

# U-GOV CLA - Guide to the Courses Area

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CENTRO  
LINGUISTICO  
DI ATENEIO  
CINECA



Università  
Ca'Foscari  
Venezia

# 1. Accessing CLA.CINECA

## 1.1 External user login

If you are an external user who has never been enrolled at Ca' Foscari, you must register on the Unive website via this link before accessing CLA.CINECA.

<http://www.unive.it/registration>

### 1. Click on Web Registration

Università  
Ca' Foscari  
Venezia  
Online

Area  
Riservata  
esse3

MENU

## Registration

The registration on the university website is the first step to enrol in a programme of a Ca' Foscari University. It requires entering your personal data, residence and domicile, if any. At the end of the procedure, you will be able to access your Personal Area and carry out all the online procedures by using your SPID credentials.

You do not need to register if you already hold valid credentials. If you cannot access your Personal Area, please check the [Frequently Asked Questions section](#).

If you need more information before registering, please refer to:

- the Call Center - [Click here](#);
- the Counseling and Welcome Unit (for international students only) - [Click here](#).

Before filling in the designated form, please read carefully the [privacy notice](#) (ITA).

Registration

Home Home page unive.it Area Riservata Logout

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2. Fill out the form by entering your personal details, paying close attention to the mandatory information. Once each page is completed, click "Next" until you have gone through all the windows.

The screenshot shows a registration form titled "Registration: Personal data". It includes fields for Name, Family Name, Date of birth (with a calendar icon), Gender (Male/Female), First citizenship (dropdown menu), Country of birth (dropdown menu), Province (dropdown menu), and Place of birth (dropdown menu). A "Fiscal code" section explains that it is a 16-digit alphanumeric code and that the system will calculate a provisional one for international students. A "Legenda" box on the right indicates that a red star symbol means "Data needed". Navigation buttons "Back" and "Next" are at the bottom.

3. Check the data in the summary section and complete the procedure. You will receive a confirmation email to activate your account.
4. Once registration is complete, follow the same steps provided for internal Ca' Foscari users (point 1.2)

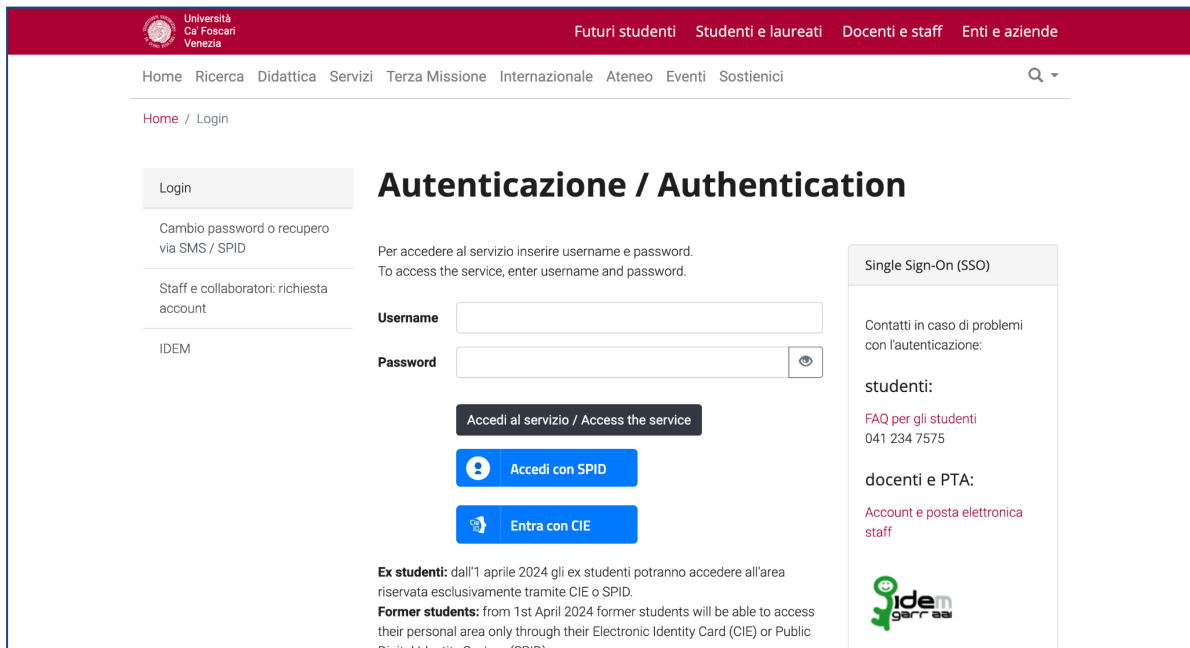
NOTE: If you do not have Italian citizenship and are not currently in Italy, you can request credentials via the link: <https://apps.unive.it/newpass-en/richiedi>

