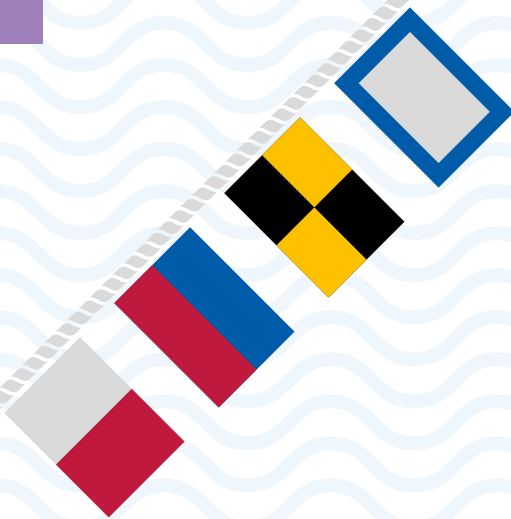




Ca' Foscari
University
of Venice

Glossary for international students

2017/2018



Academic Paths

17

Bachelor's Degree Programmes

Programme Duration: **3 Years**

Final Degree Title: **Bachelor of (course title)**

29

Master's Degree Programmes

Programme Duration: **2 Years**

Final Degree Title:

Master of (course title)

23

Professional Master's Programmes (1st level)

Programme Duration: **1 Year**

Advanced Professional Training Programme

14

PhD Degree Programmes

Programme Duration: **3 Years**

Final Degree Title:

Dr. of (course title)

10

Professional Master's Programmes (2nd level)

Programme Duration: **1 Year**

Advanced Professional Training Programme

A

Academic Calendar*(calendario accademico)*

The academic calendar includes administrative deadlines (enrollment periods, tuition fees payment, request to graduate, etc.), learning deadlines (lesson periods, exam sessions, graduation sessions, etc.) and university closures. For each **academic year** you can also view just the administrative deadlines.

www.unive.it/calendar

Academic Year*(anno accademico)*

An academic year (abbreviated a.y. or A.Y.) is the time period when university courses are taught and exams may be taken. It usually begins in September and ends in August/September of the following year (yet, for the last exam date of the **courses** taking place in the 2nd semester, the January/February session of the following academic year should also be considered). Each academic year is divided into two semesters, in their turn divided into two periods. Each period lasts approximately a month and a half (5 weeks of lecture + 1 week of extra/rescheduled lectures). For detailed information on dates and deadlines of the academic year, please see the academic calendar on Ca' Foscari website. <http://www.unive.it/pag/20869/>

Accommodation > see Housing

Active Learning Centre

The Active Learning Centre offers to **Master's** degree students courses and laboratories that are studied to enhance student's competences and/or knowledge. Proposals of the Active Learning Centre vary in contents, 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

Additional Learning Requirements*(Obbligo Formativo Aggiuntivo - OFA)*

Admission to the **Degree Programmes** is subject to an evaluation of the individual educational background that each student must possess in order to profitably attend the selected programme. In case of a negative result of this evaluation, students are subject to the so-called Additional Learning Requirements (OFA) procedure, that is they must fill any gaps in their background through specific activities organized by the University. The additional learning requirements do not affect either the number of university **credits** (CFUs) that students need to achieve during their educational programme or the grade point average. Indeed, testing of the OFAs does not produce any evaluation and once the debts are cleared, no university credits are acquired.

Admission requirements*(requisiti di accesso)*

There are two types of admission to degree programmes: limited and open admission (in Italian, 'accesso programmato' and 'accesso libero'). Depending on the admission criteria, there are Degree Programmes with limited places and Degree Programmes with unlimited places. Whereas in the former case admission is subject to a selection and to the inclusion in a list, in the latter case enrolment does not depend on any selection but occurs directly, subject to evaluation of the basic educational background required for each educational programme. Admission requirements mean school or academic **qualifications**, minimum skills and knowledge that each student must possess to enroll and to profitably follow a First or Second Cycle Degree Programme. These requirements, defined and published on the university website are to be checked before enrolment.

Admission procedure*(procedura di ammissione)*

Admission to the **degree programmes** requires some **qualifications**. For the degree programmes with no admission test, **enrolment** is not restricted by a selection process but occurs directly subject to verification of the **requisites** for each course of studies.

Attendance*(frequenza)*

This term indicates the 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.

