This guide was written in July 2018. All content draws back to that period and may have changed since the publication date. We do not assume liability for the content. All content is general in nature and cannot be binding in its cover of every individual case. The information is neither necessarily exhaustive nor comprehensive, nor does it necessarily represent the status quo. As information the contents of this guide are not legally binding and cannot substitute for experts’ information on the particular topic.
A word from the Rector

Dear colleague,

Welcome to the city of Venice, and welcome to Ca’ Foscari. Founded in 1868 as the first business school in Italy (and the second in Europe) Ca’ Foscari has always remained faithful to its founding mission and natural vocation to promote research and education well beyond our national borders. Nowadays Ca’ Foscari is renowned worldwide for its excellence within and across the disciplines of its tradition as well as for the international network of relationships it has developed. At Ca’ Foscari you will have an opportunity to work with world-class fellow faculty members and brilliant young researchers. You will be exposed to a rich population of high calibre students and to a variety of programs in which different disciplines – in economics, foreign languages, humanities and sciences – converge towards high-impact interdisciplinary research and education projects. At Ca’ Foscari you will be offered a well rounded experience, mixing highest-quality academic life with cultural, artistic and athletic activities provided within the unique Venetian context, as well as with a wide choice of scientific events involving Nobel prize winners, world leaders, artists, scholars and researchers.

This Welcome Guide will be a companion for your stay in Venice. Our International Welcome Unit will assist you in your enrollment procedures and the paperwork required for your stay (residency permit request, social security, ... etc). Our Housing Office will help you find an accommodation in Venice. The guide will then provide detailed information and contacts you might need during your first few weeks in town as well as also throughout all your stay in the lagoon. You have become part of Ca’ Foscari community and we are really pleased that you have chosen our university and the city of Venice for your professional experience. We will always be at your side to make sure you find this experience at Ca’ Foscari truly fulfilling.

With my best wishes,

Michele Bugliesi
Rector of Ca’ Foscari University of Venice
Welcome to Ca’ Foscari University of Venice!

The International Office – Welcome Unit will provide you with assistance before and during your stay in Venice.

You can ask the Welcome Unit for:
- Nulla Osta for Embassies
- Visa request
- Health insurance
- The Stay Permit
- The Fiscal Code
- Immigration procedures for your family
- Access to the University’s services (libraries, canteens, wifi).

In order to get in contact with the Welcome Unit or to book an appointment, please send an email to internationalstaff@unive.it

International Office – Welcome Unit
T +39 041 234 8103/8104
internationalstaff@unive.it
The main offices of the university's central administration are located at Palazzo Ca’ Foscari (Dorsoduro 3246 – 30123 Venezia).

FROM PIAZZALE ROMA OR FROM “VENEZIA SANTA LUCIA” TRAIN STATION
Ca’ Foscari can be reached on foot in approximately 15 minutes from both “Piazzale Roma” (bus station and car parking terminal) and “Venezia Santa Lucia” train station. By vaporetto (i.e. public boat service), either from the train station or the “Piazzale Roma” stop, take Line 1 or Line 2 and get off at “San Tomà”, which is the closest stop to Ca’ Foscari Palace. Vaporetto schedules and routes can be found on the ACTV website – the Public Transportation Authority of Venice.

For an interactive map of Venice with routes for getting to Ca’ Foscari from “Piazzale Roma” or from “Venice Santa Lucia” train station, please visit www.unive.it/maps

DISABLED PEOPLE ACCESSIBLE ROUTE TO CA’ FOSCARI
To arrive at Ca’ Foscari without encountering architectural barriers, take the Line 2 vaporetto or the Line 61 motor-boat (which can accommodate one wheelchair at a time) from the “Ferrovia” stop, the “Piazzale Roma” stop or the “Tronchetto” stop, and get off at the “San Basilio” stop.

From there, take Calle del Vento, cross Campo San Basilio (sign says “San Basegio”) and continue to Fondamenta San Basilio, which turns into Fondamenta San Sebastiano. At the end of Fondamenta San Sebastiano, turn right, taking Fondamenta del Soccorso. Continue straight to Campo dei Carmini (keeping the Church of the same name on your right). Cross Campo dei Carmini and take Calle de la Scuola to Campo Santa Margherita. Once in Campo Santa Margherita, continue straight on, keeping the open area and the building located in the centre on your left. Head toward Rio Tera’ Canal, which is located in front of you and enter Calle de Mezo de la Vida (on the left side of Rio Tera’ Canal).