## 1.2 Ca' Foscari internal user login

1. Go to <https://unive.cla.cineca.it/home>
2. Click on "Login" (or "Sign In") in the top right corner.

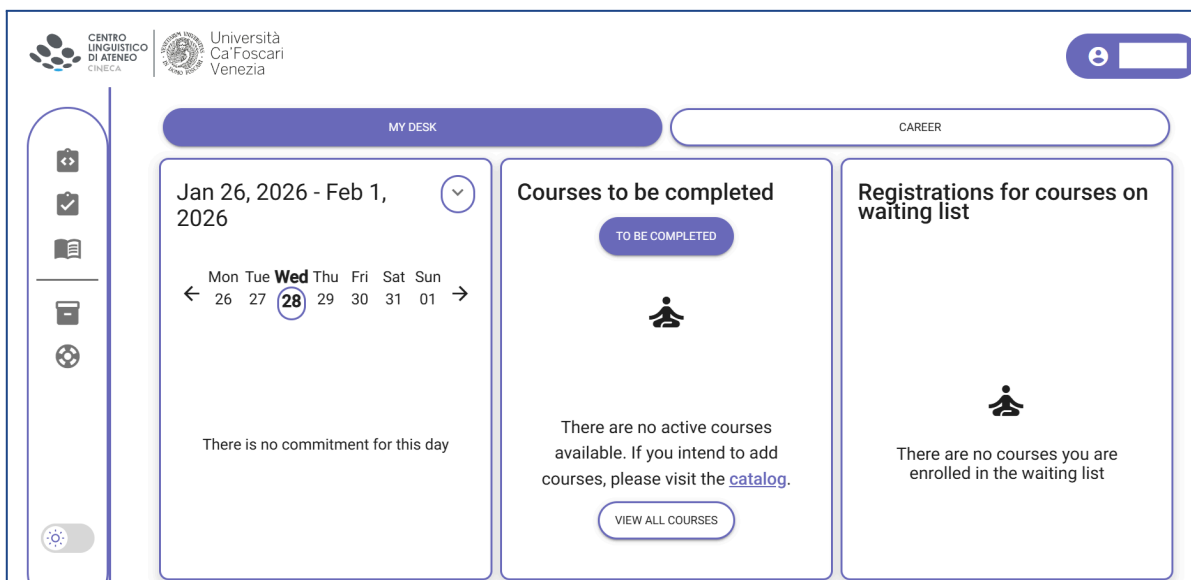
The screenshot shows the homepage of the Language Center of the University. At the top, there is a navigation bar with "LOG IN" and "SIGN UP" buttons. The main content area features a banner with the text "Welcome to the Language Center of the University! Discover the CLA offerings tailored to your needs". Below the banner are three columns, each representing a user type: "STUDENTS, INTERNAL USERS AND PTA", "AFFILIATED USERS", and "EXTERNAL USER". Each column contains a question and a "FIND OUT MORE" button.

3. From the Unive login screen, enter your credentials or log in via SPID/CIE.



The screenshot shows the 'Autenticazione / Authentication' page. It features a navigation bar at the top with links for 'Futuri studenti', 'Studenti e laureati', 'Docenti e staff', and 'Enti e aziende'. Below the navigation bar, there are links for 'Home', 'Ricerca', 'Didattica', 'Servizi', 'Terza Missione', 'Internazionale', 'Ateneo', 'Eventi', and 'Sostienici'. The main content area is titled 'Autenticazione / Authentication' and includes a 'Login' sidebar with options like 'Cambio password o recupero via SMS / SPID', 'Staff e collaboratori: richiesta account', and 'IDEM'. The central form has fields for 'Username' and 'Password', a button to 'Accedi al servizio / Access the service', and buttons for 'Accedi con SPID' and 'Entra con CIE'. A 'Single Sign-On (SSO)' section on the right provides contact information for students and staff, and a logo for 'idem garraa'. A notice at the bottom states that from April 1, 2024, former students can access their personal area via CIE or SPID.