B

Bachelor Degree

> see **Degree Programme, First Cycle**

Badge/University Card

> see **CartaConto**

Buddy

A Buddy is a Ca' Foscari student who acts as a mentor to an international student, dedicating their free-time to facilitate integration into university life. The Buddy helps the international student arriving in Venice to become familiar with university **courses**, with the various locations and services the university provides and with city life and its cultural environment. The Buddy can answer all kinds of questions regarding the university (classes, teachers, libraries, holidays, etc.), accommodation (lodging, rent, etc.), the city of Venice (public transports, sports facilities, nightlife, etc.), Italy (travelling, interesting sites, etc.). www.unive.it/buddy

Bus > see Transports

C

CAF*(Centro di Assistenza Fiscale)*

A CAF (centre of fiscal assistance) is an office where specialists in fiscal matters support people with some particular administrative/ bureaucratic procedures. CAF can support the students with fulfilling the **ISEE certification** requested for applying to **financial aid** and benefits (**scholarships – ESU** housing services).

Ca' Foscari Competency Centre

The Ca' Foscari Competency Centre (CFCC) carries out research activities, educational activities and counseling related to the evaluation and the development of your transversal competencies (soft skills). Its laboratories are open only to students enrolled in a Master's Degree. Its main goal is to enhance the students' performance and their attractiveness in the job market, by developing their transversal competences. The CFCC offers the following activities:

- Competency Labs
- Emotional Competences and Individual Development
- Competence in pillole

Call Center

It provides over-the-phone **counseling**, as well as information and assistance to the students by e-mail. www.unive.it/callcentre

Campus

It is a point of reference for students in the various **Departments**. Thanks to its Front Office, it helps the students with educational activities (i.e. **exam registration**).

Career Day

Career Days are events entirely dedicated to recruitment, through programs where the students can personally meet company representatives and come into contact with the world of work.

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The Ca' Foscari Career Service organizes meetings with single enterprises, including international enterprises, to give to students the opportunity to learn about their history, corporate values, areas of employment and selection procedures. This encounter also provides students with the occasion to submit their CVs, take part in short information talks or be selected for company assessments depending on the professional profiles being recruited. www.unive.it/careerday

Career Service > see Placement

CartaConto Ca' Foscari - University Card

All Ca' Foscari students receive a CartaConto Ca' Foscari, a Card, which is sent to the address indicated in the Personal Area. Be aware that if the given address is not located in Italy, the Card will be sent to Ca' Foscari main building. The CartaConto allows students to access universities library services and make photocopies. The CartaConto can be active as a free-of-charge debit card (Mastercard) that can be used to make payments in shops or online, pay **tuition fees** and receive refunds or scholarships from Ca' Foscari University. Activation can be done online (an Italian SIM card is needed) or in a Cr dit Agricole FriulAdria bank. www.unive.it/cartaconto

Challenge School > see Schools

CLA (Centro Linguistico di Ateneo)

It offers language courses (Italian, English, French, German, etc.) and modules to develop specific abilities, both at day and evening time, taught by foreign language native speakers. The courses are open to everyone, not only to students, and front lessons take place in multimedia classrooms. The CLA offers also, only to Ca' Foscari students, three **examinations** sessions per semester of intensive courses for the OFA in English language at B1 and B2 levels. www.unive.it/cla

Competency Lab

The Competency Lab is a series of

interactive meetings to accompany the students in their process of acquisition of awareness-rising on the transversal competencies required, in order to achieve their career goals and improve their competitiveness in the labor market. This Lab is addressed to all Ca' Foscari students enrolled in a Master's Degree. www.unive.it/cfcc

Counselors

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. www.unive.it/counseling

Course (corso)

At Ca' Foscari University to each course corresponds a **credit amount** indicated in the course's page in the University's website. In the course's page students can find: the name of the teacher holding the course; the teaching language; the **Degree course(s)** to which it belongs, information regarding the course's contents, the compulsory /advised readings and texts, as well as links to the **ISA material** (exercises/text uploaded in the university's site to which students have access through their Personal Area); the course's timetable and location; the type of exam (written/oral). Further notices by the teacher might also be included. Students are allowed to include in their **study plan** additional courses, rules regarding additional courses

vary depending on Bachelor's/Master's degree regulation.

Course Unit (modulo)

Some **courses** can be divided into one or more parts, called 'moduli'. At the end of each module, there is usually an **exam session**.

Credit > see ECTS - CFU Credits Recognition

(riconoscimento crediti)

It is possible to enroll in a **degree programme** and ask for recognition of **educational activities** previously carried out, such as single courses, language certifications or informatics certification achieved, **internships**/work experience. Recognition is possible only for those activities which have not been previously used for other recognized credits. Enrolment with recognized credits is not permitted for students simultaneously registered in another university **course** and who have requested a withdrawal from their studies.