At the end, turn left into Calle de la Vida and then immediately turn right onto Calle de la Madonna (passing under the portico of the same name). Follow this calle to Campiello dei Squellini, from there turn left into Calle Foscari. The entrance to Ca’ Foscari is at the end of Calle Foscari.

The map of the disabled people accessible route can be found by clicking on each building.
**EU CITIZENS**
If you are a citizen of a country belonging to the European Union, you do not need a VISA to enter Italy.

**NON-EU CITIZENS**
If you are a citizen of a country not belonging to the European Union, you need to obtain a VISA before your arrival in Italy. The visa request must be submitted to the closest Italian diplomatic representative (Italian embassy, consulate, etc.). For further information, visit the page dedicated to the VISA application process on the website of the Ministry of Foreign Affairs: vistoperitalia.esteri.it/home/en

The International Office - Welcome Unit will help you with your VISA application.

Some particular types of VISA require an online procedure (nulla osta), which is completed by the International Office – Welcome Unit. In the procedure, your personal data and the details of the research project must be specified. You will be requested to submit all the necessary documents to the Ca’ Foscari Office or Department of reference.

**EUROPEAN AND EU-EQUATED CITIZENS**
If you are spending 90 days or less in Italy you do not need to proceed with the official registration.

If you are spending more than 90 days in Italy, you can register at the local Registry Office (Anagrafe).

Ufficio Soggiorno Cittadini Comunitari
Via Dante 79 - Mestre (barchessa Ufficio Anagrafe)
T +39 041 274 6451/6452/6583
F +39 041 274 6453
comunitari@comune.venezia.it

**NON-EU CITIZENS**
If you are planning to stay in Italy for more than 90 days or you come here with a visa for work reasons, you have to request a Stay Permit within 8 days from your arrival in Italy.

The International Office - Welcome Unit will assist you in the application process for the Stay Permit.

The process requires the following steps:

1. Appointment at the International Office - Welcome Unit, which will give you guidance for the preparation of the documents and to fill in the related forms (Kit).

2. Only for Visiting/Adjunct Professors and Visiting Scholars: appointment at the local Prefecture (so-called Sportello Unico per l’Immigrazione – SUI) in order to verify the entry requirements.

3. Delivery of the documents and payment of the fees at the post office. At the end of the procedure, the postal officer will give you the receipt of the registered mail; keep it, in order to be able to register at the Italian Health Service and at the Civil Registry. On the receipt you will find two personal identification codes (user id and password), which will allow you to check the status of your application in the website www.portaleimmigrazione.it, and to verify on the Questura website if your Stay Permit is ready to be picked up. Besides getting the receipt, you will be informed of the date of your first appointment at the Immigration Office – Questura.

4. Appointment at the Questura for the verification of the documents delivered at the Post Office. You will have to bring:
   - 4 ID photos (on white background, in passport format);
   - Original documents previously delivered in the Kit;
   - Passport (original document)
   - The receipt of the registered mail.

During the appointment, they will take your fingerprints.

Please note: the procedure for the request and release of your Residency Permit will cost you about 100€ in taxes.

International Office - Welcome Unit
T +39 041 234 8103/8104
internationalstaff@unive.it
HEALTH INSURANCE

CITIZENS OF COUNTRIES BELONGING TO THE EUROPEAN UNION, TO SEE STATES (ICELAND, LIECHTENSTEIN AND NORWAY) AND CITIZENS OF SWITZERLAND

All necessary healthcare for European citizens, who do not legally transfer their residency to Italy, is covered by the Italian National Health Service thanks to the European Health Insurance Card (EHIC) which is issued by your national health authorities. If you do not have an EHIC card, you should contact the health service in your country prior to your departure. The EHIC card will allow you to have access to the National Health Care services (i.e. medical examinations, recovery in a hospital or in a health care centre, etc.). The overall objective is to guarantee you an adequate assistance throughout your stay in Italy. Please note that the card does not cover payments for private healthcare providers or for planned healthcare, for which it is urgent to take the S2 route belonging to your country. In the case that you are planning to transfer your residence to Italy, you should ask your home country to take the S1 route, which allows you to benefit from the same healthcare services as Italian residents through the registration at the National Health Service. Registration to the National Health Service must be done at the Health District (ASL – Anagrafe Sanitaria Locale) that you belong to.

