



Università
Ca' Foscari
Venezia

www.unive.it

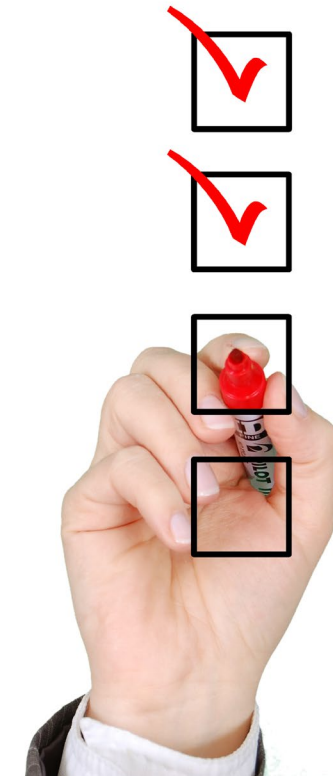


Overseas Programme



Documents

You may find all the documents related to your mobility at www.unive.it/overseas «**Departure, Stay and Return**»





Before Departure

About one month before departure, you must send to overseasout@unive.it:

- 📎 the Disclaimer (*Dichiarazione di liberatoria*);
- 📎 the Emergency Contact Authorization (+ a copy of your ID);
- 📎 the Learning Agreement (only if fully signed).

The documents must be filled in and fully signed, preferably in .pdf format.



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Learning Agreement



What is it?

The Learning Agreement is a crucial document because it ensures the recognition of the exams you will take abroad in your academic record.

It consists of a table where you will indicate:

- The titles and the number of credits of the exams you'll take abroad
- The titles and the number of credits of the Ca' Foscari exams that will be recognized.

Attention:

- The courses you'll choose must be consistent with your Ca' Foscari's Study Plan.
- The Host University might apply some restrictions on the choice of courses.
- You cannot include partial exams; only full exams are allowed.
- If the Host University requires a different format, you must still have the Ca' Foscari one approved as well, as it contains the details of the credit transfer.



How to fill in the LA

Exams:

- Browse the Host University website and **look for equivalence** between the courses offered by the Host University and your Ca' Foscari courses;
- **Discuss the courses** with the Academic Coordinator and **have them approved** by having the Learning Agreement signed.
- Once at the Host University, have the **Learning Agreement signed** by the Host University and send it to overseasout@unive.it



How to fill in the LA

Exams:

- If the course you choose replaces **one of the courses in your Study Plan**: in OC you must write the title of the course you'll take abroad, while in EC the title of the equivalent course at Ca' Foscari.
- If the course you choose does not have an equivalent and you want it to be **included in the free credits** (12 ECTS): in OC you must write the title of the course you'll take abroad, while in EC «*free credits with original title*».
- If the course you choose is part of the **extra credits**: in OC you must write the title of the course you'll take abroad, while in EC «*extra credits with original title*».



Study Plan

Courses approved in the LA and the recognition method must **comply with** your degree course **Study Plan** rules. You must:

- 📍 Verify your **Study Plan rules** on www.unive.it or at your **Campus** office.
- 📍 Ensure you have **completed any prerequisites** before starting the mobility.
- 📍 Ensure you have cleared any **Additional Learning Requirements (OFA)** before departure.

The **Academic Coordinator** verifies **course content and adequacy**, but **not compliance with Study Plan rules or prerequisites**.



Academic Coordinator

For all the information about the **academic aspects** of your mobility (contents of the courses / correspondance with Ca' Foscari courses / credit recognition) you shall refer to the **Teaching Committee Coordinator** of your B.A./M.A. Degree Course. You may find the name and contact of the Teaching Committe Coordinator in the webpage of your B.A./M.A. Degree Course.

The image shows a screenshot of the website for the 'Corso di Laurea Magistrale in Data Analytics for Business and Society' at Ca' Foscari Venezia. The navigation menu includes 'Home', 'Presentazione', 'Iscriversi', 'Studiare', and 'Laurearsi'. A yellow arrow points to the 'Presentazione' dropdown menu, which is open, showing options: 'Scheda del corso', 'Opinioni degli studenti e occupazione', 'Assicurazione della qualità', 'Docenti e organi', and 'Rappresentanti degli studenti'. Another yellow arrow points to the 'Scheda del corso' option. The 'Scheda del corso' page is displayed, showing the following information:

- Sede:** Dipartimento di Economia, San Giobbe Cannaregio 873, 30121 Venezia. Per informazioni contattare il Campus Economico, ✉ campus.economico@unive.it
- Referente:** Prof.ssa [Agar Brugiavini](#), (coordinatrice del collegio didattico, ✉ brugiavi@unive.it)
- Lingua:** Inglese

BEWARE: some Departments/Course nominated specific Academic Coordinators for Overseas.
Please check the exceptions in the following pages!