Curriculum/Curricula

Some **degree courses** offer different **curricula**, which are specifically planned courses that aim to prepare students in a certain field of study. For instance, enrolling in the Bachelor's degree in Economics and Business, students can choose between three different **curricula** (Economics and business, Economics, Markets and Finance, Economics of Tourism) designed to provide them with specific competences and skills related to the subjects. The **study plan** includes compulsory activities and optional courses that can be chosen by the students.

D

Degree Programme (First Cycle)

A First Cycle Degree Programme involves three years of full-time study and leads 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 'Bachelor'. To be admitted to a **First Cycle Degree Programme**, an Italian five-year school leaving certificate or other educational qualification obtained abroad and considered eligible, is required. Graduates have two options: they can either find employment or continue their university career with a **Second Cycle Degree Programme**. www.unive.it/degreetprogrammes

Degree Programme (Second Cycle)

A Second Cycle Degree Programme consists in two years of more specialized study, leading to a postgraduate degree (in Italian Laurea Magistrale). This kind of **qualification** provides students with 120 university credits (CFUs) and the final title of 'Master'. A graduate may access the world of work or continue their studies by a professional **Master** or a **PhD**. www.unive.it/degreetprogrammes

Department (Dipartimento)

Departments play a key role in the university system, as they promote, coordinate and organize the academic (teaching and research) activities of the **Degree Programmes** for which they are responsible. In Ca' Foscari there are eight departments: Economics, Philosophy and Cultural Heritage, Management, Environmental Sciences, Informatics and Statistics, Molecular Sciences and Nanosystems, Linguistics and Comparative Cultural Studies, Asian and North African Studies and Humanities.

Disability (disabilit  e DSA)

The Disability service provides support with study and research activities to students with special educational needs and/or learning disabilities (called 'Disturbi Specifici di Apprendimento' – DSA in Italian), in order to favor their integration within University life and to foster their independence. www.unive.it/disabilita

Double Degree or Joint Degree (Doppio Diploma, titolo congiunto)

These are **degree courses** with an

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integrated study **curriculum**, including **educational activities** designed with other international universities as well as mobility periods for students and faculty staff. After the **final exam** the two or more degrees of the partner Universities are awarded (double or multiple degree), or a jointly conferred degree recognized and validated by all of the Universities involved.
www.unive.it/doubledegree

E

ECTS - European Credit Transfer and Accumulation System

(CFU - *crediti formativi universitari*)

The ECTS is used across the European Union to set a study attainment and student performance standard and it concerns higher education. ECTS vary throughout European Countries. In Italy ECTS are called CFU, 1 CFU consists of 25 coursework and workload hours and one **academic year** corresponds to 60 university credits. To complete successfully a degree course, students are to achieve a certain amount of credits (180 CFUs – BA Degree; 120 CFUs – MA Degree; 60 CFUs – Professional Masters). Ca' Foscari University is compliant with the European directives on ECTS (European Credit Transfer System), recognizing the **equivalence** 1 CFU = 1 ECTS and adopting an ECTS mark conversion scale based on a statistical distribution mechanism of marks for any single educational area.

Educational Activity

(*attività formative*)

The educational activities that students must carry out or attend in order to gain their academic qualification may be of various types: courses (with related exams), seminars, practice or laboratory activities, individual study and self-learning activities, apprenticeships/ internships, reports, project works, degree thesis (with related discussion). The educational activities required by Ministerial regulations are divided into 6 types and each group of educational activities is awarded a number of

university credits (CFUs) within the student's plan of study:

- basic educational activities, which provide students with basic knowledge;
- core educational activities, that are specific for the Ministerial Degree Code the single Degree Programme is related to;
- interdisciplinary educational activities, to extend students' education;
- elective activities that can be chosen by students;
- educational activities connected with the **final degree exam** and with foreign language knowledge;
- other educational activities that may concern further linguistic knowledge, computer knowledge, apprenticeships/ internships in various professional sectors, etc.

Eduroam

Eduroam is the University wi-fi to which students have access using their matriculation number and password.

E-Orienta

The e-Orienta platform is an e-learning space (Italian/English) providing students with study support during their university experience and preparing them to enter the world of work. This platform includes two alternative learning routes dedicated to improving the students' study methods and to the creation of CVs, Video CVs and cover letters, respectively. The learning modules consist of a series of 3D videos in Venetian settings and interpreted by avatars, making for a dynamic fun learning experience. The platform also allows students to download and print additional materials providing them with further support in their active job search. Access to this platform is free: in order to navigate and access the services on offer all you have to do is log in with your **matriculation number** and university password.

<http://www.unive.it/pag/9147/>

Enrolment Procedure

(*immatricolazione*)

Enrolment in open admission **degree programmes** for AY 2017/2018 takes place from 1 July to 30 September 2017. In order to enroll in limited

admission degree programmes, you must first pass a **selection procedure**. For further information, please consult the Calls for Application and degree programme websites.