CITIZENS FROM COUNTRIES WITH BILATERAL AGREEMENTS (AUSTRALIA, BOSNIA HERZEGOVINA, BRAZIL, CROATIA, MACEDONIA, MONTENEGRO, PRINCIPALITY OF MONACO, REPUBLIC OF SAN MARINO, SERBIA)

Citizens from countries with bilateral agreements can benefit from health insurance from the National Health Service, thanks to the specific forms released by the health service institutions of their respective countries. Listed below you find the countries with bilateral agreements and the related healthcare forms to request:

- Australia – Medicare card (valid just for 6 months from the entrance in Italy)
- Brazil - I/B 2 Certificate
- Croatia – I11 Certificate
- Bosnia, Herzegovina, Macedonia, Serbia and Montenegro – OB7 Certificate
- Principality of Monaco – I/MC 8 Certificate
- Republic of San Marino – I/SMAR 8 Certificate

These certificates must be delivered to the Health District (ASL – Anagrafe Sanitaria Locale) before you request health care. In turn, the Health District will give you a specific Certificate that can be used anytime you need health care in Italy. These forms do not cover the costs of private health care, but allow you to obtain urgent health services at public health centres during your stay in Italy. If you need planned health care, you must have a specific Certificate released by your country. As an alternative to all certificates previously mentioned, it is possible to subscribe to the regional Health Service following the procedures described below.

NON – EUROPEAN CITIZENS

When applying for a Residency Permit, non-European citizens will be required to provide proof of health insurance coverage. The health insurance coverage can be obtained:

1. With a private health insurance contract. The private health insurance contract can be released by any insurance agency, both in Italy and abroad, as long as:
   - It is valid in Italy;
   - It covers all the risks of illness;
   - It covers the duration of your stay in Italy and has its date of release and expiry specified;
   - It indicates the procedures to follow to ask for a reimbursement;
   - It can be legally translated into the Italian language if the insurance policy has been provided by your country of origin.

2. With a registration to the Regional Health Service. In this case, you have to go to the closest Health District (ASL – Anagrafe Sanitaria Locale):
   - A copy of the residence permit or the receipt for your residence permit request issued by the Post Offices (Post office receipt);
   - Fiscal code (codice fiscale);
   - Declaration of incomes of the previous year translated into Italian language and legalized
   - Receipt of the required payment to be made to the bank account n. 343301 of Poste italiane S.p.A - C.S.S.N. Regione Veneto. The amount to be paid is calculated upon your incomes of the previous year.

The voluntary registration gives you the right to obtain the same health care as an Italian citizen. It is valid for a calendar year (1st January – 31st December) only in Italy. The payment cannot be divided into instalments.

ULSS
www.ulss12.ve.it [IT] estero@ulss12.ve.it

ULSS
www.ulss12.ve.it [IT] estero@ulss12.ve.it
If you are not feeling well and you need to see a doctor, you can refer to one of the General Practitioners of any Healthcare District in the area of the Azienda Unità Sanitaria n°12 Veneziana, or to the one you are assigned to if you enrol in the Regional Health Service; in case of emergency, you can always go to the Emergency Department of the San Giovanni e Paol Hospital in Venice (Castello 6777, waterbus lines n.41, 51, 52) or of the Ospedale dell’Angelo in Mestre (via Paccagnella n11; bus H1, H2 from Mestre; bus 80H from Venice).

Do not forget to bring with you:

- Your ID or passport;
- The EHIC card or the Form that the Health district has given you (for students from countries with bilateral agreements) or a valid Health insurance, or the Health insurance card if you are registered at the Regional Health System.

Please remember that you can go to the Emergency Department even if you do not have a health insurance.

**IN CASE OF EMERGENCY, DIAL THE TOLL-FREE NUMBER 118.**

**PHARMACIES AND MEDICINES**

Generally, pharmacies have the same opening hours as the other stores in the city centre; however, there are a few 24 hour pharmacies open in case of emergency. If you are undergoing a special treatment, remember to check the availability of your medicine and to bring your prescription with you to the pharmacy.