Università
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Venezia

VSM and undergraduate programmes

www.unive.it

If you are a student at the [Venice School of Management](#), you must contact:

Prof. Matteo Maria Triossi Verondini: all the destination (except UK), instructions here: <https://www.unive.it/data/people/21832605/avvisi>

Prof. Ashraf Khan : only UK destinations

If you are a student of the BA course in [Economics and Business](#), you must contact:

Prof. Giulia Iori: all the destinations

If you are a student of the BA course in [Philosophy, International and Economic Studies](#), you must contact:

Prof. Claudio Calosi: all the destinations

If you are a student of the BA course in [Conservation of Cultural Heritage and Performing Arts Management](#), you must contact:

Prof. Valentina Mignosa: all the destinations

If you are a student of the BA course in [Environmental Sciences](#), you must contact:

Prof. Andrea Brunelli: all the destinations

If you are a student of the BA course in [Computer Science](#):

Prof. Alessandra Raffaetà: all the destinations

If you are a student of the BA course in [History](#):

Prof. Chiara Bonfiglioli: all the destinations



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Venezia

VSM and graduate programmes

www.unive.it

If you are a student at the [Venice School of Management](#), you must contact:

Prof. Matteo Maria Triossi Verondini: all the destination (except UK), instructions here: <https://www.unive.it/data/people/21832605/avvisi>

Prof. Ashraf Khan : only UK destinations

If you are a student of the MA course in [Computer Science](#):

Prof. Alessandra Raffaetà: all the destinations

If you are a student of the MA course in [Cultural Anthropology, Ethnology, Anthropological Linguistics](#), you must contact:

Prof. Giovanni Bulian: all the destinations

If you are a student of the MA course in [Environmental Humanities](#):

Prof. Federica Maria Giovanna Timeto: all the destinations

If you are a student of the MA course in [Compared International Relations](#):

Prof. Francesca Antonini all the destinations

If you are a student of the MA course in [History of Arts and Conservation of Artistic Heritage](#):

Prof. Jasenka Gudelj all the destinations

If you are a student of the MA course in [History from the Middle Age to Present](#) and in [Historical Studies: Middle Ages, Early Modern and Modern Ages](#)

Prof. Chiara Bonfiglioli all the destinations

If you are a student of the MA course in [Environmental Sciences](#)

Prof. Andrea Brunelli all the destinations

If you are a student of the MA course in [Ancient Civilizations: Archaeology, Literature and History](#) rivolgiti a:

Prof. Massimo Maiocchi: tutte le destinazioni



If you are a student of the **Department of Asian and North African Studies**, you must contact:

Prof. Raissa De Gruttola, Prof. Sebastian Eicher and Prof. Livio Zanini: Chinese Language major (Prof. ssa De Gruttola Surname A-G, Prof. Sebastian Eicher Surname H-R, Prof. Livio Zanini Surname S-Z and MA course in Translation and Interpreting, Chinese-English-Italian translation and interpreting)

Prof. Sang Suk Lee: Korean Language major

Prof. Elia Dal Corso , Prof. Edoardo Gerlini e Prof. Lauri Kitsnik: Japanese Language major (prof. Dal Corso for B.A. program. prof. Gerlini and prof. Kitsnik for M.A. programs, LM20 and LM 40 respectively)

Prof. Antonella Ghersetti: Arabic Language Major LICSAAM (LT40) and LICAAM (LM20)

Prof. Barbara De Poli: Arabic Language Major LEISAAM (LM40)

Prof. Daniela Meneghini: Persian Language major

Prof. Aldo Ferrari: Armenian Language major and/or Russian Language Major (LICSAAM – curriculum Eurasia)

Prof. Marcella Simoni: Hebrew Language major

Prof. Matthias Kappler: Turkish Language major

Prof. Thomas Wolfgang Peter Dahnhardt: Hindi Language major

Prof. Edoardo Siani: Thai and Vietnamese Language Major

Prof. Maria Cristina Paciello: Trans-Mediterranean Studies: Migration, Cooperation and Development

