



Università
Ca' Foscari
Venezia

**Dipartimento
di Scienze Ambientali
Informatica e Statistica**

USEFUL TIPS FOR NEW STUDENTS

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1 TUTORING ACTIVITY SUMMARY

This document has been realized by Martina Olliaro and Abebe Seyum Assefa, under the supervision of Prof. Claudio Lucchese, in the context of the tutoring activity for foreigner students enrolled to the Master in Computer Science at Ca' Foscari University of Venice. The information has been later updated by Alessia Michela Di Campi and Flaminia Luccio.

In the following, we report the answers, together with the corresponding link to the pages of the Ca' Foscari website, to the frequently asked questions that we identified in the emails we received from the students.

2 FREQUENTLY ASKED QUESTIONS

2.1 Study Plan

Your study plan is the list of learning activities that you intend to take during your course and for which you will have to pass an exam in order to be admitted to the final exam of your degree programme.

To complete your study plan you will need to be enrolled in the new academic year. You must fill your study plan before the January exam session (Deadline: typically end of February, check here to check the date : <https://www.unive.it/pag/11086/>) in order to register for the exams.

If you need some help, contact your Campus office (<https://www.unive.it/pag/10586/>). Remember that you may only register and take exams that you have included in your study plan and provided that you have paid your tuition fees.

The compilation of the study plan is compulsory in every enrollment year, even if you do not intend to apply any changes.

To complete your study plan, follow the subsequent steps:

1. www.unive.it
2. Personal Area (Area Riservata)

3. Study Plan (Piano di Studio)

or visit the webpage <https://www.unive.it/pag/11086/>

If you need and specific information about courses of study plan of your degree please follow this link: <https://www.unive.it/pag/10478/>

2.2 Courses and Exams

Courses can be found in the University Moodle site at this link: <https://moodle.unive.it/?lang=en>. You may access them using your University login and password.

Students are required to take and pass an exam for every course included in their study plan.

The minimum pass grade is 18/30 and the maximum grade is 30/30 with honours (“con lode”). Passing the exam allows you to obtain the credits allocated to each course in your degree programme. Be aware that some courses are composed of two modules and the grade is unique so the two modules cannot be registered separately.

There are 3 **exam sessions** per year. You are allowed to try to pass each exam of your study plan 4 times each academic year. You must pass all the exams in your piano di studio in order to graduate. If you pass an exam, but you are not satisfied of the grade, you have the right to refuse the grade and repeat it.

Some courses (not all of them) have intermediate exams that allow you to split the exam in two parts. The date of the intermediate exam will be officially decided by the didactic board at the beginning of the semester.

To **register for exams**, the corresponding course must be included in the study plan. The study plan must be completed every year (cf. Section 2.1). Please complete the questionnaire to evaluate the quality of teaching before registering for exams. Note that, you will be able to register for an exam for a **limited** time close to the exam date. It is not possible to register for exams after the deadline.

To register for exams, follow the subsequent steps:

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1. www.unive.it
 2. Personal Area (Area Riservata)
 3. Exams and Libretto (Esami e Libretto)
 4. Registering for exams (Iscrizione agli appelli)

or visit the webpages <https://www.unive.it/pag/11086/>. You can also find there the exam dates and registration deadlines. Typically exam registrations close a few days before the exam.

To access a list of the passed exams, go to your Personal Area and follow Online student services - ESSE3 > Administrative procedures > Certificates > Registration certificate with exams or Online student services - ESSE3 > Career > Record book.

2.3 Certificates

The certifications issued by the public administrations regarding statuses, personal features and facts are only valid in relationships among private parties; in relationships with public administrations, the certificates are replaced by sworn affidavits (self-declarations) made by the concerned party.

To know more about certificates, follow the subsequent steps:

1. www.unive.it
2. Personal Area (Area Riservata)
3. Certificates, forms and questionnaires (Certificati, moduli e questionari)

or visit the webpage: <https://www.unive.it/pag/11116/>

2.4 Traineeship and final exam

The final degree test is articulated in the writing and public discussion of a degree thesis that summarizes the results from research and/or development activities, integrated by a preparatory activity of a traineeship or internship.

