





Who are the international students?

Degree Seekers

Double and Joint Degrees Students

International PhD students

• Exchange Students:

- Erasmus+ and Erasmus+ ICM
- Overseas
- SEMP





## **Academic Calendar**

DEPARTMENT	FIRST TERM	FIRST TERM	SECOND TERM	SECOND TERM	FIRST SEMESTER
		EXAMS		EXAMS	EXAMS
Department of Economics (DEC)	14 September – 16 October	25 October – 30	2 November – 4	13 December – 18	10 January – 5 February
Department of Humanities (DSU)	Possible rescheduled	October	December	December	
	classes: 18 October – 23		Possible rescheduled	Christmas Holidays: 24	
Department of Management (DMA)	October		classes: 6 December – 11	December – 9 January	
			December		
Department of Philosophy and Cultural Heritage (DFBC)			Bank Holidays: 1 November, 21 November, 8 December		

DEPARTMENT	FIRST SEMESTER	FIRST SEMESTER EXAMS
Department of Environmental	13 September – 18 December	10 January – 5 February
Sciences, Informatics and Statistics (DAIS)	Possible rescheduled classes: 20 December – 23 December	
	Bank Holidays: 1 November, 21 November, 8 December	
Department of Molecular Sciences and Nanosystems (DSMN)	Christmas Holidays: 24 December – 9 January	
Department of Asian and North	6 September – 18 December	10 January – 5 February
African Studies (DSAAM)	Possible rescheduled classes: 20 December – 23 December	
Department of Linguistics and	Bank Holidays: 1 November, 21 November, 8 December	
Comparative Cultural Studies (DSLCC)	Christmas Holidays: 24 December – 9 January	



# **Academic Calendar**

DEPARTMENT	THIRD TERM	THIRD TERM	FOURTH TERM	FOURTH TERM	SECOND
		EXAMS		EXAMS	SEMESTER EXAMS
Department of Economics (DEC)	7 February – 12 March	21 March – 26	28 March – 30 April	16 May – 21 May	30 May – 25 June
		March	5 11 111		22.4
Department of Humanities (DSU)	Possible rescheduled		Possible rescheduled		22 August – 10
	classes: 14 March – 19		classes: 2 May – 14 May		September
Department of Management (DMA)	March				
			Bank Holidays: 18 April, 25		
200			April, 1 May, 2 June		
Department of Philosophy and					
Cultural Heritage (DFBC)					

DEPARTMENT	SECOND SEMESTER	SECOND SEMESTER EXAMS	
Department of Environmental	7 February – 21 May	30 May – 25 June	
Sciences, Informatics and Statistics			
(DAIS)	Possible rescheduled classes: 16 May – 21 May	22 August – 10 September	
	Bank Holidays: 18 April, 25 April, 1 May, 2 June		
Department of Molecular Sciences and	Bullik Hollidays. 18 April, 23 April, 1 Way, 2 Julie		
Nanosystems (DSMN)			
Department of Asian and North	7 February – 21 May	6 June – 2 July	
African Studies (DSAAM)			
17 29	Possible rescheduled classes: 23 May – 28 May	22 August – 3 September	
Department of Linguistics and	Bank Validavia 19 April 25 April 1 May 2 line		
Comparative Cultural Studies (DSLCC)	Bank Holidays: 18 April, 25 April, 1 May, 2 June		
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## Academic Calendar