Equivalence

(*equipollenza*)

Recognition of non-Italian academic **qualifications**.

ESU Venezia

ESU is the regional body for student **financial aid**, providing students with various services such as **accommodation** and catering services (university refectories). ESU offers students accommodation in halls of residence and provides them with information about privately rented accommodation. In order to be eligible for a place in the ESU halls of residence you need to meet the **requirements** listed in the Allocation Policy. ESU is also in charge of the university canteens, where students can eat at discount prices, and it offers also psychological counseling services (ESU CUORI).
www.esuvenezia.it

Exam

(*esame*)

For each university exam, students gain a certain number of university **credits** (in Italian CFU) and a qualitative evaluation (mark awarded on a 30-point scale or any pass/fail exam). The minimum passing mark is 18/30, and 30/30, with honor (*cum laude*), if any, is the best mark. At the end of each **course** students must take an exam which aims to assess their preparation and knowledge. In Italy is possible to try taking an exam up to 4 times. If a student fails 4 times, is to attend classes again. In Italy exams can be both written and oral, depending on the subject studied. Written exams can be structured differently, for instance they could include multiple choice-questions, open questions or exercises. In some cases exam can consist in two (or more) parts, written and oral. This is true for language exams but also for other subjects. In order to take an exam students should enroll online in the exam through their Personal Area. Before enrolling in the

exam, the students are asked to answer to a questionnaire regarding the course. It is possible to enroll in the exam about 10 days before the **exam date**.

When receiving the **result** of an exam, the student can accept it through their **Personal Area**. If they are not satisfied with the result, they are allowed to refuse it and try taking the exam again in the next examination period.

Exam Date

(*appello d'esame*)

Each university exam can be taken on different dates. Each course includes at least 4 different dates where the related exam can be taken. The dates of the various exams are grouped in specific times of year, called **sessions**. 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 March. For detailed information on **exam sessions**, please see the **academic calendar** on the university website.

Examinations

(*sessione d'esami*)

The **academic calendar** is divided into **2 semesters**, which are organized into **2 terms** each. **Courses** may last one **period** (5 weeks + 1 for extra/ rescheduled lessons, which is true for students of Humanities, Economics and Science areas) or one semester (14 weeks, for students of Languages and culture). Different examinations are scheduled during the **academic year** and each course includes at least **4 different dates** in which the related exam can be taken.

Students are allowed to take all the **exam dates** included in this calendar, with the exception of the exams concerning the language of the Bachelor's and Master's degree programs of the linguistic area, for which students will be required to choose one of the exam dates available in the exam session. The organization of the examinations depends on the course scheduling (that is the semester or term the course will take place).

A

Exam Test*(prova d'esame)*

In order to gain the university **credits** (CFUs) related to each educational activity, students must pass an exam (or other form of evaluation). Exam procedures are established by the faculty 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*).

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F**Final Degree Exam***(esame di laurea)*

At the end of a **Degree Programme**, the preparation of a thesis and a viva voce **examination**, under a **supervisor** with possible co-supervisors, is usually required. To be admitted to the final degree exam you must have completed all your yearly studies or acquired all the credits required by your **study plan** (including additional credits). In order to submit your Request to Graduate you must not have more than 24 outstanding **credits** (excluding credits for the final exam and for internships/traineeships) unless you intend to graduate in the summer session: students graduating in the summer session must take the outstanding exams on the first exam date in that **session**.

Final Mark*(voto di laurea)*

The final mark can range from a minimum of 66/100 to a maximum of 110/110, with possible honors (*cum laude*).

Financial Aid Unit*(Diritto allo studio)*

The "Diritto allo studio" office is in charge for regional **scholarships**, benefits, awards, grants, money loans and activities related with the **tuition fees payment**.

www.unive.it/data/structures/111619

G**Grading System***(sistema di valutazione)*

In Italy University grades are given on the basis of 30 points. When the student's performance is considered outstanding, a *laude* ('lode') can be added by the commission. The minimum passing grade is 18/30. Grades below 18 are a fail and are not registered. The **final graduation mark** is given on the basis of 110 points.

Graduation Day*(cerimonia di laurea)*

The Graduation day is a special moment dedicated to Ca' Foscari undergraduate students to celebrate together the achievement of their Bachelor's degrees. The location for this ceremony is unparalleled: the unique setting of St. Mark's Square.

