



International Counseling

Counseling service for
international Degree-Seeking
Students and Students
enrolled in a Joint Degree
at Ca' Foscari University.

FAQs for International Students

(Degree Seekers and students enrolled in a Double/Joint Degree)

ARRIVING IN VENICE

- **When do I have to arrive in Venice?**

Students are invited to take part in the **Welcome day(s)** that are planned for September. Degree Seekers must also consider arriving even earlier, in order to take the admission test to degree courses and/or the Italian test (for non-European prospective students), taking place in September.

- **How does public transport work and how do I get public transportation card?**

Venetian public transport company is called “**ACTV**” and manages both waterbuses in the city of Venice and bus/tram connections with the mainland. ACTV buses also connect Venezia/Mestre with other surrounding cities (for further details about lines, please check the ACTV website: www.actv.it).

Venetian public transportation card is called “**Venezia Unica**”. By purchasing a Venezia Unica card, you can buy single tickets and monthly passes (tourist tickets have different fares from tickets bought with the card). It is issued in the Venezia Unica agencies which are located in: Venezia - Piazzale Roma, Tronchetto, Lido Santa Maria Elisabetta; Mestre - Piazzale Cialdini. The card's cost is 50€.

The Italian railway company is called “**Trenitalia**” (www.trenitalia.it).

- **What is the Welcome guide and when can I expect to get one?**

The Welcome Guide is given to all international students upon their arrival in Venice. It is included in the Welcome Kit (which contains informative material) that students receive at their first appointment with the Welcome Unit – International Office. In the Welcome Guide, information regarding the city of Venice, Ca' Foscari University and life in Italy is included. It can also be downloaded at the following link:

http://www.unive.it/pag/fileadmin/user_upload/inglese/pdf/eng_degree_seeker_web.pdf

ENROLLING AT CA' FOSCARI UNIVERSITY, TUITION FEES AND HOUSING

- **What does my admission letter say?**

The admission letter contains any kind of information requested for obtaining the visa, including the student's name, personal information, indications related to the degree course the student has been admitted to (Bachelor's or Master's degree, degree title, teaching language etc).

- **How do I enroll?**

If you are an **EU** or **non-EU** student with an **international qualification** and you wish to enrol in a Bachelor's or Master's degree programme at Ca' Foscari, you must request a **preliminary online evaluation** of your qualifications. After uploading the required documentation at *apply.unive.it* and completing the procedure you will be informed of the outcome by email.

International Counseling

Counseling service for
International Degree-Seeking
Students and Students
enrolled in a Joint Degree
at Ca' Foscari University.

For Bachelor's degrees, enrolment in open admission degree programmes for AY 2017/2018 takes place **from 1st July to 30th September 2017**.

In order to enrol in **limited admission** degree programmes, you must first pass a selection procedure. Please consult the Calls for Application and the degree programme website pages.

Enrolment in master's degree programmes for AY 2017/2018 takes place **from 1st July to 30th September 2017**. There is also a second enrolment period in **November 2017**.

- **How can I pay tuition fees?**

Tuition fees payments can be made online by **credit card** or via **bank transfer** from an Italian bank account. In order to pay tuition fees, students will have to access their Personal Area and use the "PagoPa" system. There is also the possibility of paying directly **at the bank**, after printing out a "**notice of payment**" from your Personal Area.

Student's payment confirmation will appear in their Personal Area, where it is possible to check the amount and the status of your tuition fees.

www.unive.it/fees

- **I don't have a language certificate and I received the admission letter. What do I do?**

It depends on which degree course you were enrolled in. Some courses require the language certification to be presented by September 30th, other courses require it to be presented by December 31st. Deadlines are indicated in your degree course description.

The University Language Centre (CLA) offers different courses and the possibility of earning a certification (www.unive.it/cla).

