOR ENROLMENT**

**EU citizens and EU-equated citizens**

You fall into this category if you are:

- a citizen of a member country of the European Union (Austria, Belgium, Bulgaria, Cyprus, Denmark, Estonia, Finland, France, Germany, Great Britain, Greece, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Holland, Poland, Portugal, Czech Republic, Romania, Slovakia, Slovenia, Spain, Sweden, Hungary);
- a citizen of Norway, Iceland, Liechtenstein, Switzerland and the Republic of San Marino who are, according to current legislation, considered EU-equated citizens.

In this case you can be admitted to the University degree programmes and courses without quotas, as long as you have a valid educational qualification and obtain the required score on any tests required for admission to the selected degree programme.

For further information on documents and procedures see www.unive.it/nqcontent.cfm?A_IT=10416

**Non EU citizens with a stay-permit for Italy**

You belong to this category if you are citizen of a country which is not part of the European Union, you are living in Italy and you have:

- a stay card or stay permit granted for work (whether subordinate or self-employment), family, political asylum, humanitarian or religious reasons;

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- a stay permit (of any kind) that must have been held for at least one year along with possession of a secondary school degree earned in Italy.
- political refugees;
- staff members of foreign diplomatic organisations or international institutions located in Italy (and recognised by the Italian government or the Vatican) and their families (restricted to members of the immediate family: spouse, son/daughter).

As long as you have a valid educational qualification and achieve the minimum score (or higher) on any admission tests that might be required, you can enrol in a university degree programme without quotas, on the number of available places.

For further information on application procedure see www.unive.it/nqcontent.cfm?A_IT=10417

**Non-EU citizens residing outside of Italy**

You belong to this category if you are a citizen of a country that is not a member of the European Union and if you are resident in a foreign country at the time of pre-enrolment in the University. Enrolment for you is subject to quotas and depends on the number of places set aside annually in each Degree Programme.

In order to request registration in a Degree Programme you must submit a pre-enrolment application to the Italian Diplomatic Authority located in the same country as the nominating university. This application must be submitted by the established date each year and published in the proper Ministerial circular.

For further information on application procedure see www.unive.it/nqcontent.cfm?A_IT=10419

**CONTACTS**

<table>
<thead>
<tr>
<th>Guidance Service</th>
<th>T +39 041 234 7575</th>
<th>F +39 041 234 7946</th>
<th><a href="mailto:orientation@unive.it">orientation@unive.it</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment Service</td>
<td>T +39 041 234 7575</td>
<td>F +39 041 234 7969</td>
<td><a href="mailto:segstud@unive.it">segstud@unive.it</a></td>
</tr>
</tbody>
</table>

**STUDENT SERVICES**

At www.unive.it/student-services-reservation you can:
- arrange an appointment with university offices;
- find information on opening hours;
- find contacts and locations of the offices;
- find useful links.

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<th>SECTION</th>
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<tr>
<td>Guidance and Counselling; Internship and Placement Section</td>
<td>Guidance Service</td>
<td>Helps students to choose the course of study.</td>
<td>T +39 041 234 7540 F +39 041 234 7946 <a href="mailto:orientation@unive.it">orientation@unive.it</a></td>
</tr>
<tr>
<td>Disabled Students Services</td>
<td>Helps disabled students to take part in all aspects of university life. Among the services offered: induction interview, personal assistance, sign language interpreter, reserved place in lecture rooms, adapted exams in agreement with lecturers, accessible learning material, specific supports and software.</td>
<td>T +39 041 234 7961 F +39 041 234 7946 <a href="mailto:disability@unive.it">disability@unive.it</a></td>
<td></td>
</tr>
<tr>
<td>Internship in Italy Service</td>
<td>Promotes practical training and internships in Italy, collaborating with companies and organisations both in Italy and abroad.</td>
<td>T +39 041 234 7955 F +39 041 234 7954 <a href="mailto:stage@unive.it">stage@unive.it</a></td>
<td></td>
</tr>
<tr>
<td>Educational Programmes, Student Administration, Financial Aid and Graduate Students Section</td>
<td>Financial Aid Office</td>
<td>Helps students to find appropriate financial support: scholarships and grants; special student loans; total or partial exemption from fees; student collaborations (jobs within the university allocated to students for a total of 150 hours during the course of the year); allowances for disabled students.</td>
<td>T +39 041 234 7575 F +39 041 234 7959 <a href="mailto:segstud@unive.it">segstud@unive.it</a></td>
</tr>
<tr>
<td>International Relations Office</td>
<td>International Mobility Service – Erasmus students</td>
<td>Helps Erasmus incoming students in all aspects of their stay at Ca' Foscari University</td>
<td>T +39 041 234 7670 F +39 041 234 7567 <a href="mailto:erasmusin@unive.it">erasmusin@unive.it</a></td>
</tr>
<tr>
<td></td>
<td>International Mobility Service – International Exchange Students, Double and Joint Degree Students, Ministry of Foreign Affairs Scholarship Students</td>
<td>Helps exchange students (other than Erasmus and Degree Seeking students) in all the aspects of their stay at Ca’ Foscari University</td>
<td>T +39 041 234 7566 F +39 041 234 7567 <a href="mailto:international@unive.it">international@unive.it</a></td>
</tr>
<tr>
<td>Housing Office</td>
<td>Accommodation service</td>
<td>Helps international students to look for a suitable and affordable accommodation in one of the student residences, flats or hotels which hold an agreement with Ca’ Foscari University</td>
<td>T +39 041 234 8200 F +39 041 234 8202 <a href="mailto:housing@unive.it">housing@unive.it</a></td>
</tr>
</tbody>
</table>

For further information on application procedure see www.unive.it/nqcontent.cfm?A_IT=10418
GETTING CONNECTED

COMPUTER FACILITIES

Ca’ Foscari University encourages the use of computer applications to support teaching and learning activities in collaboration through the University Centre for Computer and Telecommunication Services (CSITA). All Ca’ Foscari students have free access to the internet. Many workstations are available in the university departments and libraries.

University Wi-Fi Network

The University wireless network allows access to the University network and Internet resources. If you are in a wireless hotspot you can open your internet browser and follow the step-by-step procedure to get started.

For further information and a step-by-step procedure of how to use Wi-Fi Network at Ca’ Foscari University see venus.unive.it/wifi/

Computer labs

Students can enter the University computer labs – it is necessary to show Ca’ Foscari Student Card upon entrance.

The main computer labs are located at:

- Palazzo ex Poste San Giobbe
- San Sebastiano
- Santa Marta

For further information please follow this path: Student/Graduate Services > Computer facilities

THE UNIVERSITY WEBSITE – FAQs

1. Where can I find the programmes and the times of the courses that I would like to attend?

   In order to find the details of the courses you would like to take, go to www.unive.it/nqcontent.cfm?A_IT=10497

   You can browse all courses or you can search the section devoted to English taught courses.