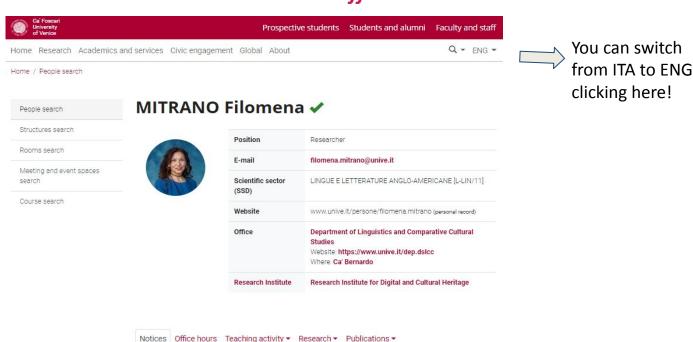
## **Bank holidays**

- ❖ 1 NOVEMBER 2021: ALL SAINTS' DAY
- ❖ 21 NOVEMBER 2021: MADONNA DELLA SALUTE HOLIDAY
- ❖ 8 DECEMBER 2020: IMMACULATE CONCEPTION
- ❖ 24 DECEMBER 2021 9 JANUARY 2022: CHRISTMAS HOLIDAYS
- **❖ 18 APRIL 2022: EASTER FESTIVITY**
- **❖** 25 APRIL 2022: LIBERATION DAY AND ST. MARK'S FESTIVITY
- ❖ 1 May 2022: Labour Day
- ❖ 2 June 2022: Republic Day



## **Professors' Office Hours**

- Check whether the office hours are held online (or on site)
- Check where the professor's office is under Office
- Check their office hours under Office hours





# How to Book an Appointment

According to your needs, select which type of appointment you need and then log in with your Ca' Foscari credentials.

If you cannot find an available slot, it means that they all have already been booked. Please wait for the next appointment to be available online or write an email.

Please note that appointments will available online mainly.

unive.it > Academics and services > Bachelor's
and Master's Degrees > Contacts > Welcome Unit



# Area: Educational Programmes and Student Services (ADiSS)

Ca' Foscari, Dorsoduro 3246, 30123 Venice - 🗣 map

#### Access

The staff only receives upon appointment and provides support in both **Italian** and **English**. Select the **service** you require and **book** an appointment according to the days/times available:

- · appointments for students, teachers and international PTA in mobility;
- appointments for international students and Italian students with an international title who intend to
   appointments.
- appointments at the first arrival in Venice for permit of stay (group appointment);
- appointments for the issue or renewal of permit of stay;
- appointments for Joint/Double degree programmes;
- appointments If for the Chinese front office.



# University buildings



Venezia Mestre



Porto Marghera Treviso Roncade



## Campuses

#### **HUMANITIES**:

• Department of Humanities <a href="mailto:campus.umanistico@unive.it">campus.umanistico@unive.it</a>

#### LANGUAGES:

- Department of Asian and North African Studies campus.dsaam@unive.it
- Department of Linguistics and Comparative Cultural Studies <u>campus.dslcc@unive.it</u>

#### **ECONOMICS**:

- Department of Economics
- Department of Management campus.economico@unive.it

#### SCIENCE:

- Department of Environmental Sciences, Informatics and Statistics
- Department of Molecular Sciences and Nanosystems <u>campus.scientifico@unive.it</u>

### TREVISO:

campus.treviso@unive.it





# Find accommodation with the Housing Office

- regional government residences;
- private residences;
- shared private apartments

Contact: housing@unive.it

Webpage: <u>Housing and Canteens</u>

unive.it > About > Enjoy Ca' Foscari > Housing and canteens





## **Buddy Programme**

### WHO IS A BUDDY?

A "Buddy" is a Ca' Foscari student who acts as a mentor to international students by facilitating their integration into university and city life. A Buddy will help you become familiar with university courses, and various locations and services associated with life in Venice and its cultural environment.

## **HOW TO FIND A BUDDY?**

Write an e-mail to <a href="mailto:buddy@unive.it">buddy@unive.it</a>





# Who is an Incoming Student?

A student who comes to Ca' Foscari to study through tone of these mobility programmes:

- Erasmus+ KA103
- Erasmus International Credit
   Mobility KA107
- Overseas
- SEMP
- Visiting student (free movers)





# **Learning Agreement and Changes**

You need to fill out the Learning Agreement with the *list of classes you want to attend in Venice.* 

You can change it, if you need to delete or add courses.

We highly recommend you to start attending classes **BEFORE** making changes to the Learning Agreement!