For a list of pharmacies in Venice, please check the following website: [www.ulss12.ve.it/farmacie.aspx](http://www.ulss12.ve.it/farmacie.aspx) [IT]

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**ADMINISTRATIVE OFFICES**

- **ULSS 12 VENICE**

  **DISTRETTO SOCIO SANITARIO (HEALTH DISTRICT) N° 1**
  Dorsoduro 1454 – Venice
  T + 041 529 4024
  **Opening days:**
  Monday > Friday 09.00 > 13.00
  Monday, Tuesday, Thursday and Friday also 14.00 > 16.00
  dist1.gbg@ulss12.ve.it

  **DISTRETTO SOCIO SANITARIO (HEALTH DISTRICT) N° 2**
  Piazzale Ravà 1 Lido – Venice
  T + 39 041 529 5126/5133
  **Opening days:**
  Monday > Saturday 09.00 > 13.00
  distretto2@ulss12.ve.it

  **DISTRETTO SOCIO SANITARIO (HEALTH DISTRICT) N° 3**
  Mestre Centro via Cappuccina 129.
  Venezia - Mestre
  T + 39 041 260 8114
  **Opening days:**
  Monday > Friday 8.30 > 12.30
  Monday, Tuesday, Thursday and Friday also 14.30 >16.30
  dist3.capp@ulss12.ve.it

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**FISCAL CODE**

In Italy, the fiscal code is a personal document used for the identification of the citizen in his relations with the public institutions and administration. The code lists 16 alphanumerical digits (which represent your personal data: surname, name, gender, date and place of birth). It is useful for several economic and tax-related activities, such as:

- Opening a bank account,
- Activating the university card of Ca’ Foscari,
- Signing a rental agreement,
- Buying an Italian SIM card.

You will find your fiscal code inside the Welcome Kit that you can pick up at the Welcome Unit. In case you need it in advance, before arriving in Venice, please send us an email.

**International Office - Welcome Unit**

T +39 041 234 8103/8104
internationalstaff@unive.it

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**HOUSING OFFICE**

The Housing Office service is intended for students, researchers, professors and international academic staff, that arrive in Venice to study or work in Ca’ Foscari. The Housing Office helps international students search for a suitable and affordable accommodation in either one of Ca’ Foscari’s student residences, or in flats and hotels holding agreements with Ca’ Foscari University. The Housing Office acts as an intermediary by matching your needs and preferences with the available accommodations. The office may also help you look for transitional lodging, while waiting for a more suitable accommodation in Venice.

If you are an international student, researcher or professor coming to study at Ca’ Foscari University and you intend to apply for accommodation through the Housing Office, the application form for accommodation will be provided to you directly by the office of Ca’ Foscari in charge of your stay (no download is available on line).

**International Office - Welcome Unit**

T +39 041 234 8103/8104
internationalstaff@unive.it

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**Housing Office**

Palazzo Rio Novo (first floor),
Dorsoduro 3861, Calle Larga Foscari,
30123 Venezia

Monday > Friday 9 > 17
(appointment only)
T +39 041 234 8200
F +39 041 234 8202
housing@unive.it
ACCOMPANYING FAMILY

Spouse and children may follow the international professor/researcher to Italy. In case of Non-EU citizens, there are two options:

FAMILY REUNION
In this case, family joins the professor/researcher who is already living in Italy. The International Office – Welcome Unit will submit the online application for the authorization (nulla osta) of the family visa. Once the family members receive the VISA, they can enter in Italy and request the residency permit form.

COHESION WITH FAMILY ALREADY PRESENT IN THE TERRITORY
In this case, family enters the country together with the professor/researcher, usually with a touristic VISA. Afterwards, family members must request a residency permit.

In both cases it is necessary to produce the required documentation regarding family status, income, and accommodation situation in Italy.

The International Office – Welcome Unit will provide you with the necessary support. In case you intend to enrol your children in schools in the area, the International Office – Welcome Unit can provide you with the primary useful information.