   The course webpage will provide you with all of the details concerning the programme, professor in charge, language, requirements, kind of assessment...

2. Where can I find the Professors’ contact information?

   In order to find information concerning a Professor you must type his surname (or part of it) in the “search” box on the right-hand corner of the homepage.

   On each Professor’s page you can find his details, office-hours and office location.

3. How do I find the University buildings?

   At www.unive.it/maps there is a detailed map of all University buildings. You can filter your search accordingly to find the shortest route.

4. How can I arrange an appointment with a university office?

   In order to arrange an appointment, go to www.unive.it/student-services-reservation and click on the relevant link. You will find a complete calendar of available days and times.

5. What is the “Area Riservata”? 

   In the top-right corner of the homepage there is a link to the “Area Riservata” which is an online database devoted to the administration of information concerning each student’s career.

   In order to enter this area you are asked to enter your matriculation number (which corresponds to the username) and a password, both received at your matriculation.

6. How do I register to take exams?

   In order to take exams at Ca’ Foscari University, you need to register on-line by taking the following steps:

   - check the registration period for the exam you wish to take at www.unive.it/phpapps/didattica/appelli/main.php
   - when registration is open, log into the “Area Riservata” on our website (www.unive.it)
   - click on “Servizi Segreteria Studenti · Esse3” (left-hand column)
   - click on “Libretto” under the heading “Carriera”
   - you will find a list of all the course units you have specified in your learning agreement.

   Click on the icon next to the title and follow the step-by-step procedure. You can print a receipt of your registration.

LEARN ITALIAN IN VENICE

UNIVERSITY LANGUAGE CENTRE (CENTRO LINGUISTICO DI ATENEO – CLA)

The University Language Centre (CLA) offers daytime and evening language courses of English, French, German, Spanish and Italian for international students.

Courses normally consist of 60 hours: 50 hours of in class lessons (5 or 6 hours per week) and 10 hours of self-access. They are organised on a 3-term basis (approximately, courses start in September, January and April). Classroom teaching and self-access activities are planned in order to maximize language learning and achieve the best possible results in a short time.

Depending upon your enrolment category, the enrolment procedures and the course cost differ. If you are an incoming student, please check whether your programme includes linguistic preparation. In this case you are entitled to a reimbursement by the Coordinator of the Programme at your home institution upon presentation of the payment receipt.

EILC COURSES

Erasmus Intensive Language Courses (EILC) are specialized in the instruction of less widely used languages and take place in the correspondent countries. The initiative, which is co-financed by the European Commission, in the framework of the Lifelong Learning Programme, offers Erasmus students an opportunity to study a language in an original community setting within the country itself prior to starting their Erasmus period.

Who can participate?

Courses are organized according to two levels of linguistic knowledge (beginner and intermediate). For students participating in the LLP/Erasmus programme in Italy,
When?  
Ca’ Foscari University of Venice organizes EILC courses over two periods:  
- Summer, from 22/08/2011 to 16/09/2011: 2 beginner courses and 2 intermediate courses designed for students with scholarships for the fall semester (total class time: 80 hours per course);  
- Winter, from 16/01/2012 to 10/02/2012: 1 intermediate course designed for students with scholarships for the spring semester (total class time: 80 hours).  
There are a total of 120 EILC course places for 2011/2012 a.y.

How to apply  
You must submit your application to the Erasmus office at your home university. It will then be transmitted to Ca’ Foscari Language Centre. Due dates are as follows:  
- 1st of June 2011 for the summer period;  
- 30th of October 2011 for the winter period;

For further details and application form see www.unive.it/nqcontent.cfm?a_id=75913

VENICE INTERNATIONAL UNIVERSITY (VIU)  
Venice International University was founded in 1995 as an international centre of higher education and research. Its campus is located on the Venetian island of San Servolo. Here, a community of international professors, researchers and students gather in a young and dynamic environment and engage in the discussion of subjects belonging to the undergraduate, graduate and research programmes. All international students at Ca’ Foscari University are eligible to apply to the VIU courses as part of their Learning Agreement.

Contacts  
Venice International University  
Isola di San Servolo - 30100 Venice - Italy  
T +39 041 2719581  
F +39 041 2719510  
viu@univi.org  
www.univi.org

UNIVERSITY LIBRARY SERVICE  
The University Library System which is made up of a total of 16 libraries – including subject-related libraries, departmental libraries and a Learning Centre Library - holds approximately 1 million books and has access to 4,400 periodicals as well as to a wide range of electronic resources. The library services are available to all students holding a Ca’ Foscari Student Card. International students will receive this card upon arrival.  
For further information see www.unive.it/libraries

LEARNING CENTRE LIBRARY  
BIBLIOTECA DI SERVIZIO DIDATTICO (BSD)  
Where  
Zattere, Dorsoduro 1392, 30123 Venice

Opening hours  
Monday > Friday 9.00 AM > 12.00 PM  
Saturday 9.00 AM > 8.00 PM  
Sunday 2.00 PM > 12.00 PM  
Notice: quick reference, book loans and returns, library registration, information and other services only Monday > Friday 9.00 AM > 6.30 PM  
Contacts  
T +39 041 234 5820 / 5811  
F +39 041 234 5855  
bld@unive.it  
www.unive.it/bsd [IT]

LIBRARY OF ECONOMICS  
BIBLIOTECA DI AREA ECONOMICA (BEC)  
Where  
San Giobbe, Cannaregio 873, 30121 Venice  
Opening hours  
Monday > Friday 8.30 AM > 7.45 PM  
Saturday 9.00 AM > 1.00 PM  
Monday > Friday 6.15 PM > 7.45 PM and on Saturdays: reference, photocopying and book return services only.  
Contacts  
T +39 041 234 8763  
F +39 041 234 7455  
bec@unive.it  
www.unive.it/bec [IT]

LIBRARY OF FOREIGN LANGUAGES AND LITERATURES  
BIBLIOTECA DI AREA LINGUISTICA (BALI)  
The Library of Foreign Languages and Literatures (BALI) includes the following sites:  
- Library of Anglo-American, Iberian and Slavic Studies (AMERIBE)  
- Library of European and Postcolonial Studies (SLLEP)  
- Library of Language Sciences (SC-LING)  
- Library of Eurasian Studies (EURASIA)  
- Library of East Asian Studies (ASIA-OR)  
Contacts  
www.unive.it/bali [IT]