## Remember to:

- 1. Use the proper form
- 2. Check your choices with your home university
- 3. Submit it FIRST to incoming.mobility@unive.it
- 4. Have it signed by your home university



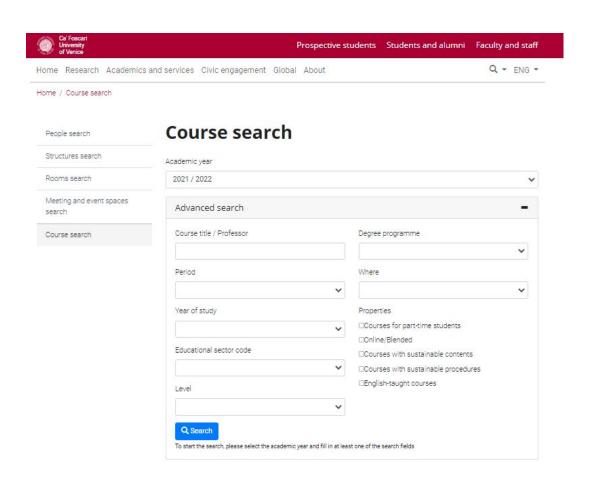


# Course Catalogue

To consult the Course Catalogue, you need to:

- Go to the University's webpage: <u>www.unive.it</u>
- Click on the search button, on the top right of the main page
- Type 'course catalogue'
- 4. Select the page 'Course Search'

PLEASE KEEP IN MIND TO SELECT THE 2021/2022 ACADEMIC YEAR AND TO RESPECT THE GUIDELINES



# Study plan

# DO NOT WORRY ABOUT YOUR <a href="https://example.com/study-plan">STUDY PLAN</a>:

you have time **until 10th October 2021** to complete it or make changes!

>It is up to you to ADD THE COURSES in your ONLINE BOOKLET!

You will receive BY EMAIL a specific guide about HOW TO ADD YOUR COURSES IN YOUR PERSONAL AREA!





## Other Classes

As a Ca' Foscari student, you are also able to attend classes from:

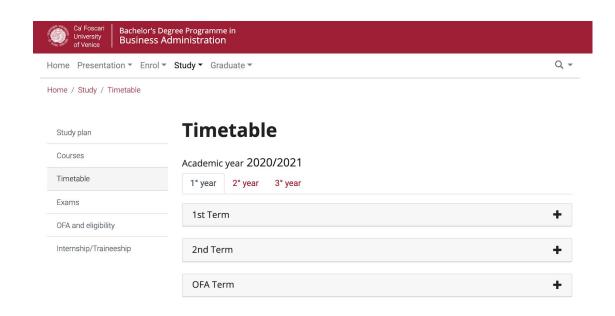
- School for International Education
   (SIE) cfsie@unive.it
- Venice International University
   (VIU) student-services@univiu.org





## **Courses Timetable**

- Go on your degree programme's webpage and click on Study
- In order to find your degree programme's webpage, please check:
   http://www.unive.it/pag/10478/
- To book your place in classroom, you need to downlod the <u>app</u> <u>MyUnive</u>





# **Exam Registration and Grades**

To take exams you have to register online during the due registration periods, at least 4 days before the exam date!

Please keep in mind that you will receive an email at your Ca' Foscari account (matriculation number@stud.unive.it) about either accepting or not accepting your exam results.



# How to write proper emails to professors

from your institutional email MATRICOLA@stud.unive.it

## DOs:

Dear Professor (use their surname),
Good morning. My name is NAME, matricola
889988, and I'm an exchange student from YOUR
UNIVERSITY. My major is (major).
----- ask them your questions politely ----I look forward to talking to you soon.
Best,
YOUR NAME

- Formal greetings are important!
- Remember Professors are people too
- If they don't reply immediately, they're most likely busy. Try again later, and be polite!

## **DON'Ts:**

Hello Prof. (name),
I have a question for u: your question
follows.

Can you let me know please because I'm busy and I need an answer thanks. Btw class was great last Thursday, see you.