International Office – Welcome Unit
T +39 041 234 8103/8104  
nationalstaff@unive.it

CANTEENS

ESU Venezia is in charge of the university canteens where Ca’ Foscari students, professors and staff can eat at discount prices and choose among a variety of full or reduced menus including vegetarian and dietetic ones. You can access the canteens by using the card that will be provided to you by the International Office – Welcome Unit. You can find the canteens on the map of Ca’ Foscari buildings.

International Office – Welcome Unit
T +39 041 234 8103/8104  
nationalstaff@unive.it

BANK ACCOUNT

To open a bank account in Italy, it is necessary to go to a bank and ask for information on the costs and procedures for the activation of an account. Each bank varies in costs and procedures. It is also necessary to present your fiscal code (see the dedicated section of this Guide).

In case of paid contracts, the university must retain an amount of the compensation of the international professor/researcher/guest, as required by remuneration law. To avoid double taxation (in Italy and in the country of residence) there are some international agreements, which you can find on the website of the Ministry of Economics and Finances.

If residing in one of these countries, the international guest can choose whether:
• To be taxed only in his/her home country. In this case he/she must fill in the “Double Taxation” form and produce a certificate of fiscal residency for the current year. Both documents must be delivered to the Department hosting the professor/researcher as soon as possible, or at least before his/her arrival in Italy;
• To be taxed only in Italy. In this case, the Economics Treatments Office intervenes automatically.

Furthermore, remember to deliver the payment form to the offices. The form is available for download on the Personal Area of the University’s website.

International Office – Welcome Unit
T +39 041 234 8103/8104  
nationalstaff@unive.it

DOUBLE TAXATION

To open a bank account in Italy, it is necessary to go to a bank and ask for information on the costs and procedures for the activation of an account. Each bank varies in costs and procedures. It is also necessary to present your fiscal code (see the dedicated section of this Guide).

In case of paid contracts, the university must retain an amount of the compensation of the international professor/researcher/guest, as required by remuneration law. To avoid double taxation (in Italy and in the country of residence) there are some international agreements, which you can find on the website of the Ministry of Economics and Finances.

If residing in one of these countries, the international guest can choose whether:
• To be taxed only in his/her home country. In this case he/she must fill in the “Double Taxation” form and produce a certificate of fiscal residency for the current year. Both documents must be delivered to the Department hosting the professor/researcher as soon as possible, or at least before his/her arrival in Italy;
• To be taxed only in Italy. In this case, the Economics Treatments Office intervenes automatically.

Furthermore, remember to deliver the payment form to the offices. The form is available for download on the Personal Area of the University’s website.
TELEPHONE CALLS

PHONE CALLS
In order to call Italy from another country you should dial 0039 before the number. However, if you are calling a foreign country from an Italian phone, remember to dial 00 (international prefix) and the country code of the country you are trying to reach, before dialling the rest of the phone number.

MOBILE PHONE
If you have a mobile phone, we suggest that you buy an Italian SIM Card. This will allow you to call Italian numbers and to receive phone calls from your home country with affordable costs. A new Italian SIM card costs about 5-10 Euros, and you can choose from 4 main mobile operators: 3, Tim, Vodafone and Wind. In order to buy a SIM Card you should present a copy of your passport or ID, an Italian address and the fiscal code (codice fiscale).

SKYPE
You can also call friends and family abroad via internet. Skype is probably the most commonly used free software. It can be downloaded at www.skype.com. By registering, you can call other registered users for free. It can also be used with various smartphones. Also, for external numbers Skype offers a variety of priced options according to your needs. Please note that you cannot make emergency calls through Skype.

PRE-PAID CARDS
Prepaid cards are the cheapest tool to call abroad if you do not have a mobile phone. You can purchase them at the tabaccheria (small stores around the city that sell postage stamps, phone cards, etc.), newsagents, or phone-shops. There are different kinds of cards according to the country you wish to call. Please note: Pre-paid cards can be used for a determined period (days, weeks or months).

MAIN EMERGENCY NUMBERS
112 European Emergency number
113 Police
115 Fire Department
118 First Aid/Emergency Room Ambulance
1522 Women’s Safety

GRADES AND STUDY PLAN

The Italian grading system works on a scale from 18 to 30.