Guidance*(Orientamento)*

Ca' Foscari Guidance Service organizes guidance activities conducted on **campus**, as well as activities performed outside the University. The activities conducted within the University include, throughout the **academic year**, one-on-one or group meetings with guidance operators, in order to acquire any necessary instruments to make an informed educational choice, find valuable and current information and gain insights in the educational objectives and job opportunities of the various **Degree Programmes**. Another important appointment is the first-year student welcome meetings, which take place at the beginning of each academic year, in order to introduce students enrolling in the first year of a Degree Programme to the new environment, give them the chance to talk to the contact professors of the various Degree Programmes and illustrate the university services. The Service also participates in important guidance exhibitions and organizes Open Days, where the various

educational areas of Ca' Foscari are illustrated through faculty speeches and visit to the campuses.

www.unive.it/guidance

H**Housing***(alloggio)*

The Housing Office is a service for Italian and international students, researchers, professors and administrative staff coming to study or work at 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. The Housing Office matches the needs and preferences of the applicants with the accommodation available. It may also help you look for a temporary lodging and provide useful information about Venice accommodation.

www.unive.it/housing

I**Interdepartmental School SELISI***(Scuola interdipartimentale – SELISI)*

The School of Economics, Languages and Entrepreneurship (**SELISI**) is located in Treviso and aims to develop advanced competences in global markets and entrepreneurship. The activities of the School implement innovative teaching in the fields of Economics and Languages, with an interdisciplinary expertise in foreign cultures that is fundamental to interaction in emerging markets. The courses, **coordinated by four departments** (**Economics, Management, Linguistics and Comparative Cultural Studies, Asian and North African Studies**), provide students with a specialist knowledge of the economies of the Veneto region; students learn how to analyze business management processes and evaluate competitive scenarios. Particular

attention is placed on the mechanisms fostering the internationalization of firms.

www.unive.it/sele

Internships*(tirocinio/stage)*

Internships represent a period of on-the-job training, giving students and recent graduates the opportunity to acquire professional competences and skills transferable to the world of work. By law, the maximum duration of an internship is 12 months for students, and 6 months for recent graduates. Recent graduates may begin their internship within 12 months of graduating. The Internship Abroad Service deals with the organization of internships (in Italy and abroad) for all students enrolled in **Bachelor's, Master's** and **PhD** degree programmes, as well as for **alumni** who graduated in the past 12 months, and is responsible for all the administrative aspects linked to the setting up and management of these internships.

ISA material*(materiali ISA)*

Teachers can make some materials available for the students and organize blended courses, in which front lessons alternate to 'virtual' on line lessons. ISA materials are available on the website page of the teacher. They include further detailed studies, auto-evaluation activities, on line and blended courses, materials for further practice and class materials.

www.unive.it/isa

ISEE Certification*(certificazione ISEE)*

The ISEE indicator is a tool assessing the effective income and asset situation of anyone requesting financial aid, and is obtained by combining and assessing three factors: income, assets and the composition of the household. ISEE certification is needed to access all forms of university financial aid and is issued by a **CAF**. ISEE is needed also in order to take part in the **ESU** call for **housing** services.

<http://www.unive.it/pag/19761/>

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Joint Degree (*diploma congiunto*)
> see **Double Degree**

L

Library (*biblioteca*)

The University Library System includes 4 main libraries dedicated to Ca' Foscari study areas:

Economics (BEC), Humanities (BAUM), Sciences (BAS), Foreign Languages and Literature (BALI – in 5 buildings). There is also Ca' Foscari Flow Zone (CFZ) library that offers study areas, seminars room, and a relax area.

The library services are available for all the students possessing the Ca' Foscari Student Card (see **CartaConto**). If you don't have it, you can enter the library with a temporary one-day pass.

Students are allowed to borrow up to 5 books/texts for maximum 30 days. Some documents or books are available in the library but can't be borrowed.

Besides borrowing books, student can also access electronic resources.

CerCA' is the University online platform where you can search any resources available at Ca' Foscari libraries.

www.unive.it/libraries
www.unive.it/cerca

M

Master's Degree > see **Degree, Second Cycle**

Master

Not to be confused with a **Master's degree**, in Italy a Master is an additional one-year university **qualification**. The majority of the Masters last one year, however there are exceptions and some of them last two years. It can be 1st level,

therefore considered as graduated study and 2nd level, included in post-graduate study (therefore included in the third cycle studies). A Master requires that the student achieves 60 CFUs. Ca' Foscari Masters are organized by the **Ca' Foscari Challenge School**, which offers a wide range of Masters in different fields of study.

www.unive.it/challengeschool

Matriculation Number (*numero di matricola*)

This is the number identifying each student and assigned upon **enrolment** at the university. It is required in order to use several services (for instance, to register for an exam, to borrow books from the university libraries, etc.) and it represents the student's username to access their **Personal Area** within the university website.