Library of Anglo-American, Iberian and Slavic Studies (AMERIBE)  
Where  
Ca’ Bernardo, Dorsoduro 3199, 30123 Venice  
Opening hours  
Monday > Friday 9.00 AM > 6.00 PM  
Contacts  
T +39 041 234 9428 / 9482  
F +39 041 234 9413  
ibliodais@unive.it

Library of European and Postcolonial Studies (SLLEP)  
Where  
Palazzo Cosulich, Zattere - Dorsoduro 1405, 30123 Venice  
Opening hours  
Monday > Friday 9.00 AM > 6.00 PM  
Contacts  
T +39 041 234 7819 / 7827  
sllep@unive.it

Library of Language Sciences (SC-LING)  
Where  
Ca’ Bembo, Dorsoduro 1075, 30123 Venice  
Opening hours  
Monday to Friday 9.00 AM > 6.00 PM  
Contacts  
T +39 041 234 5746  
F +39 041 234 5748  
bibliosl@unive.it

Library of Eurasian Studies (EURASIA)  
Where  
Ca’ Cappello, San Polo 2035, 30125 Venice  
Opening hours  
Monday > Friday 8.00 AM > 8.00 PM; Saturday 8.00 AM > 2.00 PM  
Contacts  
T +39 041 234 8852  
F +39 041 234 8858  
bibieuras@unive.it
CA’ FOSCARI WEB RADIO (RADIO CA’ FOSCARI - RCF)
Radio Ca’ Foscari (RCF) is the new university communication tool created by students for students. Ca’ Foscari students can contribute to the operation of the radio station through an internship programme. In this way, each student has an opportunity to offer his/her experience and talent to the organization.

RCF
San Sebastiano, Dorsoduro 1686, 30123 Venice
radiocafoscari@gmail.com
www.radiocafoscari.it [IT]

SHYLOCK – UNIVERSITY THEATRE CENTRE (CENTRO UNIVERSITARIO TEATRALE – CUT)
Shylock is a cultural association aimed at promoting technical-artistic innovation in the field of theatre. It organises training and experimental workshops, hosts visiting productions and shows, and carries out research and production projects. Activities involve a wide range of disciplines and professional figures.

CUT
Centro Polivalente Nardocci - Dorsoduro 3861 30123 Venezia
T +39 041 524 1422 (Tuesday 3.30 PM > 6.00 PM)
info@cut.it
www.cut.it [IT]

UNIVERSITY SPORT CENTRE OF VENICE (CENTRO UNIVERSITARIO SPORTIVO – CUS)
The University Sports Centre of Venice (CUS) offers university students the possibility to participate in a wide variety of sport such as judo and personal defense, aerobics, fitness, volleyball, basketball, tennis, handball and five-a-side football. There is also a sauna. In the city centre and on the mainland there are sports facilities for rowing and ‘voga alla veneta’, sailing, canoeing and kayaking, golf, horse riding, free climbing and swimming.
The CUS also offers university members the possibility to take part in summer and winter camps. They also organise interfaculty football, volleyball, basketball, tennis and five-a-side football tournaments.

Registration
In order to register, go to the CUS secretary in Dorsoduro, Fondamenta dei Cereri 2407 (Monday > Friday, 10.30 AM > 12.30 PM and 4.00PM > 6.00 PM). Remember to bring:
• a certificate of Enrolment to Ca’ Foscari University;
• enrolment fee;
• fee for the activity you choose to participate in;
• evidence of recent medical check-up/Certificate of Good Health in English/Italian (for all activities)

CUS
Fondamenta Ceneri, Dorsoduro 2407 - 30123 Venice
T +39 041 520 0144
F +39 041 524 6619
venescus@unive.it
www.cusvenezia.it [IT]

UNIVERSITY ORCHESTRA AND CHOIR
For over 25 years the University Orchestra has offered students an opportunity to begin or to continue to cultivate a passion for vocal or instrumental music. The repertoire changes every year and ranges from medieval and Renaissance music to contemporary, avant-garde and easy listening. There is also a choir which performs polyphonic Renaissance and early Baroque pieces. Choir practice involves breathing exercises, singing techniques, note reading, as well as the study of a musical score.
Anyone can join provided you’ve got an ear for music and/or adequate playing skills.

UNIVERSITY ORCHESTRA AND CHOIR
Ca’ Dalla Zorza, Dorsoduro 3858 – 30123 Venice
Prof. Vincenzo Piani: corounive@unive.it
www.corounive.provincia.venezia.it [IT]

CA’ FOSCARI STUDENT ASSOCIATIONS
Ca’ Foscari students who wish to take part in leisure, learning, cultural learning and support activities may form groups or associations of at least 30 students. Registered student associations may request funding for their initiatives; announcements for the allocation of funds are made twice a year.

STUDENT ASSOCIATIONS
Welcome and Enrolment Office - Dorsoduro 3246 - 30123 Venezia
T +39 041 234 7575
associazioni.studenti@unive.it
www.unive.it/associazioni-studenti [IT]
BUDDY SCHEMES

MEET A MATE

A “Mate” is a Ca’ Foscari student who acts as a mentor to International students, by helping to facilitate their integration into university and city life.

A Mate helps you to become familiar with university courses, with various locations and services and with Venice life and its cultural environment.

In order to find a Mate you:
• should browse the database listing Ca’ Foscari students who have joined in the Meet a Mate Programme, sent on request by the International Relations Office;
• after selecting a candidate, should contact the potential Mate via e-mail specifying the period of stay in order to arrange the first meeting.

If, for any reason, you could not contact a Mate before your arrival, you have the chance to meet potential Mates at the cultural events organised throughout the year.

ESN VENEZIA : COMING SOON!

The Erasmus Student Network (ESN) is one of the biggest student associations in Europe, and was founded in 1989 with the aim of supporting and developing international mobility programmes. It is made up of students who have already participated in mobility programmes and in general students who are interested in internationalization.

The Meet a Mate association is about to become ESN Venezia - news coming soon at www.unive.it/meet-a-mate-programme

WELCOME AND ENJOY ACTIVITIES

Throughout the year the members of the Meet a Mate Programme in collaboration with the International Relations Office, organize a series of cultural activities to promote socialization and to enhance experience of Italy and Venice.