18 is the lowest passing grade (sufficiency). 30 is the highest grade. In case of particularly outstanding exams, the professor can assign “lode” and the grade is registered as 30 cum laude (30L online).

If a student passes an exam, the academic credits (CFU) earned will be automatically uploaded to his/her course of study. Exams usually weight 6 or 12 university credits.

Please Note:
If a student does not pass an exam, this won’t be registered on his/her course of study. Also, the student won’t receive the corresponding credits.

EUROPEAN CREDIT TRANSFER SYSTEM (ECTS)

The European Credit Transfer System (ECTS) is a system used throughout Europe for transferring university credits. It is based on the clarity and transparency of the students’ plans of study and on the assignment of appropriate credits for work completed. The objective of this system is to guarantee that credits for the courses and exams taken during the period spent abroad are granted according to clear rules, known to students before leaving and based on precise and recognized agreements ruled by mechanisms that are common to all institutions participating in the Programme.

Ca’ Foscari University of Venice - according to European directives regulating the ECTS - has established that 1 CFU = 1 ECTS (Academic Senate, 02/14/2006 session, resolution n. 45).

Additionally, following the ECTS guide (ECTSUser’s guide), European universities that participate in the system’s credit transfer are required to use the new process of grade conversion of credits acquired while abroad. This system is based on the distributive percentage of grades according to a department’s individual guidelines. Until the new system is adopted by all university partners, the traditional system, (A, B, C, D, E) will continue to be in use, however, revised by the department.

For further information on grade conversions: www.unive.it/ects-english
ACADEMIC CALENDAR 2018/2019

Department of Economics (DEC)
Department of Humanities (DSU)
Department of Management (DMA)
Department of Philosophy and Cultural Heritage (DFBC)

First term (start of first semester): 17 September – 20 October 2018
Rescheduled classes: 22 - 27 October 2018
Exams (first term): 29 October – 3 November 2018

Second term: 5 November – 8 December 2018
Rescheduled classes: 10 – 15 December 2018
Exams (second term): 17 – 22 December 2018
Exams (first semester): 7 January – 2 February 2019

Third term (start of second semester): 4 February – 9 March 2019
Rescheduled classes: 11 – 16 March 2019
Exams (third term): 18 – 23 March 2019

Fourth term: 25 March – 27 April 2019
Rescheduled classes: 29 April – 4 May 2019
Exams (fourth term): 6 – 11 May 2019
Exams (second semester): 20 May – 15 June 2019 (TBC)
Exams (summer session): 26 August – 14 September 2019 (TBC)

Department of Environmental Sciences, Informatics and Statistics (DAIS)
Department of Molecular Sciences and Nanosystems (DSMN)

First semester: 17 September – 22 December 2018
Exams (first semester): 7 January – 2 February 2019

Second semester: 4 February – 11 May 2019
Exams (second semester): 20 May – 15 June 2019 (TBC)
Exams (summer session): 27 August – 8 September 2019 (TBC)

Department of Asian and North African Studies (DSAAM)
Department of Linguistics and Comparative Cultural Studies (DSLCC)

First semester: 10 September – 22 December 2018
Exams (first semester): 7 January – 2 February 2019

Second semester: 4 February – 18 May 2019
Exams (second semester): 27 May – 22 June 2019 (TBC)
Exams (summer session): 26 August – 7 September 2019 (TBC)

WELCOME DAY

Second semester: 2 February 2018 – all areas

BANK HOLIDAY

1 November 2018: All Saints’ Day
21 November 2018: Madonna della Salute holidays
8 December 2018: Immaculate Conception
23 December 2018 – 6 January 2019: Christmas holidays
22 April 2019: Easter festivity
25 April 2019: Liberation day and St. Mark’s festivity
1 May 2019: Labour day
2 June 2019: Republic day

GRADES REGISTRATION

Ca’ Foscari University of Venice uses an online system to manage students’ course of study, including exam enrollment and grade registration. Professors have a unique code (firma digitale) to access the registration procedure.