4. If you have logged in successfully, you will be redirected to your Dashboard in the 'My Desk' tab, and you will see your name in the top right corner.



The screenshot shows the 'MY DESK' dashboard. At the top, there are logos for 'CENTRO LINGUISTICO DI ATENEO CINECA' and 'Università Ca' Foscari Venezia'. The dashboard is divided into two main sections: 'MY DESK' and 'CAREER'. The 'MY DESK' section includes a calendar for 'Jan 26, 2026 - Feb 1, 2026' with a 'Wed 28' highlighted, and a message stating 'There is no commitment for this day'. The 'CAREER' section contains two cards: 'Courses to be completed' with a 'TO BE COMPLETED' button and a message 'There are no active courses available. If you intend to add courses, please visit the [catalog](#).', and 'Registrations for courses on waiting list' with a message 'There are no courses you are enrolled in the waiting list'. A 'VIEW ALL COURSES' button is also present.

## 2. Verifying Entry Requirements

To enrol on CLA courses/modules, you must demonstrate your prior language level. Check if you already meet the entry requirements by uploading a certification (point 2.1) or if you need to take a placement test (point 2.2).

The following people can proceed directly to the Course Enrollment phase (point 4):

- Those enrolling as absolute beginners (Level A1 courses).
- Those who have successfully completed a CLA course within the 6 months prior to the course start date.
- Those who have taken the placement test within the 6 months prior to the course start date.

### 2.1 Certifications

You may declare your language proficiency level by uploading a digital certificate or statement if you:

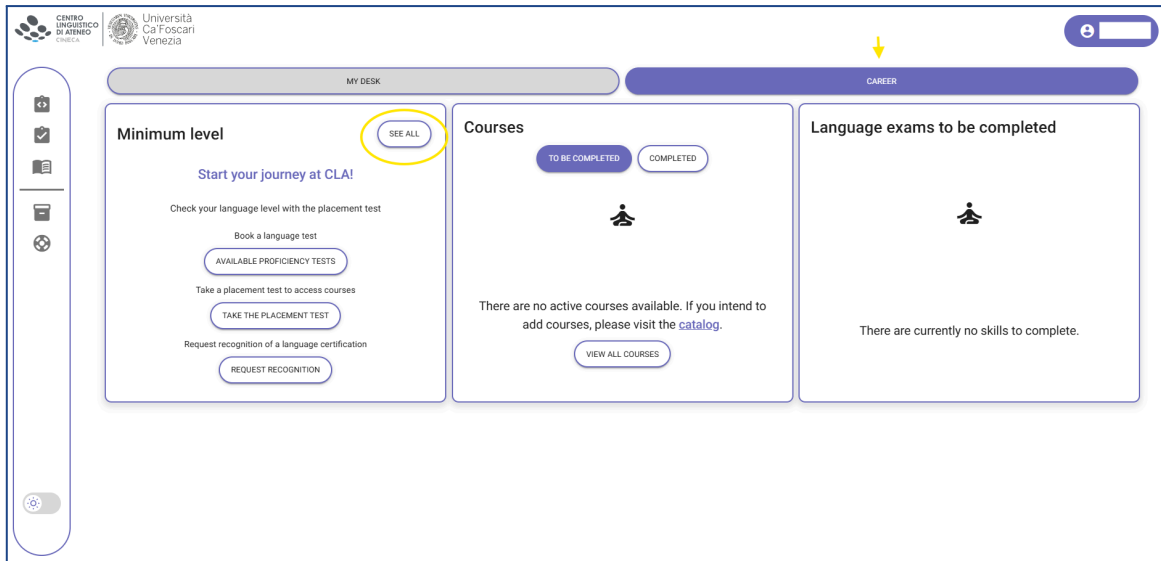
- Have passed the OFA B1, B1 incoming students, or CLA B2, B2 incoming students proficiency exams at the CLA.
- Have passed a CLA language assessment from November 2018 onwards.
- Hold a [certification recognized by the CLA](#).