Listed below is a calendar of the activities organized during the 2010/2011 academic year:
• International Welcome Days - first semester (September 2010)
• Ca’ Foscari Tour (October 2010)
• Visit to the Biennale of Architecture - Portuguese Pavilion (November 2010)
• Glass School Abate Zanetti - Murano Island (November 2010)
• Venetian style rowing field trip (November 2010)
• Trip to Padua (December 2010)
• Venice in your Eyes – photo contest (December 2010)
• Christmas Party (December 2010)
• International Welcome Days - second semester (February 2011)
• An afternoon with ESN Padua (February 2011)
• Carnival nights (March 2011)
• Welcome Back Ca’ Foscari Erasmus students! (March 2011)
• Visit to San Michele island (March 2011)
• Mystery tour of Venice (March 2011)
• Trip to the islands of the lagoon (April 2011)
• Iles de Foles_Music on San Servolo island (April 2011)
• San Marco Museums (May 2011)
• International Dinner (May 2011)
• Party on the Beach (June 2011)

Contacts
Facebook: Meet a Mate Unive
Twitter: MeetAMate

MATES ABROAD

A Mate Abroad is an Erasmus student who has been at Ca’ Foscari University and who has studied within the framework of the LLP/Erasmus Programme during the 2011/2012 academic year. In his/her hometown or university, the Mate Abroad acts as a mentor to a student from Ca’ Foscari, devoting his/her free time to help this student integrate into university and city life.

In order to become a Mate Abroad, you should fill in an application form to be requested to the International Relations Office (erasmusin@unive.it) before your departure from Venice.

Once the application has been completed and signed, it must be sent to the International Relations Office by e-mail (erasmusin@unive.it) or by fax (+39 041 234 7567). The data will be stored in a database and forwarded to Ca’ Foscari students who have been nominated for the 2012/2013 LLP Erasmus Programme.

Contacts
International Mobility Service
Welcome & Enjoy Activities
T +39 041 234 7950
F +39 041 234 7567
international@unive.it
Living in Italy

Harald Zimmer, Universität Wien
ITALY FACTS AND FIGURES

Official name
Repubblica Italiana

Government
Parliamentary Republic; Giorgio Napolitano is the President of the Republic

Area
Italy is made up of a peninsula and two main islands, Sicily and Sardinia. 301,260 square kilometres of which 125,470 are hills and mountains

Regions
20 regions, five of which retain special autonomy status

Capital city
Rome

Population
About 60 million inhabitants

Official language
Italian

COMING TO ITALY

VISA
In the Italian Ministry of Foreign Affairs’ website, within the section devoted to VISA information, http://www.esteri.it/visiti/home_eng.asp you can find:
- whether you need a VISA or not
- where to apply in your home country
- list of required documents
Remember to request a letter of invitation from the relevant Ca’ Foscari Office (your office of reference) before applying for a VISA.

Contacts
Italian Ministry of Foreign Affairs
www.esteri.it/mae/en

REGISTRATION AND STAY PERMIT
In appliance with Italian law, all international students should follow a registration procedure if they are remaining in Italy for more than 90 days.

European and EU-equated students
If you are spending 3 months or less in Italy you do not need to proceed with official registration.

If you are spending more than 3 months in Italy, you have to register in at the local Registry Office (Anagrafe).
You need to present the following documents:
- certificate of enrolment to Ca’ Foscari (provided by the Office in charge of your enrolment upon your arrival);
- a copy of your health insurance that must cover the entire duration of your stay;
- a copy of passport or ID;
- Italian taxpayer code (codice fiscale) - see relevant section of this guide.

Contacts
Ufficio Soggiorno Cittadini Comunitari
Palazzo Ca’ Farsetti - San Marco 4161 – Venice
T +39 041 274 8102

Non-European students
If you are spending 90 days or less in Italy you do not need to apply for a Stay Permit (Permesso di Soggiorno).

If you are spending more than 90 days in Italy you have to apply for a Residence Permit within 8 days of your arrival. In order to apply for a stay permit you need to present the following documents:
- a € 14.62 electronic revenue stamp (you can buy at any tobacconist’s);
- a copy of your passport (all pages required)
- certificate of enrolment at Ca’ Foscari University of Venice
- a taxpayer code (see relevant section of this guide)
- a declaration of hospitality
- a demonstration of sufficient funding (based on scholarship or bank account)
- health insurance valid for all Italy

Contacts

Inte.S.E. PROJECT – INTEGRATION OF INTERNATIONAL STUDENTS

WHAT IS INTE.S.E. PROJECT?

Ca’ Foscari University of Venice participates in the “Inte.S.E. Project - Integration of International Students”, a web portal to promote and facilitate the integration of international students in the Italian universities.

Who is it for?
The Inte.S.E. web portal addresses international students studying in Italian universities and it pays special attention to the various problems that extra-EU students experience while living in a foreign country.

On Inte.S.E. web portal you can:
- find useful information and take advantage of special services for your integration in the Italian cultural and social environment;
- interact with other students and share your university and life experiences in Italy thanks to the forums and the web seminars;
- attend free online courses concerning the Italian language and culture.

How to join in?
Visit the Inte.S.E. web portal at www.intese.eu and fill in the registration form to share your university and life experiences, participate in the forums and the web seminars, attend the online courses and take advantage of all the free services provided by this website.

Partners
The Inte.S.E. project is an initiative of the Italian Ministry of Interior - Immigration and Civil Liberties Department, in cooperation with Politecnico di Milano - Centro METID, Fondazione Politecnico di Milano and MIP Business School. The project is co-financed by the European Union Fund for the integration of extra-EU citizens.

Contacts
www.intese.polimi.it

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Contacts
www.intese.polimi.it
A taxpayer code is a personal identity document which lists an univocal alphanumerical code necessary for a series of economic or tax related activities such as receiving payments, opening a bank/post office account, registering with the Italian Health Service and completing enrolment at the University.

To obtain your taxpayer code you need to go to the Local Revenue Office (Agenzia delle Entrate) where you will be asked to complete an application form and to present the following documents:

- a certificate of enrolment at Ca’ Foscari University;
- a copy of your passport or ID;
- a Visa (for non-European students only)

Contacts
Agenzia delle Entrate (Venice city centre)
San Marco 3538, Venice
T +39 041 271 8111
ul.venezia1@agenziaentrate.it
Monday > Friday 8.30 AM > 12.30 PM
Tuesday and Thursday 2.30 AM > 4.30 PM

Health insurance
European and EU-equated students
All necessary care for European and EU-equated students is covered by the Italian National Health Service: however you need to have the European Health Insurance Card (EHIC) issued by your national health authorities. If you do not have a EHIC card, you should contact the health service in your country prior to your departure. This card ensures that you will have the same access to public sector health care (e.g. access to a doctor, a pharmacy, a hospital or a health care centre) as would a citizen of the country you are visiting. If you need to receive medical attention in a country that charges for health care, you will be reimbursed either immediately, or after you return to your home country. In general you should be provided with adequate care that will allow you to continue with your stay. However, it is important to note that the card does not cover payments for private sector health care providers.