YOUR NAME

- Refrain from using slang or abbreviations; this is a formal email, not twitter dot com
- If you have feedback on the class make sure you address it properly



Who is a Degree Seeker?

Students holding international qualifications who wish to enrol (or have already been enrolled) to a:

3-years bachelor's degree programme

2-years master's degree programme

 Joint or Double bachelor's or master's degree starting their programme in Venice

in order to obtain a qualification at Ca' Foscari.



# Your journey towards Ca' Foscari

- 1. Application on apply.unive.it;
- 2. Evaluation of the entry requirements;
- 3. Letter of enrolment eligibility;
- (ONLY for NON-EU students residing abroad) Pre-enrolment on Universitaly and VISA application;
- 5. Enrolment at Ca' Foscari University!





## Online enrolment

Procedures and deadlines for enrolment vary depending on where you come from:

 <u>EU students and equivalent</u> are citizens from European Member States and from Norway, Iceland, Liechtenstein, Swiss Confederation, Republic of San Marino, Holy See and citizens of non-EU countries regularly residing in Italy (i.e. holding a permit of stay valid for enrolment).

 Non-EU students who require a visa are citizens of non-European countries who require a visa for long-term stay in Italy valid for enrolment.

Why are there different deadlines based on nationality? As a consequence of the pandemic emergency, procedures for visa issuance for non-EU citizens have been completely revised and all deadlines have been postponed. These changes forced all the involved institutions to adjust their internal procedures accordingly. For this reason, Ca' Foscari decided to postpone deadlines for enrolment to give extra-eu students the due time to obtain their visa and complete the subsequent steps.

For more information:





# Enrolment procedures for EU students and equivalent

	LIMITED-ACCESS PROGRAMMES	OPEN-ACCESS PROGRAMMES
PROCEDURE	Refer to the relevant <b>Call for</b> applications!	<ol> <li>Account activation</li> <li>Submission of online enrolment request</li> <li>Finalization of your enrolment</li> </ol>
DEADLINE	Refer to the relevant <b>Call for</b> applications!	<ul> <li>30th of September 2021</li> <li>→ Exceptions (with additional €50,00 fee):</li> <li>open-access bachelor's degrees: from 01/10/2021 to 29/10/2021;</li> <li>open-access master's degrees: 18/11/2021 to 17/12/2021</li> </ul>

### What's the difference between open and limited access programmes?

- Open-access: admission through an assessment of curricular requirements and personal preparation
- Limited-access: admission through an assessment of curricular requirements and a selection procedure



# Enrolment procedure for non-EU students who require a visa

	LIMITED-ACCESS PROGRAMMES OPEN-ACCESS PROGRAMMES	
PROCEDURE	<ol> <li>Account activation</li> <li>Submission of online enrolment request</li> <li>Finalization of your enrolment</li> </ol>	
DEADLINE	17/12/2021 for all degree programmes.	

For more information: <u>unive.it</u> > Global > Degree-seeking students > <u>Enrolment for non-EU students who require a visa</u>





# (Mandatory) documents for enrolment

To finalize the enrolment you must have uploaded in the "Documents" section of your profile on apply.unive.it all the following documents:

## Bachelor's degree programmes

- Higher Secondary School final
   Diploma and transcript of records;
- Statement of Comparability issued by CIMEA <u>OR</u> Declaration of Value issued by the Italian representatives abroad;
- Language certificates;
- (for non-EU citizens) Italian visa for study;
- (for non-EU citizens already residing in Italy) Italian
   residence permit.

## Master's degree programmes

- Bachelor's degree final Diploma and transcript of records;
- Statement of Comparability issued by CIMEA <u>OR</u> Declaration of Value issued by the Italian representatives abroad <u>OR</u> Diploma Supplement issued by the qualification awarding institution;
- Language certificates;
- (for non-EU citizens) Italian visa for study;
- (for non-EU citizens already residing in Italy) Italian residence permit.