To upload your document:

1. Log in to the CLA portal to access your personal area
2. Open a Support request (lifebuoy icon)
3. Click on "New request." (Nuova richiesta)
4. Click on "Courses" (courses) and then on "Recognition of certification for course access." (Riconoscimento certificazione per l'accesso ai corsi)
5. Fill in the required fields and upload your certificate
6. Submit the request by clicking the "Send" (invia) button in the top right corner
7. Your request will then be processed

To check the status of your certification recognition request:

1. Go to your Dashboard.
2. Select the "Career" (carriera) tab and click the "SEE ALL" (vedi tutto) button under the "Minimum Level" (livello minimo) section.



3. At the bottom of the page, in the section 'Placement test results and certification recognition requests for course access,' check the status of your request. If it is marked as 'valid,' you may proceed with enrolment by following the instructions in point 4.

Please note that the user declares, under their own responsibility, the authenticity of the uploaded documents.

Certifications included in the following lists will be considered valid provided they were obtained within the last 5 years.

## 2.2 Placement test

For those who do not meet the entry requirements, it is necessary to take the placement test online. The test is designed to determine your current language level in order to direct you to

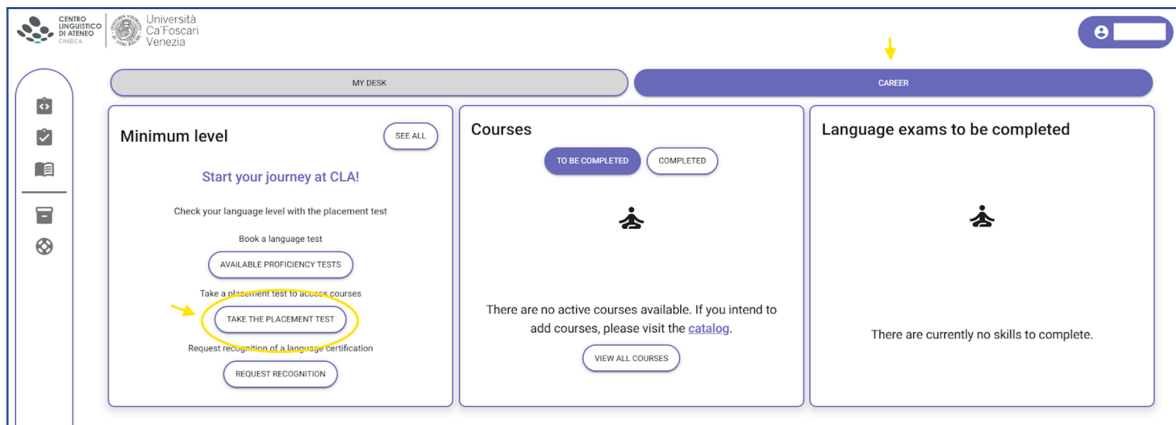
the course best suited for you. The objective is to evaluate your actual skills. The test result indicates the course level for which you are eligible to enrol.

The result is binding, and the test can only be retaken after a 6-month validity period from the date it was completed.

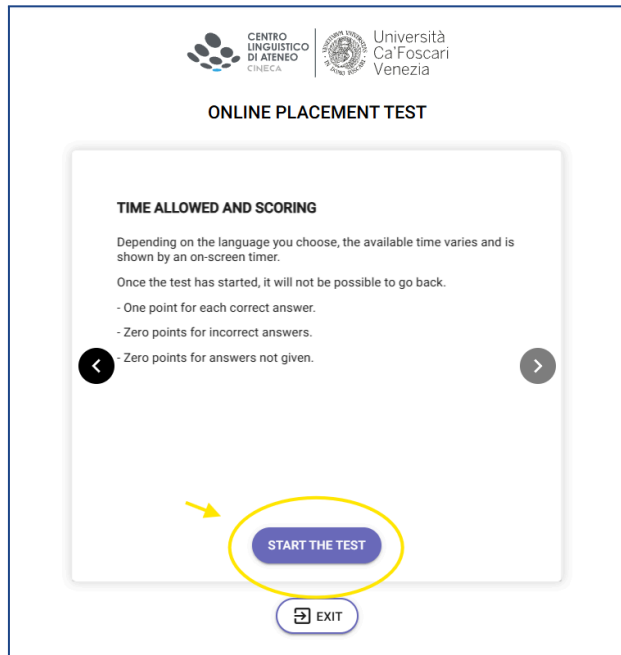
You may enrol in courses and/or modules for different languages simultaneously by taking a placement test for each language.