Contacts
www.ehic.europa.eu
ULSS 12 - Ufficio estero
via Cappuccina 129 – Mestre
T +39 041 260 812
estro@ulss12.ve.it
Opening hours:
Monday > Friday 8.30 AM > 11.30 AM

Non-European Students
When Applying for their Stay Permit, non-European students are required to provide evidence of health insurance coverage.

If you haven’t got an Health Insurance you can:

- obtain a consular statement confirming that you are entitled to receive medical care based on agreements between Italy and their home country;
- obtain a private health insurance policy in your home country, and a statement of its validity in Italy from the Italian Consulate; this statement must also describe which services are covered and for how long this coverage is valid. It must confirm that the contract does not imply any limitations to or exceptions of any charge incurred in the case of urgent hospitalization;
- acquire a health insurance policy with an Italian company such as the Istituto Nazionale delle Assicurazioni (INA), which offers a special insurance policy to cover medical assistance for international students.

Contacts
ULSS 12 - Sportello Ufficio Amministrativo
Dorsoduro 1454 - Venice
T + 39 041 529 4920
Opening hours: Monday and Wednesday 8.15 AM > 12.00 PM, 2.15 AM > 4.30 PM
Tuesday, Thursday, Friday, 8.15 AM > 12.00 PM

Medical assistance in Venice
If you are not feeling well and need to see a doctor, you can go to the First Aid section of Venice Hospital “SS. Giovanni e Paolo”, Castello 6777 (line 41 or 52).
You need to bring:
- your ID or passport
- an EHIC card or valid health insurance card

In case of emergency, dial the free number 118.

Pharmacies and Medicines
Normally, pharmacies follow a commercial schedule; however there are a few 24 hour pharmacies open in case of emergency.
If you are undergoing a special treatment, remember to check the availability of your medicine and to bring your prescription with you to the pharmacy. For a list of pharmacies in Venice see www.ulss12.ve.it/farmacie.aspx

Phone calls
In order to call Italy from abroad you need to enter 0039 before dialling the number; if you are calling a foreign country from an Italian phone, remember to dial 00 (international prefix) and the country code before dialling the rest of the phone number.

Mobile Phone
If you have a cell-phone, we suggest that you buy an Italian SIM Card. This will allow you to call Italian numbers and to receive phone calls from your home country without spending too much. A new Italian SIM costs about 5-10 Euros, and you can choose between 4 main mobile operators: 3, Tim, Vodafone and Wind. In order to buy a SIM Card you need to present a copy of your passport or ID, an Italian address and the taxpayer code.

Skype
You can also call friends and family abroad via internet. Skype is probably the most commonly used free software and can be downloaded at www.skype.com. By registering, you can call other registered users for free. Also, for external numbers Skype offers a variety of tariffs according to your needs. Please note that you cannot make emergency calls through Skype.

Pre-paid cards
Prepaid cards are the cheapest way to call abroad if you do not have a mobile phone. You can purchase them at the tobacconist’s, newsagent’s, or phone-shop. There are different kinds of cards according to the country you wish to call. Each has an expiration date (within days, weeks or months) and cannot be used afterwards.

Main Emergency numbers
112 European Emergency number
113 Police
115 Firemen
118 First Aid
1522 Women’s Safety

Telefonari: 118, 115, 113, 1522
The Veneto Region

Venice is the capital of the Veneto region. Situated in the North-East of Italy, this area contains a diverse variety of climates and geography: from mountainous Dolomites to the Garda lake, the sandy beaches of the coast and the mild hills of the mainland.

There are six provinces and main cities that are worth visiting and can be easily reached by public transportation: Padua, Treviso, Vicenza, Verona, Belluno and Rovigo.

...where lions fly!

Built upon the waters of the Venetian lagoon, Venice is made up of 119 small islands connected by 150 canals and more than 400 bridges.

The most commonly-known part of Venice is the historical centre, which is cut into two areas by the Grand Canal. However, the city also encompasses a section of the mainland - which is connected to the islands by a 4 - kilometre - long bridge and a number of islands within the Venetian lagoon (Murano, Burano, Torcello, the Lido...).

One of the first things that you will notice upon your arrival is the particular way in which Venetians name their streets, etc., it is truly a world apart. Below is the explanation of some expressions that may be useful for your first orientation:

- **Calle** Long narrow street
- **Campo** Square
- **Campiello** Small square
- **Corte** Courtyard
- **Fondamenta** Street with one side onto the canal
- **Piazza** Square (only used to refer to Piazza San Marco)
- **Rio Terà** Street built on a covered canal
- **Sotoportego** Part of a street that passes under the buildings

Discovering Venice is a gradual exploration of calli e campi. A map is definitely a must –have to prevent you from getting lost.

The city is divided into 6 main areas (called "Sestieri") each with its own features (see table).

### Contacts

There are several APT (Azienda di Promozione Turistica) kiosks scattered around Venice and which provide visitors with information about the city.

The main ones are located in:
- Santa Lucia Train Station
- Piazza San Marco
- Castello 4421 (Headquarters)
T +39 0415298711
info@turismovenezia.it
www.turismo.venezia.it/venezia

### NAME | FEATURES | TOP 5 SITES
--- | --- | ---
Dorsoduro | The university area where most departments of Ca' Foscari are located | - Campo Santa Margherita (the main campo and centre of student night life)
 |  | - Accademia Galleries
 |  | - Zattere (the longest promenade in Venice with a view of Giudecca island)
 |  | - La Salute church
 |  | - Punta della Dogana Museum
Cannaregio | The northern part of Venice where the Department of Economics is located | - the Jewish Ghetto
 |  |  | - the Lista di Spagna and Strada Nova (a long path from the train station to Rialto, crowded with shops)
 |  |  | - the Madonna dell’Orto church
 |  |  | - Ca’ D’Oro Palace
 |  |  | - Campo Santi Apostoli
San Polo | The smallest sestiere with the largest campo in Venice | - the Rialto bridge
 |  |  | - the Erbaria Campo
 |  |  | - the Scuola Grande di San Rocco Gallery
 |  |  | - the Santa Maria Gloriosa dei Frari Church
Santa Croce | The heart of Venice historical centre | - Tolentini (University Institute of Architecture)
 |  |  | - Campo San Giacomo dell’Orio
 |  |  | - Ca’ Pesaro Modern Art Museum
 |  |  | - the Calatrava Bridge
 |  |  | - the San Stae Church
San Marco | The most famous area of Venice | - Piazza San Marco
 |  |  | - the San Marco Cathedral
 |  |  | - the Doge’s Palace
 |  |  | - La Fenice Theatre
 |  |  | - Campo Santo Stefano
Castello | The largest sestiere | - Venice Biennale
 |  |  | - Venice Gardens
 |  |  | - Riva degli Schiavoni (long promenade from San Marco to Giardini)
 |  |  | - Arsenal
 |  |  | - Campo Santi Giovanni e Paolo
Giudecca | The largest island of the Venetian lagoon | - Redentore Church
 |  |  | - Molino Stucky
 |  |  | - Long promenade from Molino Stucky to Redentore with a view on Dorsoduro
 |  |  | - Junghans Theatre

/ VENICE: AN OVERVIEW /
Generally speaking, Italy is a country that experiences four seasons. These normally include a warm and sunny spring, a hot and humid summer, a mild autumn and a cold and foggy winter. As a matter of fact, if you are spending the entire year in Italy, you need to bring a variety of clothing. Consider that you will walk a lot in Venice; don’t forget a pair of comfortable shoes.