Prof. Mirella Agorni: Translation and Interpreting, English-Spanish, English-Italian Sign Language (LIS), Spanish-Italian Sign Language (LIS) specialised translation



If your host university is in Switzerland, you must contact:

Università della Svizzera Italiana (USI)

- Business and Management: **Prof. Marco Tolotti**
- Philosophy and Ethics: **Prof. Claudio Calosi**

University of Zurich (UZH)

- Economics: **Prof. Andrea Baldin**
- History and Archaeology: **Prof.ssa Stefania De Vido**

Université de Neuchâtel

- Spanish language and literature: **Prof. Adrian J. SAEZ**



How to fill in the LA for thesis research

- If you are a **PhD Student** you must fill in the specific **LA for thesis research** and obtain **Supervisor approval**.
- If you are a **BA/MA Student** you can conduct **research abroad while taking courses and exams**. Inform your Ca' Foscari supervisor, but **DO NOT** fill in the LA for thesis research.





Once you arrive at the Host University

Send an email to overseasout@unive.it with:

- 📌 **Confirmation of Arrival:** the date should be the start of academic activities (orientation, welcome day, or start of classes).
- 📌 **Learning Agreement (LA):** fully signed (if not already sent).





Changes to the Learning Agreement

You will be allowed to change your Learning Agreement **within 30 days** from the beginning of classes at the Host University: fill in the form **Changes to the LA**, have it signed by the Host University and by the Academic Coordinator and send it to overseasout@unive.it.

DEL: for all the courses you want to **remove** from the LA

ADD: for all the courses you want to **add** to the LA

Beware: only the courses that change must be included in the form. If a course does not change from the LA, it must NOT be included in the Changes.





Changes to the Study Plan

You can change your Study Plan while you are abroad.

For exams recognised with the original title as free choice or extra credits:
no need to change your study plan before the mobility.

Only once the activities are regularly registered on your record book
(libretto) after your mobility, remember to modify your study plan by the
due deadlines ([Study plan and exams webpage](#)).





Before returning

Before returning have the **Confirmation of Departure signed** by the Host University and send it to overseasout@unive.it. The **departure date** is the **date of your last exam**, not your travel date.

The dates included in the Confirmation of Arrival and in the Confirmation of Departure are the final dates of your mobility.





Upon your return

Send an email to overseasout@unive.it with:

WHAT

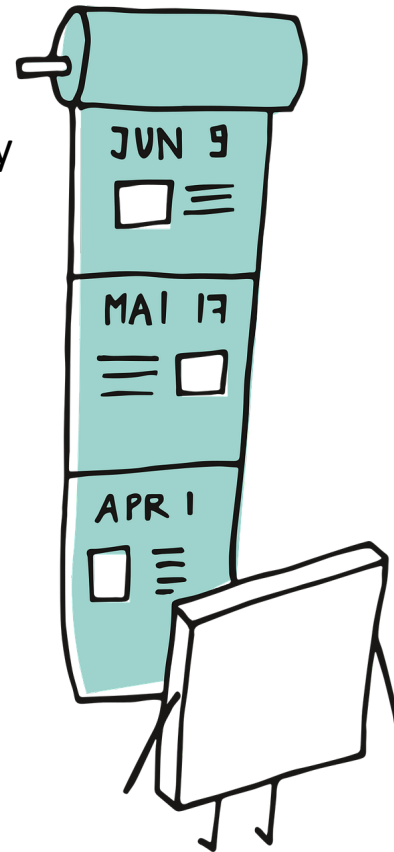
- 🐼 **Transcript of Records** = document from the Host University listing exams and grades (usually a month after the end of the mobility);
- 🐼 **Receipt of Expenses** = must be in your name (flights, visa, health insurance, dormitory).
- 🐼 **Credit Recognition Form** signed by the Academic Coordinator.

Please remember to fill in the **final survey**: you will receive the link to fill it in from our office after you'll send us the Confirmation of Departure.

WHEN

As soon as possible and no later than:

- ✓ **June 15** for mobilities carried out in the first semester
- ✓ **October 30** for mobilities carried out in the second semester





Credit Recognition

Fill in the **Credit Recognition Form** and give it to **Ca' Foscari Academic Coordinator**, along with the **LA**, the **Changes** (if any) and the **Transcript of Records** (you might be asked to meet him/her at office hours or to send the documents via email, depending on the Coordinator). The Coordinator will complete the **credit recognition form** (with marks and signature).

