



**CALL FOR APPLICATIONS FOR ADMITTANCE TO CA' FOSCARI UNIVERSITY OF VENICE
PROFESSIONAL MASTER'S PROGRAMMES A/Y 2022/2023**

Art. 1 - Call for Applications

1. The public Call for Applications for admittance to the 1st and 2nd Level Professional Master's Programmes organised by Ca' Foscari University of Venice for the A/Y 2022/2023 is announced. The main features of the courses are listed in the attached profiles, which form an integral part of this document.
2. The offer of 1st and 2nd Level Professional Master's Programmes is divided into two types: "Post Lauream" Master's and "Executive" Master's.
3. "Post Lauream" Master's means any Master's which integrates academic training with vocational content in order to help graduates take their first steps in the world of work.
4. "Executive" Master's means any Master's with typically more vocational content, aimed at graduates who have already entered the world of work and require more targeted, specialised training.
5. The Professional Master's Programmes for 2022/2023 are currently as follows:

1st level - Post Lauream

- 1) Administration and management of wildlife
- 2) Intercultural communication
- 3) Environmental and land law
- 4) Philosophy and history of science and technology
- 5) Food and wine culture. Promoting Made in Italy excellence
- 6) Employment and social security law
- 7) Inclusive and accessible face-to-face and distance language education

1st level - Executive

- 8) Teaching foreign languages
- 9) Didactics and promotion of Italian language and culture to foreigners (ITALS)
- 10) International business law, arbitration and tax law
- 11) Tourism economics and management
- 12) Global economics and social affairs
- 13) Luxury client advisor and retail excellence
- 14) Sustainability management
- 15) Professional psychomotor therapist
- 16) Science and techniques of prevention and safety – HSE
- 17) Sports business strategies
- 18) Yoga studies Body and meditation in Asian traditions

2nd level - Post Lauream

- 19) Philosophical consultancy
- 20) Economics and finance
- 21) Science and management of climate change

2nd level - Executive

- 22) Teaching Spanish as a foreign language
- 23) Direction, coordination and management of social, social-assistance and social-health services
- 24) Health economics and management
- 25) Geopolitics and economic affairs



- 26) Management of cultural assets and activities
 - 27) Welfare and third sector management
 - 28) Mobility innovation and management
 - 29) Advanced planning for teaching Italian language and culture to foreigners
 - 30) Public administration
 - 31) Quantum machine learning
 - 32) Sustainable remediation of the environment and reclamation of contaminated sites
 - 33) Risk management, internal audit and fraud
 - 34) Innovation strategy
 - 35) Strategic studies and international security
6. A Master's Programme will only be activated if the minimum number of enrolled students for each course is reached, in compliance with the provisions of the Master's and Lifelong Learning University Regulations. For this purpose, students are considered enrolled once they have fully paid their enrolment fees. In the event that a Professional Master's Programme is not activated, any enrolment fees already paid will be fully reimbursed.

Art. 2 - Admission requirements

1. To enrol on a 1st level Master's Programme, candidates must hold at least one of the following university qualifications: university diploma, old system undergraduate degree, degree, 1st level university diploma.
2. To enrol on a 2nd level Professional Master's Programme, candidates must hold at least one of the following university qualifications: old system undergraduate degree, specialist degree, 2nd cycle degree, 2nd level university diploma.
3. Students who are about to graduate may also be admitted on Professional Master's Programmes. The application will generally be accepted provided they gain their qualification within one month from start of the course. In this case, enrolment on the Master's may be finalised only after the qualification valid for admission has been awarded.
4. If students in possession of a qualification valid for admission to the chosen Master's are enrolled on, and about to graduate from, a course of higher level university study, they may only enrol for the Master's if their previous university career will be concluded during the first session. Once again, enrolment on the Master's will only be finalised after the qualification has been awarded.
5. Students may not enrol on the Master's and other university courses at the same time. If students are already enrolled on a university course, they may suspend their studies for the entire duration of the Master's, in accordance with the procedures laid down by the University at which they are already enrolled.

Art. 3 - Admission application

1. At risk of exclusion, the admission application must be filled in and submitted online by the deadline indicated in the individual course profiles attached.