**Acqua alta**

“Acqua alta” (high water) is a phenomenon which generally takes place in wintertime, when the astronomical tide and wind cause a larger inflow of water into the lagoon. Only exceptional high waters affect the whole town and usually the high water lasts only a couple of hours. In the case of “Acqua alta”, people are alerted by acoustic signals. The City Council organised to put up platforms along the main streets to allow passage. Generally, access to most of the town is guaranteed. When the high water is higher than 120 cm, the famous rubber boots are needed. Normally high water causes very little inconvenience to people and most of the time it represents an amazing way to discover the city from a peculiar point of view.

The Venice City Council posts notification of high water in advance. You can be notified by sms if you register on the following website: www.egov.comune.venezia.it/smsgw/iscrizionesms/iscrizione.jsp

**Contacts**

ARPAV – Veneto Weather Forecast
www.arpa.veneto.it

VENICE CITY COUNCIL – Tide Centre
www.comune.venezia.it /English > Municipality > Tide Centre

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Electricity in Italy is 220V, 50 Hz AC like in the rest of Europe. Plugs are of the European type with two or three round pins. Any adapters you may need can be easily purchased at the supermarket or in an electronics shop.

Below you will find a list of general expenses you should include in your budget together with the related average prices. While the following amounts are obviously approximate, you need to consider a monthly budget of at least 700 Euros.

<table>
<thead>
<tr>
<th>Expense</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single room in a shared apartment</td>
<td>300 - 350 € + utilities (a month)</td>
</tr>
<tr>
<td>Double room in a shared apartment</td>
<td>200 - 250 € + utilities (a month)</td>
</tr>
<tr>
<td>Food and drink shopping</td>
<td>50 - 80 € (a week)</td>
</tr>
<tr>
<td>Eating out</td>
<td>10 - 30 € (a meal)</td>
</tr>
<tr>
<td>A meal in a university canteen</td>
<td>5 - 7 €</td>
</tr>
<tr>
<td>Breakfast at a café</td>
<td>1,50 - 3 €</td>
</tr>
<tr>
<td>Transports</td>
<td>1,20 € (ticket with Imob)</td>
</tr>
<tr>
<td>Monthly Pass for Students</td>
<td>22,00 €</td>
</tr>
<tr>
<td>B&amp;W photocopy</td>
<td>0,05 - 0,10 €</td>
</tr>
<tr>
<td>Colour photocopy</td>
<td>0,50 - 1,00 €</td>
</tr>
<tr>
<td>Cinema ticket</td>
<td>5,50 - 10 €</td>
</tr>
<tr>
<td>Museum ticket</td>
<td>4 - 10 €</td>
</tr>
<tr>
<td>Internet point</td>
<td>5 - 10 € (1 hour)</td>
</tr>
</tbody>
</table>
Presentation

The Housing Office helps international students to search suitable and affordable accommodation in either one of the student residences, or in flats and hotels which hold agreements with Ca’ Foscari University. The Housing Office office acts as an intermediary by matching your needs and preferences with the available accommodation. The office may also help you to look for transitional lodging as a starting point prior to finding a more suitable accommodation in Venice.

Who can apply and how to apply

If you are an international student or researcher coming to study at Ca’ Foscari University and you intend to apply for accommodation through the Housing Office, you have to follow the procedures listed below. Please note that the application form for accommodation will be provided directly by the office of Ca’ Foscari in charge of your study mobility (no download is available on line).

Degree-seeking/prospective students

If you are going to study at Ca’ Foscari University for the length of your Degree Programme, you will be provided with the accommodation application form at the moment of your enrolment at Ca’ Foscari.

Incoming mobility students

Erasmus Students (incoming mobility for study or for placement)
International Exchange Students
Joint Degree Students
Ministry of Foreign Affairs (MAE) Scholarship Students
Visiting Students

If you are enrolled at a foreign university and you intend to come to Venice for a mobility period, the application form for accommodation will be sent to you after you have been officially selected and nominated.

Contacts

Housing Office
Ca’ Foscari (ground floor), Dorsoduro 3246, 30123 Venice
Monday > Friday 9.00 AM > 5.00 PM
(by reservation only)
T +39 041 234 8200
F +39 041 234 8202
housing@unive.it

FROM THE AIRPORT TO VENICE

From Marco Polo airport (Venice)
The most convenient ways to get to Venice from Marco Polo airport is either by bus or by boat.

In order to take a bus you should use the exits on the ground floor; the bus will stop right in front of you. You can buy tickets from the ACTV stand (3,00 Euros – one way, urban line) and ATVO stand (5,00 Euros – one way and no stops) in the arrivals lounge from 8.00AM to 12.00PM. You can buy ATVO tickets also on board and from the ticket machines in the arrival lounge. Get off at Piazzale Roma, the city’s main bus station and the last stop. It takes about 30 minutes to get to Venice by bus.

For further information see
www.actv.it/en
www.atvo.it/index.php?lang=en

If you prefer to catch a boat, turn left as soon as you leave the airport. You can buy tickets for Alilaguna Service (13,00 Euros one way) both on-line and in the arrivals lounge and it takes about an hour to get to Venice.

For further information and timetables see

VENICE AIRPORT “MARCO POLO”
T +39 0422 315 111
www.veneziaairport.it/?lan=en

IN VENICE

Vaporetti and buses - ACTV
ACTV is the name of the public transport system in Venice. It combines both land and water transportation, through the use of buses and water buses (vaporetti).

IMOB
Imob is the electronic ticketing system that has replaced the old paper ticket with a new card. Imob allows you to store single tickets, travel passes and/or carnets on the same card and lets you travel at reduced rates on ACTV boats. You can reload your Imob card at ACTV headquarters, at water bus stops, at the tobacconist’s and at newspaper stands. The card is valid for 3 years and can be renewed upon expiration.
In order to get the Imob you need to go to one of the authorised ACTV offices in Venice (the main offices are in Piazzale Roma and at Tronchetto) or in Mestre (in piazza Barche). It costs 40 Euros. You need to provide the ticket office with the following documents:
- a copy of ID or passport;
- taxpayer code;
- a certificate of enrolment at Ca’ Foscari

HELLOVENEZIA
T +39 041 2424

THE SOURROUNDINGS

The main modes of transportation within Venice and the rest of Italy are:

Train
A number of trains to the main Italian cities leave from the Santa Lucia railway station daily.