### How to take the placement test

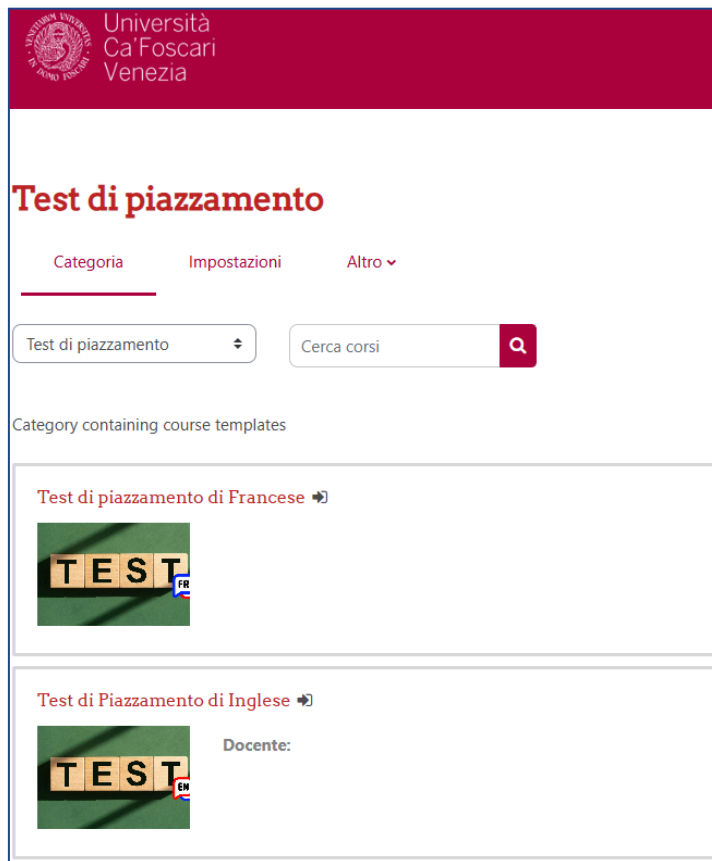
1. Log in to your Reserved Area (Student Portal).
2. Click on the "CAREER" (CARRIERA) tab. Under the "Minimum Level" (Livello minimo) section, click on "TAKE THE PLACEMENT TEST" (VAI AL TEST).



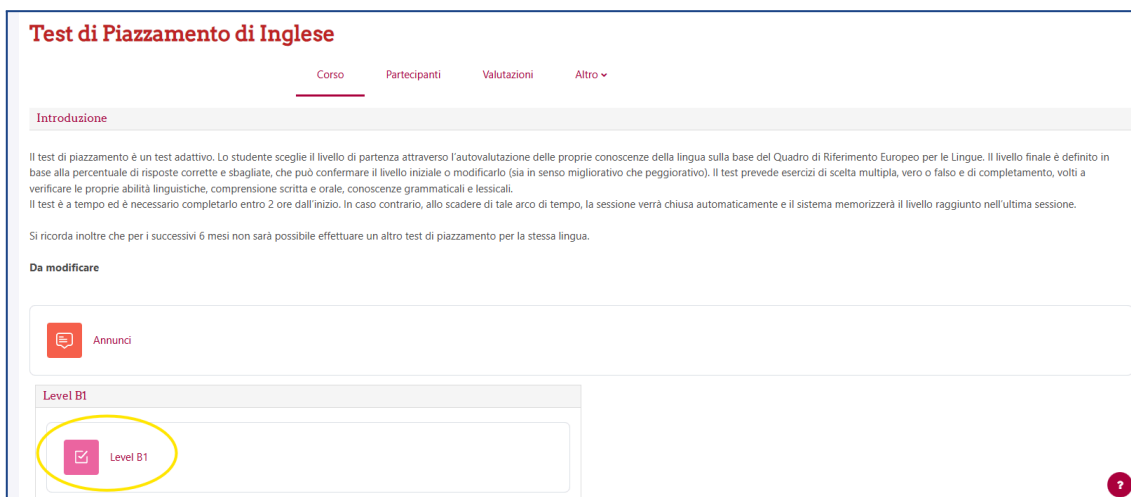
3. Scroll through the tabs and read the on-screen instructions. In the last one, click 'START THE TEST' (INIZIA IL TEST)."