The online procedure for admittance to the selection is divided into two stages:

- a) **registration** on the University website (www.unive.it/registrazione), providing your personal data as well as details of your residence and domicile if applicable. Former students who already have access credentials to the Reserved Area do not need to register. If you have forgotten your password or it has expired, you can renew it with immediate effect at the link <https://apps.unive.it/newpass/recupera>;
- b) **access to the Reserved Area** of the www.unive.it website; there are three options depending on the candidate's status:
 - former students of the University and therefore with matriculation number and password can log in with these credentials;
 - candidates with Italian nationality, or currently residing in Italy, who do not have a registration number and password, must log in with their SPID. To obtain a SPID: <https://www.spid.gov.it/>;



- applicants of a nationality other than Italian, who are not currently in Italy and do not have a matriculation number and password, may request their access credentials via the link www.unive.it/nospidaccess.
- c) **filling in the admission application** in your personal Reserved Area, click on Menu > Administration > Admission tests (former students: click on: Admission and enrolment > Enrolment for admission tests - S3), choose the type of course (1st or 2nd Level Professional Master's Programme) and finally, the course you are applying for. During the online procedure, candidates must attach the following documents in electronic format:
- self-certification (in accordance with Italian D.P.R. no. 445 of 28/12/2000 and subsequent amendments) of the qualification valid for admission;
 - curriculum vitae;
 - photocopy of a valid ID;
 - any other documents required for admission to the chosen Master's Programme (see attached profiles).

During this stage candidates will be asked to enter only the qualification valid for admission to the chosen Master's (**do not enter any higher qualification you may have**). The information required will include: type of qualification, the University which awarded the qualification, name of the course, date of award, registered grade obtained, the date you registered with the University System (SU) (namely the date when you first enrolled at an Italian University; if you do not remember the exact day, you only need to write the 1st of October of that year). The candidate may modify the information entered and/or attach/remove the attached documents even after having filled in the online application, provided that the deadline specified in the attached individual profiles has not expired. Files must be in JPEG or PDF format and must not exceed 5 MB.

2. At the end of this procedure, you will receive an email confirming submission of your application for admission to the Master's Programme.
3. The version in English can be found on the <https://esse3.unive.it> website. Click on Menu > eng > Login.
4. Payment of a non-refundable selection fee is required. This must be paid through the PagoPA system, by clicking on the "Payments" button displayed at the end of the procedure.
5. **Candidates will be excluded from selection if they fail to meet the deadline indicated for submitting the admission application. They will also be excluded if they fail to pay the selection fee (where applicable).**

Art. 4 - Selection procedure

1. The selection procedure and deadlines for each Master's are as indicated in the relative profile attached.
2. The results of the selection will be published on the University website by the date indicated in each Master's profile.
3. Publication of the results of the selection is valid for all legal notification purposes.
4. If the number of suitable candidates exceeds the maximum specified for the individual course, a classification will be drawn up.

Art. 5 - Enrolment fees, subsidies and loans

1. Enrolment fees may be divided into a maximum of two instalments. The amounts and relative deadlines for payment of the instalments can be found in the individual Master's course profiles attached.
2. Enrolment fees must be paid exclusively through the PagoPA System.
3. If you are selected and you have the opportunity to have all or part of your fees paid by a third party (e.g. the company for which you work), you will need to contact the offices to agree on the payment method. Under no circumstances should third parties pay using the payment ID code (IUV) found in the Reserved Area.
4. For Master's courses for which company or institutional funding may be available to partially or totally cover the enrolment fees, see the individual profiles attached.
5. Arrangements with a number of leading banks enable Ca' Foscari University of Venice to offer a further opportunity to help students with the costs of university education through special financial facilities. For further information please visit the page <http://www.unive.it/pag/8560/>.



6. Students with **a recognised level of disability equal to or greater than 66%** or with a recognised **disability pursuant to Article 3, para. 1, of Law no. 104 of 5 February 1992** are entitled to total exemption from contributions, with the exception of stamp duty.