For further information and timetables see www.ferroviedellostato.it/homepage_en.html

Bus
Both ACTV and ATVO offer bus services to the mainland from Piazzale Roma.

For further information and timetable see www.actv.it/en www.atvo.it/index.php?lang=en

Bicycle
You can apply for the Bike Sharing Service by presenting your IMOB to the Office of ASM in Mestre, Piazzale Candiani, 34 during these office-hours: Monday > Friday 8:30AM > 1:00PM, Tuesday and Friday 2:30PM > 5:00 PM and Saturday 8:30AM > 12:30PM.

For further information and fees see www.asmvenezia.it [IT]

Venice is committed to recycling: if you are living in the city you need to respect the regulations regarding the separate collection of rubbish.

A daily door to door collection is organised - remember to divide rubbish at home and place sacks outside the door between 6.00AM and 8.00AM according to the calendar below:

Monday: wet and dry waste
Tuesday: wet and dry waste + paper
Wednesday: wet and dry waste + glass, plastic, tin
Thursday: wet and dry waste
Friday: wet and dry waste + paper
Saturday: wet and dry waste + glass, plastic, tin
Sunday: No service

Contacts
VERITAS
T +39 800 466 466 (customer care)
info@gruppoveritas.it
www.gruppoveritas.it [IT]

RECYCLING VENICE

Venetian cuisine combines regional tradition with the general features of a Mediterranean diet. Healthy food is accompanied by the pleasure of eating and cooking.

In Venice, as in the rest of Italy there are mainly three meals: breakfast, lunch and dinner, with several breaks during the day.

However, the aperitif is the diversifying factor. The typical aperitif here is the spritz, which is usually served with small appetizers called cicheti; and normally ordered at the little bars in the campo (bacari); it is a very special occasion to meet other people and mark the end of the day by chatting until late at night.

Eating out is very common on weekends and is not necessarily expensive. Cafés are normally open the whole day from early morning to late night while restaurants usually open at 11.30AM and close at 3.30 PM for lunch and they open again at 6:00PM until 12.00AM for dinner.

Bars are the place to go for a quick snack, while osterie and trattorie serve traditional cuisine and pizzerie are specialized in pizza and some offer a take-away service. Moreover, in Venice there are a number of ethnic restaurants where you can taste specialties from all over the world.

Although it is not really common to leave tips, they are welcome when you intend to show a deep appreciation for the meal or the service. There is not a fixed rate, normally it corresponds to a few coins or a bit of spare change.

UNIVERSITY CANTEENS

Registration
To take advantage of student fares at the university canteens you have to purchase a special student card which costs 3 Euros.

To register you need to go to the ESU Office at S. Tomà during the opening hours and you should present:
- your certificate of enrolment at Ca’ Foscari
- the taxpayer code

CONTACTS
Residenza universitaria San Tomà
San Polo 2843. Campo S. Tomà – 30125 Venice
Monday and Thursday 3.00 PM > 5.30 PM
Tuesday, Wednesday and Friday 9.00 AM > 1.00 PM
T +39 041 2750926
urp@esuvenezia.it

Where
At the University canteens you can choose among a variety of full or reduced menus including vegetarian and dietetic options.

University canteens in Venice

Cantieri ex Toffolo
Giudecca 554, 30133 Venice
Monday > Friday 11.45 AM > 2.30 PM and Monday to Thursday 7.45 PM > 9.00 PM

DLF Venezia
Fondamenta Santa Lucia (“Venice Santa Lucia” Train Station, next to platform no. 1)
Every day 11.30 AM > 3.00 PM and 6.30 PM > 8.30 PM

Rio Novo
Fondamenta Rio Novo, Dorsoduro 3467, 30123 Venice
Monday > Saturday 11.30 AM > 3.00 PM and Monday > Friday 6.30 PM > 8.30 PM

San Servolo
San Servolo, 30124 Venice
Monday > Friday 11.30 AM > 3.00 PM
**SHIPPING AND SHOPPING**

**UNIVERSITY CANTEENS IN MESTRE, TREVISANO AND PORTOGRARO**

Bonotto (c/o Cral Ca.ri.ve)
Via Teodoro Ticozzi 5 (at a right angle to Via Torino), 30172 Venezia Mestre

Tower - Vega Science and Technology Park
Via delle Industrie 7, 30175 Venezia Marghera
Monday > Friday 11.40 AM > 2.30 PM

DLF Treviso
Treviso Train Station, Piazza Duca D’Aosta 8, 31100 Treviso

University canteen in Portogruaro
Sala Pilastri, Via Seminario 25, 30026 Portogruaro (VE)
Monday > Friday, at lunchtime only

**SUPERMARKETS**

In Venice there is a great variety of small shops which sell almost everything you may need; however, the biggest supermarkets are in Piazzale Roma, Zattere and Strada Nuova. Supermarkets are usually open every day from 8.00 AM to 8.00 PM. Some supermarkets are open on Sundays as well. There are market places in the Rialto Bridge area, where you can buy good quality fresh vegetables, fruit or fish. There are also shopping malls in Mestre that can be easily reached by bus or by train.

**POST OFFICES**

There are several post offices in Venice. The main one is:
Poste – Piazzale Roma
Santa Chiara, 511 – Venice
T +39 041 244 6811
Monday > Friday: 8.30 AM > 6.30 PM
Saturday 8.30 AM > 1.00 PM

For further information on locations and services visit www.poste.it/en/

**BOOKSHOPS**

You can purchase the books for your university courses at the following bookshops

**CAFOSCARINA**

Economics – Cafoscarina 1
Cannaregio 701
T +39 041 524 3686
cafoscarina@cafoscarina.it

Humanities – Cafoscarina 2
Dorsoduro 3259
T +39 041 240 4802
cafoscarina2@cafoscarina.it

Foreign Languages and Literatures – Cafoscarina 3
Dorsoduro 3225
T +39 041 240 4803
cafoscarina3@cafoscarina.it

www.cafoscarina.it [IT]

Cafoscarina 1, Monday > Friday 9.00AM > 1.00PM
Cafoscarina 2 and 3, Monday > Friday 9.00 AM > 7.00 PM

**TOLETTA**

Architecture, art, humanities
Dorsoduro 1183/d
T +39 041 523 2034
studio@libreriatoletta.it
www.libreriatoletta.it [IT]
Monday > Saturday, 9.30 AM > 7.30 PM
Sunday 3.30 PM > 7.30 PM

**SOUVENIRS AND OTHER GOODS**

Venice offers a wide range of shops located all around the city and on the mainland. The main shopping area are around San Marco and Rialto in the historical centre and in Piazza Ferretto in Mestre. Shops are normally open from 9.00 AM to 1.00 PM and from 3.30 PM to 7.30 PM. Some bigger shops do not close for lunch.