Minor

A Minor is a didactic **course** for **Bachelor's degree** students and consists of 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 it in their **Study Plan** the courses in 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, admission to some other Minors is subject to a selection process.

www.unive.it/degreeprogrammes

Mobility (*mobilità*)

The word "Mobility" includes both incoming and outgoing mobility and concerns both University students and staff. Ca' Foscari offers several international programmes that allow students and staff to spend a period abroad, in Europe or in other non-European Countries (Outgoing Mobility). Students enrolled at Ca' Foscari University can apply to mobility programmes. Incoming mobility consists

in students or University's staff members (professors and/or administrative personnel), arriving in Venice from abroad in order to spend a study/working period in our University.

Outgoing mobility:

<http://www.unive.it/pag/12577/>

Incoming mobility:

<http://www.unive.it/pag/12522/>

MOOC – Massive Open Online Courses

MOOCs are cultural and popular on-line training activities that are not included in University teaching and therefore do not issue **credits**. They usually last 4-6 weeks, they are free, open to everyone and divided into weekly sections providing video lessons, documents and resources, forums, collaborative activities, homework and tests of different types. Upon completion of the activities, a certificate of participation will be given. MOOCs are available on the platform ok.unive.it
www.unive.it/mooc

O

Opening hours – office hours (*orari di ufficio*)

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 the 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. Please, be aware that in some periods, especially at the beginning and the end of **semesters**, Ca' Foscari offices are quite busy. So, planning and booking appointments in advance is essential not to miss the deadlines.

P

Payment (*pagamenti*)

Payments concern mainly **tuition fees**, which can be paid online with a credit card or with a 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 (to do and/or already done) will appear in their Personal Area, where it is possible to check amounts and tuition fees' status.

University payments to students (scholarships and other benefits) are transferred to their CartaConto.

www.unive.it/tuitionfees

Period (*periodo*) > see **semester**

Permit of Stay, or Stay permit (*permesso di soggiorno*)

in order to stay in Italy more than three months, Extra EU citizens are to obtain a Permit of Stay. The Welcome Unit supports international students and staff with their permit of stay request.

To obtain a Permit of Stay you should have all the required documents and fill up the form. In the post offices in Venice (Piazzale Roma and Rialto) and in Mestre, students and staff can collect a "Permit of Stay Kit", which is an envelope including instructions and forms. Once the needed forms are filled up and necessary documents included, the permit of stay kit is to be handed back to the post office, which sends it to the police.

<http://www.unive.it/pag/12525/>

Personal Area (*area riservata*)

Within Ca' Foscari website students can access their Personal Area. To log in, they should enter their **matriculation number** and password. Once entered their Personal Area, students can

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complete different procedures, such as updating personal data, enrolling in exams, completing their **study plan**, uploading their thesis, registering for **graduation**, paying **tuition fees**. Besides, there are numerous other useful functions related to other administrative procedures, disability, certificates. Also accepting or refusing an exams has to be done through the Personal Area, where eventually is possible to check exam's record.

PhD
(*Dottorato*)

A PhD is a postgraduate degree **course**, a third cycle studies and the highest University qualification in Italy. To enter a PhD, students have to prove their **qualification** and competences and successfully pass **examinations**. PhDs last three years, and it provides the final title of 'Dr.'. Besides taking part in lessons and seminars, during their PhD students are expected to carry out also research activities. Ca' Foscari offers PhD in four different study areas: Economics and Management, Languages and Cultures, Science and Technology, Arts and Humanities.
www.unive.it/phd-degrees

Placement – Career Service
(*Ufficio Placement*)

Ca' Foscari Career Service – Placement office aims to support enrolled students in entering the job market. Through their Personal Area students can access job ads posted on Ca' Foscari website and they can upload their CV. The Career Service organises also **Career days**, job placement and recruiting activities, and work-related events.
www.unive.it/placement

Prospective students
(*futuri studenti*)

Ca' Foscari welcomes international students and offers Italian-taught courses as well as English-taught **courses**. If EU or non-EU student with an international **qualification** who wish to enrol in a Bachelor's or Master's **degree** programme at Ca' Foscari, they must request a preliminary online evaluation of

their qualifications. After uploading the required documentation and completing the procedure, they will be informed of the outcome by email. Prospective students will be supported by the **Welcome Unit** with **enrolment's** procedures.
www.unive.it/evaluation

Q

Qualification
(*qualifica*)