Art. 6 - Enrolment

1. At risk of exclusion, successful Master's applicants must pre-enrol following the specific online procedure by the deadlines indicated in the individual profiles, logging into their personal Reserved Area (see art. 3, point b) and selecting: Menu > Administration > Enrolment > Enrolment to courses with admission test (former students: select: Admission and enrolment > Enrolment - S3). During this stage candidates will be asked to upload a photograph (passport-sized, front view, clear and legible) with .jpg extension. Subsequently they must attach:
 - a) valid ID (front and back);
 - b) self-certification (in accordance with Italian D.P.R. no. 445 of 28/12/2000 and subsequent amendments) of the valid qualification for admission.
2. At the end of the enrolment procedure, the candidate must click on the "Payments" button displayed to receive instructions on payment of the first instalment and a €16.00 revenue stamp.
3. The version in English can be found on the <https://esse3.unive.it> website. Click on Menu> eng > Login.
4. At risk of exclusion, students receiving any form of study grant must proceed with payment of stamp duty and any percentage of the costs for which they are responsible within the established times.
5. **At risk of exclusion and in order to accept the place, the candidate must complete the pre-enrolment procedure and pay any fees owed within the deadline indicated in the individual Master's profiles.**
6. The enrolment will be completed by the Post Lauream Career Office of the Student Career and Right to Study Department within 10 working days from the final enrolment day. Each student will receive confirmation of the successful enrolment via email, together with new credentials (matriculation number and password) for accessing the University's IT and internet services.
7. When applicable, if at the end of enrolments a number of places become available due to the withdrawal of successful candidates, said places will be offered to suitable candidates according to the classification.

Art. 7- Re-opening of selection

1. If the deadline for presentation of the admission applications is reached without sufficient candidates to achieve the minimum number of students specified for activation of the Master's Programme, the selection procedure may be re-opened immediately.
2. At the end of registration, if the minimum number of students required for activation of the Master's as specified in the Call for Applications has not been reached, the selection procedure may be re-opened once only, without prejudicing the start of the course.
3. At the end of registration, if the minimum number of students required for activation of the Master's has been reached, but a number of places are still available, the selection and enrolment procedure may be re-opened once only, without prejudicing the start of the course.
4. If the Call for Applications is re-opened, when the deadline for applications is reached, further candidates will be selected and a new public classification will be drawn up.
5. Those admitted must respect the terms and conditions indicated in the selection in which they have taken part, at risk of exclusion from said selection.
6. If a candidate admitted during the first selection fails to enrol within the specified deadline and the Call for Applications is re-opened, the candidate may enrol on the Master's during the second selection, providing he or she is in an eligible position in the new classification.

Art. 8 - Qualifications obtained abroad and rules for foreign citizens

1. Italian and foreign citizens holding qualifications obtained abroad are also eligible to submit applications for Professional Master's Programmes, provided that their qualification is equivalent to the level, nature, duration and content of the Italian academic qualification required for admission to the course. Enrolment is,



- however, subject to assessment of the suitability of the qualification for enrolment onto the Master's Programme.
2. In order to submit the application, as referred to in the previous art. 3, citizens holding a qualification obtained abroad must attach:
 - a) a diploma (translated into English or Italian) certifying that their qualification is equivalent to a 1st level (for access to a 1st level Master's Programme) or 2nd level (for access to a 2nd level Master's Programme) university diploma;
 - b) a certificate (translated into English or Italian) released by the competent University certifying the examinations passed (*Transcript of Records*);
 - c) a Diploma Supplement or, if the qualification was obtained outside the EU, a "Declaration of Equivalence" of the diploma", drawn up by the competent Italian diplomatic-consular representative based in the country in which the qualification was obtained;
 - d) curriculum vitae;
 - e) photocopy of a valid ID;
 - f) any documents required for admission to your chosen Master's (see attached profiles).
 3. For students who have not yet been awarded the qualification, it is sufficient to attach a certificate of enrolment (translated into English or Italian) for the examinations, in addition to the documents specified in the previous points d) and e). During the admission phase only, students who have been awarded the qualification, but are not yet in possession of the final diploma may attach the provisional diploma issued by the University of origin. For enrolment purposes, the documentation must, however, be as specified in paragraph 6 below.
 4. Non-EU citizens residing abroad must submit the application for admission to the Master's Programme directly to the University following the procedure and within the deadline indicated in the individual profiles attached and providing the above mentioned documents.
 5. The International Office Counseling and Welcome Department will notify the competent agencies of the result of the selection for the purposes of issuing the necessary entrance visa and, where applicable, finalising the required documentation for enrolling on the Master's.
 6. If admitted, citizens as per paragraph 1 of this article must perform the pre-enrolment procedure within the deadlines specified, attaching:
 - a) a diploma (translated into English or Italian) certifying that their qualification is equivalent to a 1st level (for access to a 1st level Master's Programme) or 2nd level (for access to a 2nd level Master's Programme) university diploma;
 - b) a Diploma Supplement or, if the qualification was obtained outside the EU, a "Declaration of Equivalence" of the diploma", drawn up by the competent Italian diplomatic-consular representative based in the country in which the qualification was obtained;
 - c) copy of a valid ID;
 - d) study visa (if possessed);
 - e) residence permit (if possessed).
 7. If not in possession of the documents indicated in paragraph 5, b) above, candidates admitted to the Professional Master's Programme will be provisionally enrolled on condition they produce the above-mentioned documents within the deadline for applying for the final examination, otherwise they will not be eligible to sit said examination and will not be awarded the qualification.
 8. The enrolment will be completed by the Counseling and Welcome Office. In the case of students residing in non-EU countries, enrolment will not be completed until the student has obtained an entrance visa. Students enrolled on online Professional Master's Programmes are exempted. Each student will receive confirmation of the successful enrolment via email, together with new credentials (matriculation number and password) for accessing the University's IT and internet services.
 9. The Counseling and Welcome Office will also provide support for procedures to obtain a visa, residence permit and tax code and will help the candidate settle into the University in general. The same office may also contact candidates to verify the original documents.
 10. At any time, candidates may be asked to supplement their submitted documentation in order to verify their eligibility.