## **Tuition fees**

## **EU students and equivalent**

Three instalments for 2021/22 academic year:

- to be be paid by 30/09/2021
- to be paid by 10/12/2021
- to be paid by 16/05/2022

## Non-EU students who require a visa

Two instalments for 2021/22 academic year:

- First instalment of €700 to be paid by 17/12/2021
- Second instalment to be paid by 16/05/2022

## **Tuition Fee Waiver and CRUI/MAECI scholarship**

You will be required to pay only:

- €173 (Regional fee)
- €16 (revenue stamp)

For more information:





# Scholarships and Incentives

Article 34 of the Italian Constitution states that "capable and deserving pupils, including those lacking financial resources, have the right to attain the highest level of education."

Ca' Foscari offers a variety of financial aids:

- Regional scholarship (deadline: September 30th)
- Exemptions and reduction of fees (deadline: September 30th)
- Student loans
- Prizes for outstanding dissertations

For more information: Financial Aid Unit

<u>unive.it</u> > Academics and services > Bachelor's and Master's Degrees > Scholarships and Incentives





# Study plan, classes and exams

- You can start attending classes both on-site and online even if your enrolment has not been finalised using the provisional credentials you will obtain through the account activation procedure.
- Your study plan is the list of learning activities that you intend to take during your programme.
   For each activity you will have to pass an exam.
- To take exams you must be enrolled and you have to register online during the due registration periods.

For more information contact your Campus/Department or the professor in charge.





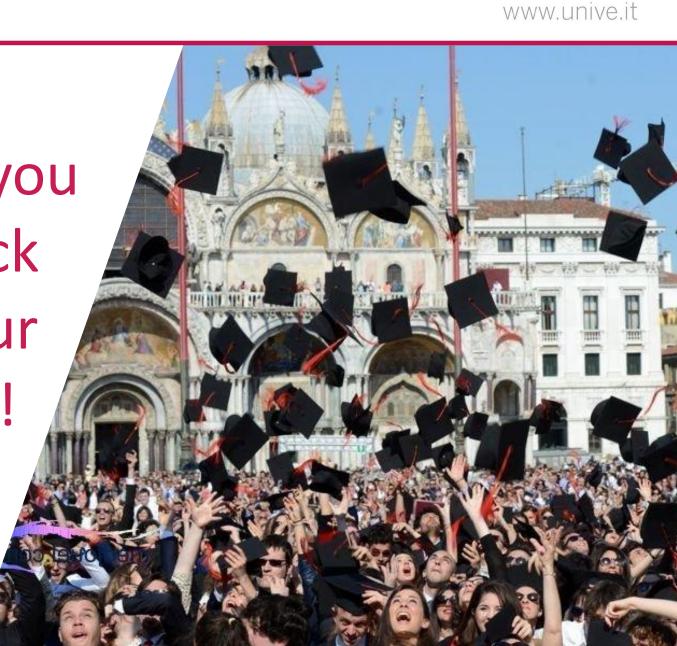
# Where to find information about study plan, classes, exams,...

- 1. Go to your programme website
- 2. Click on study





We wish you good luck with your studies!





# **Grading System**

The Italian grading system works on a scale from **18** to **30**. 18 is the lowest passing grade (sufficiency). 30L is the highest grade (30 cum laude).

**ONLY** if you pass the exam of a course will you obtain the relevant credits. Exams usually give 6 or 12 credits.

If you do not pass an exam, you can take it again..

If you do not pass an exam, this cannot be registered in the Grade Booklet, nor in the Transcript of Records. Therefore, you will not obtain the equivalent credits.





# University Email @stud.unive.it

In order to access your institutional email, you need to login by using your matriculation number as username and your personal password.





# **University Library Service**

The University Library System, which is made up of various libraries.