For any matter related to exams registration:
- Economic Campus
campus.economico@unive.it
- Scientific Campus
campus.scientifico@unive.it
- Humanities Campus
campus.umanistico@unive.it
- Department of Linguistics and Comparative Cultural Studies – Educational Programmes Sector
didattica.dslcc@unive.it
- Department of Asian and North African Studies - Educational Programmes Sector
didattica.dsaam@unive.it

For any matter related to the firma digitale, hardware, or software:
- ASIT
asit@unive.it
MAILBOX

All users have a personal inbox which is automatically available within 24 hours after completion of the enrolment process. You will be able to manage your account visiting the following website: www.unive.it. And clicking on Webmail on the bottom-right corner of the webpage.

The address is defined by your name and surname (name.lastname@unive.it). It is extremely important to check this e-mail account frequently, as you will receive information about events, procedures and news from the university to this e-mail address.

The university mailbox is one of the several services provided for free by Google, thanks to an agreement signed with the University. Each account has 30 GB of storage available, which the user can use both email and file sharing.

GETTING CONNECTED

Ca' Foscari University of Venice encourages the use of computer applications to support teaching and learning activities in collaboration with the IT Service Area.

Thanks to the Wi-Fi network, all Ca’ Foscari students, professors and staff have free access to internet, both by using workstations available in the University departments and libraries, or by using a personal mobile phone, pc or tablet.

For further information:
www.unive.it/wifi > English

UNIVERSITY LIBRARY SERVICE

The University Library System, which is made up of a total of 16 libraries - including subject-related libraries, departmental libraries and a Learning Centre Library - holds approximately 1 million books and has access to 4,400 periodicals as well as to a wide range of electronic resources. The library services are available to all students who have a Ca’ Foscari Student Card. International students will receive this card upon their arrival.

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 information
www.unive.it/pag/4750
ITALIAN LANGUAGE COURSES
The Ca’ Foscari School for International Education (CFSIE) organizes Italian language courses for international guests.

Ca’ Foscari School for International Education (CFSIE)
San Sebastiano, Dorsoduro 1686
www.unive.it/cfsie
cfsie@unive.it

OTHER LANGUAGE COURSES
The CLA, Centro Linguistico d’Ateneo, organises several language course. You can choose from different languages, such as French, German, Russian, Spanish.

Centro Linguistico di Ateneo (C.L.A.)
San Sebastiano, Dorsoduro 1686
www.unive.it/cla - claonline.unive.it
(register to C.L.A., placement test)
T 041 234 9713/9717
(Segreteria Didattica)
F 041 234 9737
cla@unive.it

UNIVERSITY SPORTS CENTRE OF VENICE (CENTRO UNIVERSITARIO SPORTIVO – CUS)
The University Sports Centre of Venice (CUS) offers university students and staff the chance to participate in a wide variety of sports such as judo and personal defense, aerobics, and other kinds of recreation such as volleyball, basketball, tennis, handball and five-a-side football. There is also a sauna. In the city centre and on the mainland there are sports facilities for rowing, ‘yoga alla veneta’, sailing, canoeing and kayaking, golf, horse riding, free climbing and swimming. The CUS also offers university members the possibility to take part in summer and winter sport camps. They also organise interfaculty football, volleyball, basketball, tennis and five-aside football tournaments.

Registration
In order to register, please contact the CUS Administrative Office at Dorsoduro, Fondamenta dei Cerei, 2407 (Monday > Friday, 10.30AM > 12.30PM and 4.00PM > 6.00PM)
You need to take with you:
• Certificate of your status at Ca’ Foscari;
• CUS registration payment;
• Payment for the chosen activity;
• Medical certificate for non-agonistic sports activity, in Italian or in English (in original copy)
• The CUS offers also the possibility to get the medical certificate at a fixed price.

CUS
Fondamenta dei Cerei, Dorsoduro 2407
www.cusvenezia.it
T +39 041 520 0144
F +39 041 524 6619
venescus@unive.it
Radio Ca’ Foscari (RCF) is the University’s web radio, which offers to enrolled students the opportunity to participate in the activities of the radio station. Indeed, it is possible to collaborate with the radio simply as a radio enthusiast or through an internship for the production of radio programmes, which will earn you university credits (ECTS/CFU).

Zattere al Pontelungo, Dorsoduro 1392
www.radiocafoscari.it
rcfvenezia@radiocafoscari.it
facebook.com/radiocafoscari

CUT Shylock is a cultural association aimed at promoting technical-artistic innovation in the field of theatre. Furthermore, it collaborates with the University’s departments on specific initiatives regarding cultural, social, and environmental issues. It organises training and experimental workshops, hosts visiting productions and shows, and carries out research and various production projects, involving both Italian and international university students and graduates.