Check the traineeship regulations here: <https://www.unive.it/pag/27247/>

Instructions for the final exam can be found here: : <https://www.unive.it/pag/11105/>. You should also be looking for a thesis supervisor before finishing the last exams and many months in advance.

2.5 Class Schedule

To check a class schedule choose your course at the link here

<https://www.unive.it/pag/10478/> and then choose the timetable.

Information regarding the computer laboratories and their opening hours

<https://www.unive.it/pag/16126/?L=1&MP=16126-26357>

2.6 Course Prerequisites

The prerequisites for courses offered by the department can be found in the academic year courses list. By going into a specific subject web page and visiting the program tab all needed information including prerequisites can be found.

To check the courses' list choose your course at the link here:

<https://www.unive.it/pag/10478/> and then choose the study plan, then the curricula and you will find the courses inside.

2.7 How to Interact with Professors

All the professors are available for a meeting, and they are more than pleased to help you. What you need to do is sending an email to them (you can find their address on Ca' Foscari

website), and ask them to fix a meeting. Some of them may already have a weekly meeting hour with students.

2.8 Libraries

Information regarding libraries can be found in the University Library System (SBA). Access to all libraries is possible using the university card (CartaConto). Information about the card and how to get it can be found here <https://www.unive.it/pag/16409/>.

The library infrastructure have the following libraries. More information can be found in the links listed next.

- Languages and Cultures Library (BALI): <https://www.unive.it/pag/40451/>
- Science and Technology Library (BAS): <https://www.unive.it/pag/40450/>
- Arts and Humanities Library (BAUM): <https://www.unive.it/pag/40449/>
- Economics and Management Library (BEC): <https://www.unive.it/pag/40448/>
- Cultural Flow Zone Library (CFZ): <https://www.unive.it/pag/40446/>
- Digital Library (BDA): <https://www.unive.it/pag/40447/>

2.9 Scholarships and mobility

A Financial aid for students is provided through scholarship grants. Students enrolled the bachelor and masters program can apply to have the aid.

To participate in the award of financial aid:

- **Income Requirements** defined on Equivalent Economic Status Indicator (ISEE). More information on ISEE can be found here <https://www.unive.it/pag/42130/>
- **Merit Requirements** for guidelines to Fee waivers and scholarships for high-achieving international students please visit the this website <https://www.unive.it/pag/19545/>

Mobility: For outgoing mobility and Erasmus+ scholarships follow this link:

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

2.10 ESU services

ESU venezia is regional company which provides services to students. The following are the main services given to students:

- Restaurant service - which is open to all students
- Housing service for Off-site students - granted by competition every year
- Regional Scholarship grant through competition
- Counseling services for those who need

For the above services and other information please visit the following site: https://www.esuvenezia.it/myportal/C_ARID027/home_eng

2.11 Self-Assessment exam

The Self-Assessment exam is a collection of questions prepared and available for incoming international students to help evaluate themselves for their successful attendance of their program. The questions are based on the prerequisites knowledge needed for subjects given in the masters program. Questions are prepared to stimulate a student to further reading on a given subject.

You can find the assessment exam using the following link. Use your student credentials to login to the moodle platform.

<https://moodle.unive.it/course/view.php?id=2531#section-2>

It is not obligatory on a student to take the self-assessment test but encouraged to do so.

2.12 MOOC Courses

- MOOCs (Massive Open Online Courses) are courses that are entirely available online. Which are free and open to all students.
- To enroll go to this link

<https://learn.eduopen.org/?lang=en>

and use your university username and password

- The link to MOOC courses is:

<https://www.unive.it/pag/15297/>

2.13 How to reach the Campus

You can find all the places of interest related to the University, scientific campus included, at this link: <https://apps.unive.it/mappe/>.

Information, numbers and e-mails of the Campus of Sciences can be found here: <https://www.unive.it/data/structures/700004>. Information about the general offices can be found here: <https://www.unive.it/data/structures/111581>.