4. Log in again using your Ca' Foscari credentials
5. Select the language of interest from the list



6. Read the instructions carefully before starting the test.



7. Take the test by clicking on the pink box that displays the starting level. 

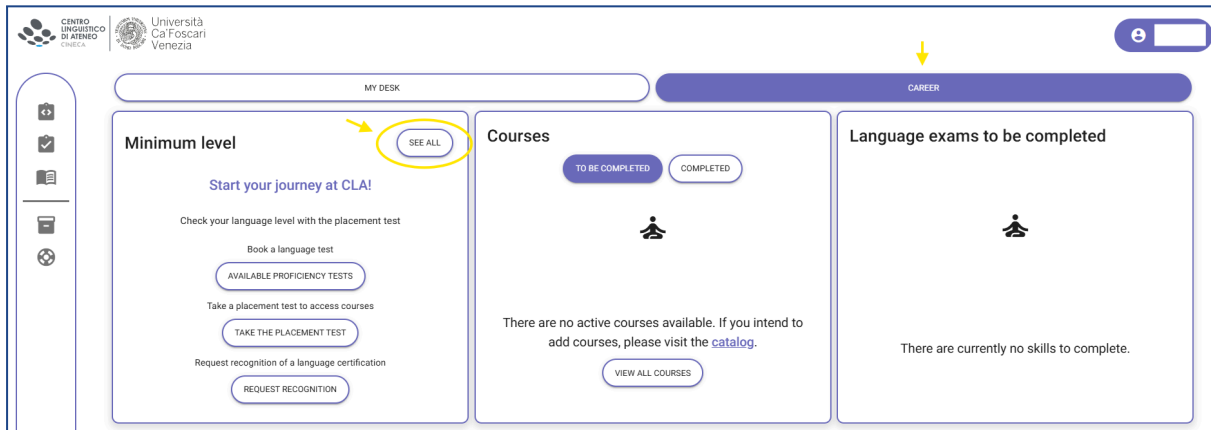
Click on "Attempt quiz" (Tenta il quiz) and then on "Start attempt" (Avvia il tentativo).

Once you have finished the test, you will see which course level you can enroll in. The message will indicate your current level.

### Placement Test Results and Certification Recognition for Course Access

To check the results of the placement tests taken and/or requests for certification recognition for course access:

1. Log in to your Reserved Area, click on the "CAREER" (CARRIERA) tab.
2. Click "SEE ALL" (VEDI TUTTO) within the "Minimum Level" (Livello minimo) section.



3. Scroll down to the section "Placement test results and certification recognition requests for course access." You will see the tests you have taken and whether their results are still valid.

Placement test results and requests for certification recognition for access to the courses  
This section reports the results of the placement tests carried out and the results of the requests for recognition of certifications for access to the courses


Language	Level achieved	Valid since	Source	Status
English	C1	12/01/2026 12:58:05	Placement tests	Valid
French	A1	11/09/2025 02:00:00	Placement tests	Valid
Spanish	B1.2	24/09/2025 02:00:00	Placement tests	Valid
Italian	C2	11/09/2025 02:00:00	Placement tests	Valid
English	B2.2	29/08/2020 02:00:00	Request for certificate recognition for access to courses	Expired

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### 3. Course Enrolment and Payment

Enrollment for courses takes place at <https://unive.cla.cineca.it> within the indicated deadlines.