### The libraries are:

- **CFZ Cultural Flow Zone** www.unive.it/cfz
- LIBRARY OF ECONOMICS (BEC) www.unive.it/bec
- LIBRARY OF FOREIGN LANGUAGES AND LITERATURES (BALI) www.unive.it/bali
- LIBRARY OF HUMANITIES (BAUM) www.unive.it/baum
- LIBRARY OF MATHEMATICAL, PHYSICAL AND NATURAL SCIENCES (BAS) www.unive.it/bas

For further info, please visit this <a href="webpage">webpage</a> (https://www.unive.it/pag/40426/)





# **Students Societies/Associations**

- Ca' Foscari Alumni
- ESN Erasmus Student Network
- VECHIS Venice Chinese Italian Society
- Venice Diplomatic Society
- Shylock University Theatre Club
- Coro e Orchestra Ca' Foscari
- Invenicement
- Marketers Club
- Storie di Questo Mondo
- NUR
- Gesshin
- JEVE
- Radio Ca' Foscari















# University services and opportunities

#### Ca' Foscari Web Radio

Collaborate with the radio or complete an internship for the production of radio programmes to earn ECTS/CFU!

Zattere al Pontelungo, Dorsoduro 1392

www.radiocafoscari.it // rcfvenezia@radiocafoscari.it

## **University Sports Centre (CUS)**

CUS offers students the chance to participate in a variety of sports (judo, aerobics, volleyball, basketball, tennis and more). There are facilities for rowing, sailing, kayaking, golf, horseback riding, climbing and swimming.

**PLEASE NOTE**: Contact CUS to find out which activities are offered this semester!

Fondamenta dei Cereri, Dorsoduro 2407

www.cusvenezia.it // venescus@unive.it

T+39 041 520 0144

## **University Theatre (CUT)**

CUT Shylock collaborates with the University for innovative initiatives on cultural, social and environmental issues. It hosts visiting shows, organises experimental workshops and projects involving Italian and international students.

PLEASE NOTE: Contact CUT to find out which activities are offered this semester!

Palazzo Badoer, Rio Terà San Polo 2549

www.cut.it //info@cut.it

T+39 041 524 1647



# University services and opportunities

## **University Orchestra and Choir**

The University Orchestra and Choir gives you the opportunity to cultivate a passion for vocal or instrumental music. The repertoire ranges from medieval and Renaissance music to contemporary pieces. Anyone can join as long as they have an ear for music and/or playing skills.

**PLEASE NOTE:** See below contact details for information on activities offered this semester!

Prof. Vincenzo Piani (T +39 041 721 326)

www.corounive.provincia.venezia.it // corouniv@unive.it

## **Italian language courses**

Ca' Foscari School for International Education (CFSIE)

San Sebastiano, Dorsoduro 1686

https://www.unive.it/pag/9915/?L=0 // cfsie@unive.it

## **Other languages**

The CLA (Centro Linguistico d'Ateneo) organises several language courses. You can choose from different languages, such as French, German, Russian, Spanish, English.

San Sebastiano, Dorsoduro 1686

www.unive.it/cla // cla@unive.it

T+39 041 234 7311



# How will class attendance work?

This semester, you will be able to attend classes both in person and remotely.

To protect everyone's safety, the capacity of the classrooms will be reduced to 50% of the available spots and you will be able to reserve your place in the classroom through an online system (<a href="http://orari.unive.it/AgendaWebUnive">http://orari.unive.it/AgendaWebUnive</a>) or the app MyUniVE. The app can be used to reserve a place in the time slots of the different classes you want to attend in person. Upon entering the building, your temperature will be taken and the access will be permitted by showing to the reception, or by presenting to the staff assigned to monitoring access, the QR Code generated through the app/website as a proof of reservation.