**STUDENT CARDS**

As a university student you can apply for various discount cards which offer concessions for various cultural institutions, cinemas, theatres, etc.

**EUROPEAN YOUTH CARD/CARTA GIOVANI**

The European Youth Card in Italy is available to all young people under 30 years old. The card is recognised in Italy and in 41 countries in Europe. It costs 11.00 Euros.

For further information and application in your home country see www.euro26.org - www.cartagiovani.it [IT]

**ROLLING VENICE CARD**

The Rolling VENICE Card is designed for young people between 14 and 29 years old. The membership card costs 4.00 Euros and entitles the member to discounts on transportation, restaurants and hotels.

Issued by: Venice APT - Santa Lucia Train Station
www.venicard.it [IT]

**CARTATENEO**

A service card accepted in numerous stores and entitling the bearer to participate in initiatives and benefit from discounts on a wide range of products and activities (study, sports, leisure-time, culture, etc).

Issued by: LIBRERIA CLUVA
Santa Croce, Tolentini 191
www.cartateneo.it [IT]

**GIOVANI A TEATRO CARD**

Giovani a Teatro is a project of the Fondazione di Venezia to promote theatre as a cultural and learning experience for students. The card allows holders to attend shows at 2.50 Euros.

Issued by: Fondazione di Venezia – Giovani a Teatro
T + 39 041 417 7281 (Monday > Friday 10.00 AM > 1.00 PM, 3.00 PM > 6.00 PM)
info@giovaniateatro.it
www.giovaniateatro.it [IT]
CA’ FOSCARDI EVENTS

Ca’ Foscari University of Venice organizes a number of cultural events all throughout the year. You are usually notified by email about forthcoming events and you can check the agenda in Ca’ Foscari web magazine, Infoscari.

Contacts
www.unive.it > Infoscari

FESTIVALS AND MAIN EVENTS

Venice has its own peculiar festivities and events that take place in the city every year (see table).

MUSEUMS

Venice is a town very rich in museums and art. Here you can find the links to the most well-known Museums:
- Accademia Galleries
  www.gallerieaccademia.org/sito/ing_museo.html
- Bevilacqua La Masa Foundation
  www.bevilacqualamasa.it/english/index.html
- Contarini del Bovolo Staircase
  www.scalabovolo.org [IT]
- Emilio and Annabianca Vedova Foundation
  www.fondazionevedova.org/en
- François Pinault Foundation
  www.palazzograssi.it/en
- Palazzo Grassi
- Punta della Dogana
- Giorgio Franchetti Gallery at Ca’ d’Oro
  www.cadoro.org/sito/ing_museo.html
- Scuola Grande di San Rocco
  www.scuolagrandesanrocco.it/inglese/index_ita.htm
- Icons Museum
  www.institutoelenico.org/english/museo/index.html
- Jewish Museum
  www.museoebraico.it/english
- Monumental rooms of the Marciana Library
  www.marciana.venezia.sbn.it [IT]
- Musei Civici
- Museo Fortuny
- Museum of Natural History
- Palazzo Ducale (Doge’s Palace)
- Palazzo Mocenigo
- Museum of Eastern Art
  http://www.arteorientale.org/sito/ing_museo.html
- Peggy Guggenheim Collection
  www.guggenheim-venice.it/inglese/default.html
- Querini Stampalia Museum
  www.querinistampaalia.it/museo [IT]

THEATRES

Ca’ Foscari Theatre

Ca’ Foscari Theatre in Santa Marta offers a wide variety of performances during the entire year. The detailed programme is available on-line and tickets for students cost 3,50 Euros.

Contacts
Teatro di Ca’ Foscari a Santa Marta
Dorsoduro 2137 – 30123 Venezia
T +39 041 2348962 (Tuesday > Friday, 11.30 AM > 4.30 PM)
teatrodisantamarta@unive.it
www.unive.it/teatrodicafoscari
www.facebook.com/teatrodicafoscari

Theatres in Venice

There are several theatres in Venice, each with its own programme:

- Fondamenta Nuove Theatre
  www.teatrofondamentanuove.it [IT]
- Goldoni Theatre
  www.teatrostabileveneto.it [IT]
- Junghans Theatre
  www.teatrojunghans.it [IT]
- La Fenice Theatre
  www.teatrolafenice.it

- Mestre
  - Teatro della Murata
    www.teatromurata.it [IT]
  - Momo Theatre
    www.culturaspettacolovenezia.it/teatroalparco [IT]
  - Toniolo Theatre
    www.culturaspettacolovenezia.it/toniolo [IT]

VENETIAN NIGHTLIFE

At night university students tend to spend their time in and around two main areas – one of which is Campo Santa Margherita. In Campo Santa Margherita you can sit outside and chat with friends at one of the many bars and cafés. The other popular spot is close to the Rialto Bridge, Campo Bella Vienna and Erbaria, where many bars and little restaurants have recently opened.

For detailed information on the forthcoming events see www.agendavenezia.org/en/
USEFUL LINKS

Ca’ Foscari on Social Networks
- Facebook: Università Ca’ Foscari
- Twitter: cafoscari
- Youtube: www.youtube.com/user/youcafoscari
- Ca’ Foscari Free App for Iphone: cafoscari

Studying in Italy
- www.ec.europa.eu/ploteus
  Website on Learning Opportunities throughout the European Space
- www.intese.polimi.it
  Web portal to promote and facilitate the integration of international students in the Italian universities.
- www.miur.it [IT]
  Official web-site of the Italian Ministry of Education
- www.study-in-italy.it
  Italian Higher Education for International Students

Venice
- www.comune.venezia.it/english
  Official web-site of the city of Venice with information on the City Council, culture, events, tourism.
- www.venezianews.it/english
- www.agendavenezia.org/en
  Web-sites on exhibitions, events, traditional feasts in Venice.

- www.meetingvenice.it/en
- www.veniceconnected.com
  Virtual guides to the city of Venice

Travelling
- www.europa.eu/abc/travel/
  Information for travelling in Europe
- www.enit.it/en.html
  Information about Italian regions, provinces and towns. As well as about Italian history, arts and public transports.
- www.italy.it
  Information on tourism in Italy.
- www.cts.it [IT]
  Information on travels for students.
- www.veneto.to/english
  Web-site for travelling in the Veneto region.