Once we'll receive the Credit Recognition Form, either from you or from the Academic Coordinator, we will forward it to the **Student Administration Unit** and your **academic record will be updated**.

The Credit Recognition Form must be sent via email to overseasout@unive.it.

We cannot perform either the credit recognition and the reimbursement if we do not receive the Credit Recognition Form.



Rules for reimbursement

You will not receive a scholarship, but you will receive a reimbursement in order to cover part of what you will spend during the exchange.



The reimbursement, which is issued only once, may vary from € 500 to € 980, depending on your destination.



A further bonus (from € 125 to € 245, depending on the destination) will be granted to students who will obtain the recognition of at least 12 Ca' Foscari credits.

Please refer to the file «**REIMBURSEMENT**» which you will find at: <https://www.unive.it/pag/12633/>

REMEMBER: the reimbursement will be performed exclusively on your Carta Conto. It will be your responsibility to check that the Carta Conto is regularly activated before departure. The reimbursement will be performed at the end of the exchange period, **only upon submission of all the documents related to the mobility.**



Expense Reimbursement Guidelines

Expense receipts are the **official proofs of payment** for the expenses you incurred **during your mobility period**.

These receipts must be issued **in your name**, indicate the **total amount spent** (even if the currency is not EUR), and be **directly linked to your mobility**. Eligible expenses include travel costs (e.g., flight tickets), accommodation (e.g., university residence), visa fees, and health insurance purchased prior to departure. Please note: A bank transfer receipt alone is not sufficient; it must be accompanied by supporting documentation (e.g., a lease agreement, flight ticket, etc.).

You must submit to overseasout@unive.it **only the receipts required to reach the maximum reimbursement amount specified in the Overseas Call for Applications (see Annex B – Reimbursements)**. Example: If you carried out your mobility in Australia and receive recognition for at least 12 CFUs, you must submit expense receipts for a total of €980.00 (base reimbursement) + €245.00 (bonus reimbursement) = €1,225.00. If your round-trip flight ticket cost €1,300.00, this single ticket will be sufficient to cover the total amount; otherwise, you will need to supplement it with additional receipts.

Receipts should preferably be attached as .pdf files and properly named according to the following format:

SURNAME_accommodation, SURNAME_outbound flight, SURNAME_return flight

Please bear in mind that you are submitting official documents that may be subject to financial audits.

Therefore, they must be clear and legible (if you take a photo, please crop out the background).

REMEMBER TO KEEP ALL ORIGINAL RECEIPTS UNTIL THE END OF YOUR MOBILITY PERIOD!





BANNED

REMEMBER

- ✓ Recognition of **partial exams** is **not allowed**. Only complete exams can be recognized.
- ✓ Recognition of exams which are **not included in your Learning Agreement** or in the Changes to the LA (thus not agreed upon with the Academic Coordinator) is **not allowed**.
- ✓ Recognition of exams **not included in the Transcript of Records** is **not allowed**.



Upon your return you will be sent a link to complete the «**Final Report**».

The report will be an extremely useful resource both for the students who will decide to carry out their mobility in the following years and for us, to get to know better our Partner Universities.





Summary of documents to send to overseasout@unive.it:

Before departure

Disclaimer

Authorization Emergency Contact (+ copy of your ID)

Learning Agreement (only if fully signed)

During the mobility

Confirmation of Arrival

Learning Agreement (fully signed, if not already sent)

Changes to the Learning Agreement (if you need to modify the LA)

Confirmation of Departure

After your return

Receipts of expenses

Transcript of Records

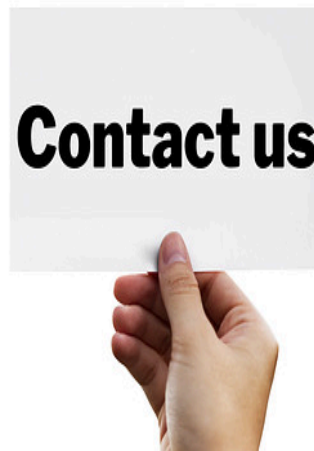
Credit Recognition Form

Final Survey





While abroad, please refer to the [Overseas webpage](#). Should you have any **doubt, inquiry or issue** please contact the Mobility Unit of the International Office!



**International Office
Mobility Unit
T 041 234 7566/8377
overseasout@unive.it**

<https://www.unive.it/pag/12633/>