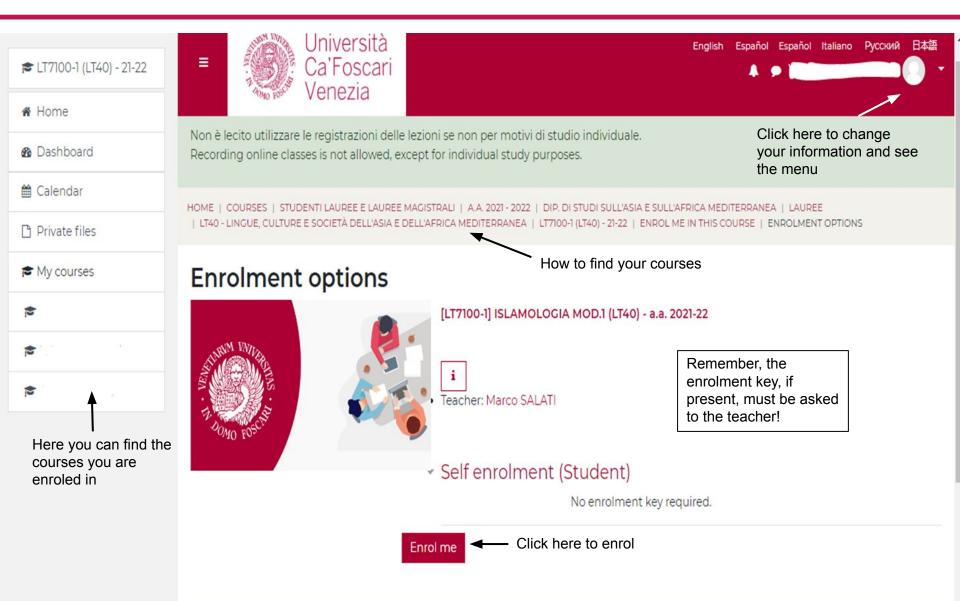
**Remember!** to access every building you must **wear a mask** and have with you your **green pass.** 

**Online classes** will be live streamed through the **Zoom** platform. The link to the ZOOM meeting will be made available on Moodle. **Moodle is an online platform** where, additionally, you **could find other materials** like recordings of lessons, videos, ppt and articles.

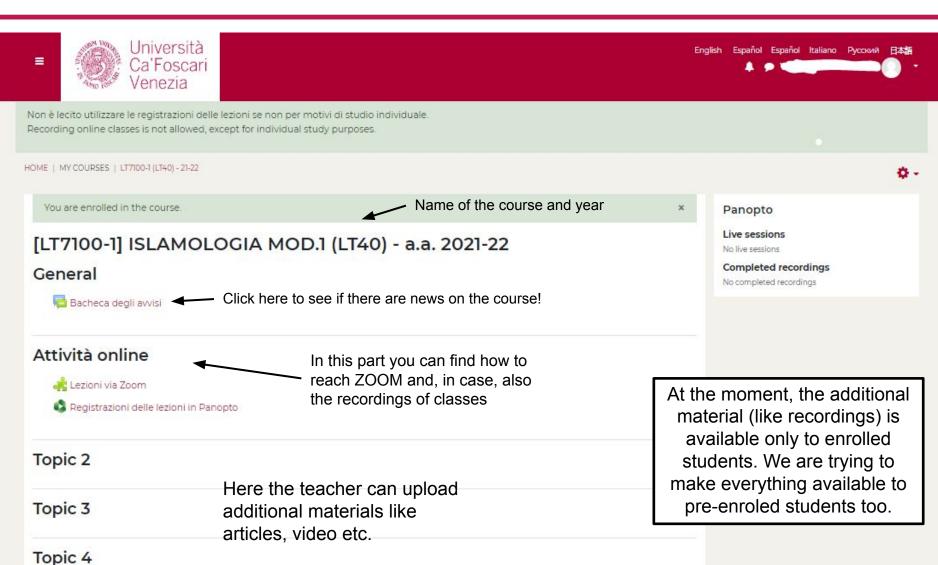


My bookings











# Meetings for new students!

Each meeting is organized on-site and online by the Campus to provide students with specific information about each programme.

### Find your study field:

Arts and Humanities Areas, Public Governance and Social Change: 6-7-8 September

Economics and Management: **9 September**Languages and Cultures Area: **3 September**Science and Technology Area: **9 September** 

Degree courses in International Trade and Tourism, Linguistic and Cultural Mediation: 9

September

Bachelor of Science in Digital Management: 9-13 September

Inclusion at Ca 'Foscari: 24 September

For more information: www.unive.it/tutorato > Da oggi matricole





# Italian Permit of stay

- If you are a non EU citizen and you wish to stay in Italy for more than 90 days, you must apply for a residence permit (permit of stay - permesso di soggiorno).
- Once in Venice, you can contact the Immigration Team to be supported in the application procedure. All the necessary information will be provided via email.
- Please, pay most attention to the <u>check list</u> concerning all the procedures and the documents you are required.