1. Attendance by enrolled students of the various didactic activities of the Professional Master's Programmes is compulsory; justified absences are only permitted within the limits of each course (see the individual profiles attached). Non-fulfilment of attendance obligations will result in exclusion from the final test and will preclude awarding of the qualification.
2. Students may request to withdraw from studies at any time, by communicating this to the Post Lauream Career Department (postlauream@unive.it);
3. Withdrawal of students from outside the European Union invalidates the residence permit for study purposes.
4. Withdrawal from the course or exclusion does not exempt students from paying any further instalments owing. A student may be exempted from payment of the second instalment only if the request for withdrawal is presented within one month from start of the course.
5. Under no circumstances will enrolment fees already paid be reimbursed.

Art. 10 - Issue of qualification

1. Students who have attended the didactic activities, completed the internship and passed the mid-term and final tests will be awarded the qualification of 1st or 2nd Level Professional Master's and the relative diploma will be issued.
2. Students not qualifying within the sessions established in that Professional Master's Programme will be declared lapsed. Lapsed students are not exempted from paying any further instalments owing.

Art. 11 - Credits recognition

1. Following verification of the eligibility of the contents, students who enrol on Degree or Second Cycle Degree Programmes after having obtained a 1st or 2nd level Professional Master's qualification may be awarded university credits, substituting modules included in the degree programme.
2. The maximum number of credits (CFUs) recognised is regulated for each course and in any case cannot be higher than 60 credits for both Degrees and Second Cycle Degrees. It is, however, the responsibility of the competent didactic body to evaluate case-by-case the coherence of the contents of the didactic activities completed in the Master's with the course for which recognition of credits is requested.

Art. 12 - Enrolment on individual modules

1. Certain Master's Programmes offer a limited number of places for students who want to enrol for individual modules (see profiles attached).
2. To enrol for individual modules, students must meet the same requirements as those needed to access the relevant Master's Programme.
3. Enrolment can be completed by filling in the form which can be found on the University website and following the instructions. The form and relative documentation can be sent to: Settore Carriere Post Lauream - Università Ca' Foscari Venezia - Dorsoduro, 3246 - 30123 Venezia, Italy, or handed in personally at the front desk after booking an appointment: <http://static.unive.it/prenotazioni/p/postlauream>.
4. Attendance is compulsory. Only students who have attended at least 70% of the didactic activities of the individual module will be admitted to the final test, unless otherwise indicated.
5. Students enrolled for the module who pass the final test will be awarded a certificate stating the number of acquired credits and relative SDS (scientific disciplinary sector).
6. Enrolment for individual modules will remain open until the maximum number of participants is reached.
7. In the event that candidates enrolled for individual modules wish to complete the course and obtain the diploma by attending future editions of the Master's Programme, the course Board of Professors will evaluate case-by-case possible exemption from attending the modules already successfully completed.

Art. 13 - Privacy

1. Pursuant to EU Regulation 2016/679 ("General Data Protection Regulation – GDPR") and relative Italian national legislation (D.lgs. no. 196/2003 and subsequent amendments), you are informed that personal data



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voluntarily provided to Ca' Foscari University of Venice will be treated by said University adopting appropriate measures to guarantee its safety and confidentiality, in respect of the above regulation.

2. The privacy notice is available at: <https://www.unive.it/pag/36550/>

Art. 14 - Final Provisions

1. For all matters not expressly covered by this Call for Applications, reference should be made to the rules contained in the "Master's and Lifelong Learning University Regulations" as per Rector's Decree no. 893 of 19/10/2011 and subsequent amendments, available for consultation at: <http://www.unive.it/pag/8253/>.