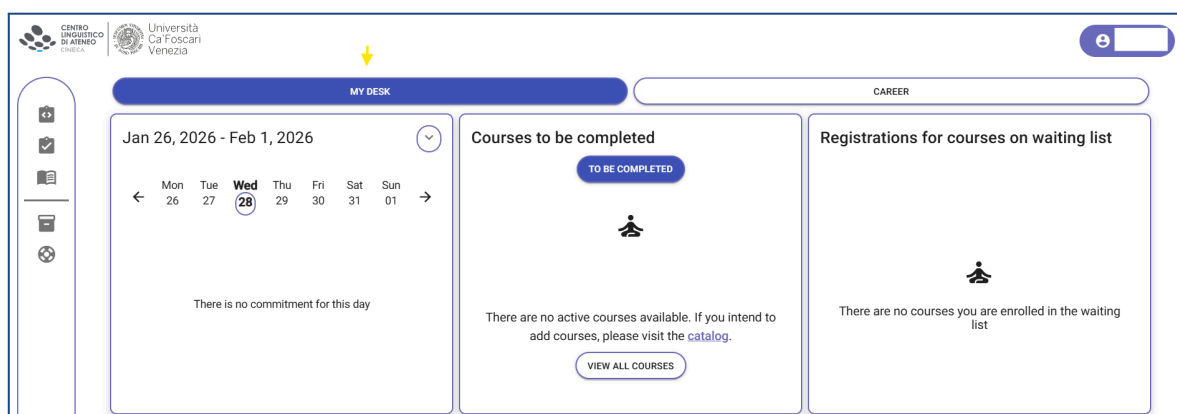
1. Login at <https://unive.cla.cineca.it> and, from the homepage, choose your category from:
  - a) Students, internal users, and PTA (Technical-Administrative Staff)
  - b) Partner organization users
  - c) External users

2. From your dashboard, you can view the available courses: you can also filter by language and/or level using the side menu.
3. Choose the course you wish to enrol in and review all the relevant information
4. Click on "Add to cart" (aggiungi al carrello).
5. Click on the icon  in the top right-hand corner
6. Click on "Proceed with booking"
7. Click on "Confirm your booking" (conferma la tua prenotazione)
8. Follow the instructions and proceed with the payment via PagoPA.
9. You are now enrolled in the course.

## 4. After Enrolling: Viewing the *Dashboard*

**Student Dashboard:** This is your private area to monitor the courses you are enrolled in. After logging in with your credentials, you will see two tabs: "My Desk" and "Career."

### 4.1 My Desktop



### Calendar

Once you are enrolled, the calendar on your Dashboard (set to the current week) will automatically populate, displaying the scheduled lessons for your course.

## Course to Complete

After registering for a course, the "Courses to be Completed" tab on your Dashboard will show the courses you are currently enrolled in.

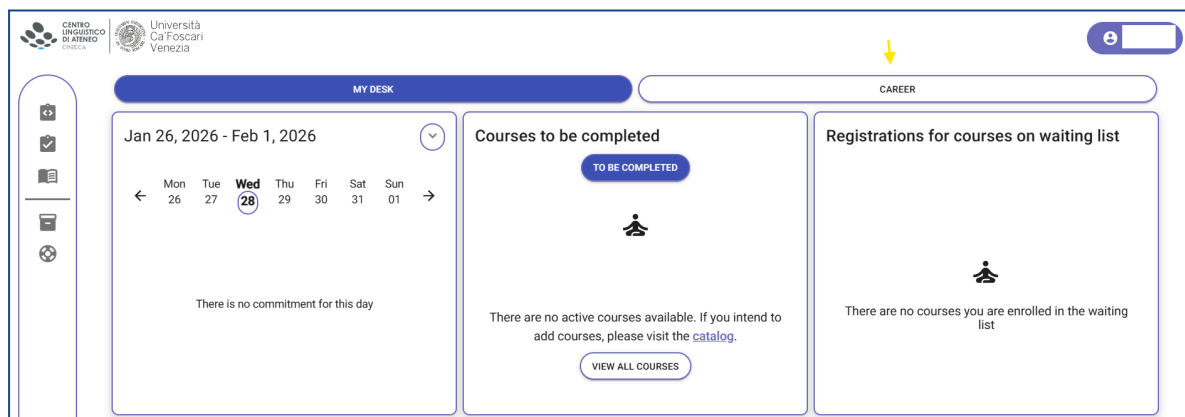
By clicking on the course card, you can view the following details:

- Dates and location of the course
- Attendance percentage
- Lead instructor of the course
- Final result (whether you passed the course or not) at the end of the lessons

## Waitlisted Course Enrolments

In this section, you can view the courses for which you are currently on the waiting list.

## 4.2 Student Career



## Minimum Level

To start at the CLA, you must verify the entry requirements for the courses in one of the following two ways:



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- Request recognition of a language certification > “REQUEST RECOGNITION” (see section 2.1)
- Take a placement test to access the courses > “TAKE THE PLACEMENT TEST” (see section 2.2)

### **Courses**

The list of courses to be completed and the summary of completed courses will be visible here.

### **Language Tests to Complete**

In this section, you will be able to view the language tests you are required to take.