If related with education, in Italy a qualification is a synonymous of study title. In order to be admitted to University, Ca' Foscari requires from **prospective students** a high/secondary school qualification which has to be evaluated if not earned in Italy. If you wish to enroll at Ca' Foscari University and you possess a diploma earned outside Italy, for further information check the following webpage:
<http://www.unive.it/pag/12520/>

Questura

Questura is the police station where students receive their **Permit of Stay**. Students should go to the Questura when called (or when the appointment as been fixed). The Venetian Questura is located in Marghera.
www.unive.it/welcome | www.questure.poliziadistato.it/venezia

R

Radio Ca' Foscari

Radio Ca' Foscari is the University web-radio, including programs dedicated to culture, information, entertainment and, of course, music. It is a place made by the students for the students.
www.radiocafoscari.it

Requirements
(*requisiti*)

Requirements are **qualifications** and/or

competences that are requested in order to enrol in a degree course (Bachelor's or Master's). They may vary depending on the course. If a student wishing to enrol in Ca' Foscari does not possess all the requirements requested, s/he will have an **additional credit requirement** (*obbligo formativo aggiuntivo OFA*). Further information about **requirements** can be found at: <http://www.unive.it/pag/20829>
Further information about **enrolling** in Ca' Foscari: <http://www.unive.it/pag/12512/>

S

Schools
(*Scuole*)

Within Ca' Foscari University there are schools in charge of some specific activities. Schools organise Masters and extra courses which are not included in Bachelor's or Master's degree. At the moment three Schools are part of Ca' Foscari University:
> Ca' Foscari Challenge School, in charge of University Masters (www.unive.it/challengeschool)
> Ca' Foscari School for International Education, which offers summer schools, Italian language/culture courses, bridge terms www.unive.it/cfsie-en
> School of Economics, Languages and Entrepreneurship (> see **Interdepartmental School**)

Scholarship
(*borsa di studio*)

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**. 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.
www.unive.it/finacialaid

Semester
(*semestre*)

The University **Academic Year** is divided in two parts which are called 'semesters'. The first semester begins in September and ends at the beginning of February, while the second semester starts in February and ends in June/July. Semesters include both classes and **examination** periods. They are divided into two periods each, for a total of four periods during the whole Academic Year (for Languages and Culture students there are no periods, as the Academic Year is divided only into semesters):

| First Semester: from September to February | | Second Semester: from February to June | |
|--------------------------------------------|----------------------|----------------------------------------|-------------------------|
| I Period | II Period | III period | IV period |
| September- November | November- January | January/ February- end of March | end of March- May |

SIE | School for International Education > see Schools

Sport

Students willing to do sports can choose between different options and activities, offered by Ca' Foscari or by the University Sports Centre (Centro Universitario Sportivo | CUS), open to students, staff, alumni and the wider community.
www.cusvenezia.it | www.unive.it/pag/13664/

SSN – Sistema Sanitario Nazionale
(*National Welfare System*)

Rules regarding medical and health assistance for foreign citizens vary according to the student's origin. Regulation substantially changes if a student comes from an European Country or from and Extra EU Country, as European students enjoy of medical support at the same conditions as Italians, whereas generally extra-EU citizens must purchase a medical insurance in order to have health support in Italy. However in some specific cases rules may differ and it is important to check these issues before your departure.
For further information: <http://www.unive.it/pag/12525/>

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Study Plan

(*piano di studi*)

The study plan is the student's study program and includes all the **courses** that a student is going to attend (exams they are going to take), and other additional activities, such as **internships**. At the beginning of each **Academic Year** the students should complete their study plan by accessing their **Personal Area** and clicking 'Piano di Studi'. The Study Plan can be changed until the fixed deadline, that is **February 28**. This means that not only freshmen should set their study plan, but also 2nd and 3rd year students should fill it in again every year. Further information: www.unive.it/pag/11086/

Supervisor

(*relatore*)

The supervisor (relatore) is a Ca' Foscari professor who guides graduating students in writing their thesis. Graduating students must personally contact the professor and ask him/her to become their supervisor. To choose a supervisor students are advised to check professors' teaching subject(s) and research interests in order to find a person who can best advise them about their thesis' arguments. The supervisor can be a professor of the same department in which the students are studying or a professor teaching in a different department. In the second case it will be necessary to find a second supervisor (correlatore) who teaches in the department the student is enrolled in. Enrolling in graduation is an online procedure which has to be carried out by accessing the student's **Personal Area**.