- **Where can I look for information about housing in Venice?**

Finding accommodation in Venice might be a difficult task and it is important to start your search in advance. You can contact the **Housing Office**, a service offered to both Italian and international students, researchers, and staff members coming to Ca' Foscari University. The office can help you look for a suitable and convenient accommodation in student residences, flats or hotels that hold an agreement with Ca' Foscari University. However, due to the large amount of requests, the housing office is not able to provide accommodation for everybody.

Students can also apply for University **dormitories**, managed by the ESU Venezia (call for applicants opens in June). For further details, please check the ESU Venezia website (www.esu.it).

Many incoming students rent private flats.

- **Renting an accommodation in Venice, what should I expect?**

Most students, both Italian and international, share apartments or rooms in the city of Venice or in Mestre. Since Venice is a tourist city, rents are higher than in other Italian cities. In general, a shared room (double room) might cost from 250 to 350 euros. The price for a single room can vary from 300 to 500 € per month. However, these prices are indicative and costs vary significantly. In Mestre or Marghera rooms may be cheaper, whereas in Venice they may be more expensive. Prices depend also on the flat's conditions, on the location and on the number of people sharing it. In general, landlords ask for a two months deposit, in addition to the rent.

International Counseling

Counseling service for
international Degree-Seeking
Students and Students
enrolled in a Joint Degree
at Ca' Foscari University.

VISA AND STAY PERMIT

- **I am applying for a visa and Italian Embassy in my country needs a confirmation from the University that I have to/have already pass(ed) admission test. When can they expect this letter?**

Deadlines are decided by the Minister of Foreign Affairs. Please check the following link for more information: <http://www.studiare-in-italia.it/studentistranieri/>

- **What kind of documents I need to apply for *Permesso di Soggiorno* (Permit of Stay)?**
Thanks to an agreement with the Questura, the Welcome Unit – International Office will support you for the permit of stay request. Just check the instructions received at the Welcome Day and by email, and then book an appointment here <http://static.unive.it/prenotazioni/p/permessosoggiorno?lang=en>.
- **How do I get the Codice Fiscale and what is the procedure of applying?**
Thanks to an agreement with the *Agenzia delle Entrate*, the Welcome Unit – International Office will provide you with an official Tax code at your arrival in Venice.

STUDY, SCHOLARSHIPS, GRADUATION

- **How does the Italian university system work?**

The system

In Italy the University system consists in undergraduate (1st cycle), graduate (2nd cycle) and postgraduate (3rd cycle) studies. To the first belong the **Bachelor's degrees**, which involve three years of full-time study and lead to a basic degree (in Italian: 'Laurea triennale' or simply 'Laurea'). This qualification provides students with 180 university credits (CFUs) and the final title of 'Dottore'. To the 2nd cycle studies belong qualifications such as Master's degrees and professional Masters. A **Master's degree** (in Italian: Laurea Specialistica or Laurea Magistrale) consists in two years of more specialized study, leading to a graduate degree. This kind of qualification provides students with 120 university credits (CFUs) and the final title of 'Dottore Magistrale'.

A **Master**, not to be confused with a Master's degree, can belong to 2nd or 3rd cycle education depending on its program, and lasts one year. It provides students with 60 CFU.

The highest university qualification in Italy is the **PhD** ('Dottorato'), which lasts three years (60 CFU). It is included in postgraduate studies and only students who have earned a Master's degree are entitled to apply for it.

Exams

In order to gain the university **credits** (CFU or ECTS) related to each educational activity, students must pass an exam (or other form of evaluation). Exam procedures are established by the department and tests may be written, oral or pass/fail assessments. The university credits gained when passing an exam do not replace the **mark**, on a **30-point scale**: with 18/30 being the minimum passing mark and 30/30 the maximum, with possible **honour** (*cum laude*).

Graduation

In order to graduate, students are to write a **dissertation** which, for Master's Degree only, will be discussed with a commission composed by university's professor at the end of their study cycle.

According to average marks gained during their studies and results of their thesis, graduating students are given mark on a **110 point scale**.