For more info: immigrationteam@unive.it



<u>unive.it</u> > Global > Incoming Mobility > Students: your stay, insurance, transport



## CartaConto

- The <u>CartaConto</u> card will be your Student ID, useful for universities services, or to buy your bus pass.
- It can also be used as a prepaid card.
- It will be ready in a few days after your enrollment has been finalised by the Counseling and Welcome Unit. You will receive an email to pick it up.

Università
Ca'Foscari
Venezia

4000 1234 5678 9010

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## For more info: immigrationteam@unive.it

<u>unive.it</u> > Academics and services > Bachelor's and Master's Degrees > Enrolment, registration, transfer to Ca' Foscari > CartaConto Ca' Foscari



# Tax code (codice fiscale)

- The tax code certificate is mandatory for administrative issues: opening a bank account, registering to the Italian health service, registering an accommodation, etc.
- Moreover, the tax code is needed to acquire the so called "Covid Green Pass"

For more info: immigrationteam@unive.it







### Covid-19 information hub

# Ca' Foscari Covid Hub <a href="https://www.unive.it/pag/40217/">www.unive.it/pag/40217/</a>

The Ministerial Decree of 5 August 2021 (<u>ITA</u>), requires university staff and students to obtain a Green Pass in order to access offline academic activities.

Please read thoroughly the <u>Covid-19 information hub</u> for information about:

Procedures for obtaining Italian Green Pass

Vaccination in Venice





#### Covid-19 information hub

# Quarantine or self-isolation upon your arrival

Please complete <u>this survey</u> provided by the Ministry of Foreign Affairs in order to know if you need to self-isolate upon your arrival, and for how long.

If you need assistance during your self-isolation (for example for food and basic needs delivery) you can ask for a <a href="mailto:buddy@unive.it">buddy@unive.it</a>



# Useful links to learn Italian and European measures

## Here you can find some useful links:

- All information on Covid-19 measures in Italy (such as when and where is mandatory to wear masks), traveling to Italy, health situation, EU Digital Certificates, and other relevant info (available in all European languages).
- <u>Measures in place of all European countries</u>, and what to do in case you wish to travel from an EU country to another (available in all European languages).



# Ca' Foscari Social



facebook.com/cafoscari



facebook.com/groups/cafoscarinternational



twitter.com/cafoscari



instagram.com/cafoscariuniversity



linkedin.com/school/cafoscari



youtube.com/youcafoscari flickr.com/cafoscari



flickr.com/cafoscari



telegram.me/cafoscari Scopri tutti i nostri social

#### **CA' FOSCARI NEWS**

All Ca' Foscari news can be checked by clicking on www.unive. it/cafoscarinews. Are you a cafoscarino with a great study, internship or university life experience? Write to <a href="mailto:comunica@unive.it">comunica@unive.it</a>

#### RADIO CA' FOSCARI

The Ca' Foscari web radio is available at www.unive.it/radiocafoscari



# How to reach the Counseling and Welcome Unit

#### **Joint and Double Degree:**

jointdegree@unive.it Dott.ssa Debora Dai Pre' T. 041 234 8062

#### **Incoming students:**

incoming.mobility@unive.it Dott.ssa Ketti Borille T. 041 234 7013



#### **Degree-seeking students:**

welcome@unive.it Dott.ssa Giada Pigatto T. 041 234 8105 Dott.ssa Alessia Pelella T. 041 234 8106

#### Permit of stay, fiscal codes, CartaConto

immigrationteam@unive.it Dott. Marco Giulio Giatti T. 041 234 7077 Dott. Marcello Feraco T. 041 234 8104 Dott.ssa Matilde Nuzzo T. 041 234 8104