T

Tax Code

(*codice fiscale*)

The Italian Codice Fiscale, or Tax code, identifies citizens in their relations with public bodies and administrations. It consists of 16 alphanumeric characters (letters and numbers reproducing your personal data: surname, name, gender, place and date of birth). Tax codes are issued by the Agenzia delle Entrate (Revenue Office). Citizens entitled to receive healthcare from the National Health Service will receive a Health Insurance card with their Tax Code. Just visit the Ca' Foscari **Welcome Unit** to get the form and support necessary to fill it in properly. www.unive.it/taxcode

Timetable

(*orari*)

Courses' timetables are available some weeks before the beginning of the courses and indicate day, class hours, university building an room where the course is to be held. From Ca' Foscari home page timetables can be found clicking on *Study > Bachelor's and Master's degree >* and eventually choosing the **degree course**. Timetable of a single course is also available at the course's page, together with descriptions of contents and programme, information about the exam, name of the teacher holding the course and teaching language.

Town Services

(*servizi cittadini*)

Detailed information on public services offered by Venice municipality (including civic museums, sports, transports, main events, etc.) is available on the Comune di Venezia official website. www.comune.venezia.it

Transports

(*trasporti pubblici*)

Transport in Venice (buses / waterbuses) is guaranteed on a 24 hour basis, across the town's waterways. The night

service (Line N) is operational from approximately midnight to 5.00am in the morning.

ACTV is a public transport company with more than 30 well-connected navigation lines:

- CITY CENTRE LINES, that cross Venice mostly using the waterways of Canal Grande and the Giudecca Canal. They leave from Tronchetto or from Piazzale Roma and go as far as the Lido di Venezia (lines 1 and 2);
- CITY CIRCLE LINES going as far as Murano and the Lido di Venezia (lines- 3, 4.1, 4.2, 5.1, 5.2, 6);
- The LAGOON LINES connect the external lagoon archipelago, like the islands of Murano, Burano, Torcello, Sant'Erasmus, S. Servolo. They arrive as far as the Mainland, the Marco Polo airport at Tessera, Treporti, Punta Sabbioni, Chioggia, Fusina, S. Giuliano (lines 12, 13, 14, 19).

Venice also has a BUS NETWORK. ACTV and ATVO buses leave from Piazzale Roma for the mainland, Mestre and its city centre, the Venice Marco Polo airport, and the Treviso Canova airport. ACTV has two night-time lines for Mestre (lines *N1* and *N2*).

Venezia Unica City Pass allows city users to access public transport and other useful services, such as car sharing, bike sharing, car parking, entrance to museums and much more. www.actv.it

Tuition Fees

(*tasse universitarie*)

The Tuition fee is the amount of money that students must pay for studying at Ca' Foscari University. Tuition fees vary according to type of **degree course** (Bachelor's or Master's cycle degree, Master, PhD, and other exceptions). Tuition fees are to be paid twice a year and can be paid online with a credit card. If a student delays the payments, a fine will be added. If a student fails to pay the tuition fees, they leap from the right of graduating. Students, with low income, may apply for a **scholarship** or for a reduction in tuition fees (see **scholarship**).

www.unive.it/fees

Tutor and tutoring

(*Tutor e tutoraggio*)

The Tutors are Ca' Foscari students who support other students in a different range of activities. Tutors can be either informative, provide other students with information regarding University life, administration or procedure such as completing the **study plan**. For some courses, academic tutors, specially selected for supporting other students with a specific subject, are periodically available. Tutoring services for international students are provided by the **Counselors** – COUNSEL(in) Gternational Service.

V

Visa

(*visto*)

Extra EU citizens must obtain a visa (visto), given by the Italian embassy abroad, in order to enter in Italy. The Welcome Unit provides support and information regarding the Visa's procedures: www.unive.it/welcome Website of the Italian Minister of Foreign Affairs: <http://vistoperitalia.esteri.it>

W

Waterbus > see Transports

Welcome Day

(*giornata di accoglienza*)

The Welcome Day is an event where Ca' Foscari University welcomes international students, both students arriving with an exchange programme (incoming **mobility**) and degree seekers. This event is organised by the International Office - **Welcome Unit**, and allows Ca' Foscari international students to visit the university and the city of Venice, as well as to get to know the main university services and meet other students.

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A First Session: September.
Second Session: end of January/
B beginning of February.

C **Welcome Unit**

The Welcome Unit is a 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;
- **Buddy** programmes, **Tutors** for international students, students associations' activities;

I www.unive.it/welcome

J **Welfare > see SSN – Sistema Sanitario Nazionale)**

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**COUNSEL(in)Gternational
Counselors for
international students**

www.unive.it/counseling

email: counselor.cf@unive.it

 [www.facebook.com/
counselinginternational](https://www.facebook.com/counselinginternational)

**Ufficio Orientamento,
Stage e Placement**

Ca' Foscari Main Building
(1st Floor)
Dorsoduro 3246, Venice