International Counseling

Counseling service for
International Degree-Seeking
Students and Students
enrolled in a Joint Degree
at Ca' Foscari University.

- **What are the Minors and how can I enroll in one?**

A Minor is a **didactic course for Bachelor's degree** students and consists in 3 modules (courses) of 6 ECTS each (18 ECTS in total). It offers an opportunity to students to deepen their knowledge, either in scientific or humanities subjects, which are not included in their Bachelor's degree programme. To take a Minor, students should add in their Study Plan the courses of which the Minor consists. These courses can be added as free of choice exams or as additional (extra) exams. Some Minors are open to all students wishing to take them, for other Minors admission is subject to a selection process.

www.unive.it/degreeprogrammes

- **What is the Active Learning Centre and who can take part in its activities?**

The Active Learning Centre offers to Master's degree students **courses and laboratories that are studied to enhance the student's competences and/or knowledge**. Proposals of the Active Learning Centre vary in content: laboratories or courses may focus on economics and finance, international relations, social studies or humanities and didactics. Laboratories intend to provide students with skills that can help them entering the labor market or develop specific competences.

www.unive.it/degreeprogrammes

- **How can I make an appointment with University offices?**

Most of Ca' Foscari offices are not always open to the public and usually receive by appointment. Opening hours (or office hours) are the hours dedicated to support the students, when the administrative personnel can directly assist and provide information to them. It is important to check in advance office's opening hours and set an appointment, so as not to come in vain. An appointment can be set by logging in your Personal Area and entering your matriculation number and your password.

- **What do I have to do in order to enroll in courses? How do I choose them?**

At Ca' Foscari University there is no need to enroll in courses, however **every Academic Year** you must complete your **study plan** before the **February 28th**. You should access your *Personal Area* > *Piano di studi* in order to fill in your study plan, that will include compulsory and free choice courses. You will also be able to add extra courses according to your Bachelor's/Master's degree regulation.

- **How can I take an exam?**

In order to take an exam, you have to **enroll** in it by accessing your Personal Area. Enrollment in exams is possible only about 10 days before the exam date. Before enrolling, you will have to answer a **questionnaire**.

- **What kind of scholarships are there and how can I apply for them?**

Students with low income or outstanding students have the right to apply for scholarships issued by the Veneto Region. In order to apply, students should ask for fiscal support to CAF (centre of fiscal assistance). Students can also obtain a scholarship or a reward issued by other organisations (both private and public) if they decide to write their thesis or carry out research work in specific study areas or field indicated in the calls.



Università
Ca' Foscari
Venezia

International Counseling

Counseling service for
International Degree-Seeking
Students and Students
enrolled in a Joint Degree
at Ca' Foscari University.

CA' FOSCARI STUDENT SERVICES

- **What is the difference between Welcome Unit and International Counselors?**

The Welcome Unit is part of the International Relations office, which supports incoming foreign students. In particular, it provides:

- guidance, information and assistance for **enrolment** procedures and for the recognition of academic qualifications;
- enrolment in the frame of **mobility** programmes;
- support for the request of **stay permit**;
- support for the request of **Tax Code**;

The International Counseling service offers to international students enrolled in a degree course at Ca' Foscari, a service that provides advices, as well as **ongoing informative and academic guidance**. The Counselors work to promote effective communication and integration of the international students within the university community at Ca' Foscari, providing support and assistance to international students and facilitating their dialogue and cooperation with the teaching staff and the University Structures (the Departments, the Central Administration and the Campuses' referees). The Counselors help the students in Italian and English with information, **tutoring** and guidance related to administrative and academic procedures, support in the relationships with the university and the teaching staff, counselors' desk and focus groups.

- **Who is in charge of my degree course and how can I get in touch with them?**

In case of administrative issues, students can address the administrative offices of their Departments. To support them, there are also the Students administrative offices in Ca' Foscari main building. Please check the **International Counseling** webpage, where brochures dedicated to each campus are published, including contacts and other useful information.

www.unive.it/counseling