Palazzo Badoer, Rio Terà San Polo 2549
Tel +39 041 524 1647
(Tues 3.30 PM> 6PM)
info@cut.it - www.cut.it [IT]

For over 30 years the University Orchestra and Choir have offered students the opportunity to begin or further cultivate a passion for vocal or instrumental music. The repertoire changes every year and ranges from medieval and Renaissance music to contemporary, avantgarde and easy listening. Anyone can join provided you’ve got an ear for music and/or adequate playing skills.

Prof. Vincenzo Piani
T +39 041 721 326

Alvise Minghetti
T +39 347 543 3723
www.corounive.provincia.venezia.it
corouniv@unive.it
THE VENETO REGION
Venice is the capital of the Veneto region. Situated in the north-east of Italy, this area boasts a diverse variety of climate and geography: from the mountainous Dolomites to Garda lake, to the sandy beaches of the coast and the mild hills of the mainland. There are six provinces and main cities that are worth visiting and can be reached easily by public transportation: Padua, Treviso, Vicenza, Verona, Belluno and Rovigo.

WHERE LIONS FLY!
Built upon the waters of the Venetian lagoon, Venice is made up of 118 small islands connected by 150 canals and more than 400 bridges. The most commonly-known part of Venice is the historical centre, which is cut into two areas by the Grand Canal. However, the city also encompasses a section of the mainland - which is connected to the islands by a 4 kilometre long bridge and a number of islands within the Venetian lagoon (Murano, Burano, Torcello, Lido...). One of the first things that you will notice upon your arrival is the particular way in which Venetians name their streets, etc., it truly is a world apart.

DID YOU KNOW THAT...? MEANS

<table>
<thead>
<tr>
<th>Calle</th>
<th>Long narrow street</th>
</tr>
</thead>
<tbody>
<tr>
<td>campo</td>
<td>Square</td>
</tr>
<tr>
<td>Campiello</td>
<td>Small square</td>
</tr>
<tr>
<td>Corte</td>
<td>Courtyard</td>
</tr>
<tr>
<td>Fondamenta</td>
<td>Street with one side onto the canal</td>
</tr>
<tr>
<td>Piazza</td>
<td>Square (only used to refer to Piazza San Marco)</td>
</tr>
<tr>
<td>Rio Terà</td>
<td>Street built on a covered canal</td>
</tr>
<tr>
<td>Sotoportego</td>
<td>Part of a street that passes under the buildings</td>
</tr>
</tbody>
</table>
Discovering Venice is a gradual exploration of calli and campi. A map is definitely a must have if you do not want to get lost. The city is divided into 6 main areas (called “Sestieri”) each with its own unique features (see table).

**CONTACTS**
There are several APT (Azienda di Promozione Turistica) kiosks scattered around Venice, which provide visitors with information about the city. The main ones are located in:
- Santa Lucia Train Station
- Piazza San Marco
- Castello 4421 (Headquarters)

T +39 0415298711
info@turismovenezia.it
www.turismovenezia.it

<table>
<thead>
<tr>
<th>NAME</th>
<th>DETAILS</th>
<th>WORTH VISITING</th>
</tr>
</thead>
</table>
| Cannaregio | The northern part of Venice where the Department of Economics and Management are located | • the Jewish Ghetto  
• Strada Nova (a long path from the train station to Rialto, crowded with shops)  
• the Madonna dell’Orto church  
• Ca’ d’Oro  
• Fondamenta della Misericordia |
| Castello   | The largest sestiere                                                      | • Riva degli Schiavoni (long promenade from San Marco to Giardini)  
• Campo Santi Giovanni e Paolo  
• Arsenale  
• Venice Gardens (Biennale) |
| Dorsoduro  | The university area where most of the departments of Ca’ Foscari are located | • Campo Santa Margherita (the main campo and centre of student night life)  
• Accademia Galleries  
• Zattere (the longest promenade in Venice with a view of Giudecca island)  
• La Salute church  
• Punta della Dogana |
| Giudecca   | The largest island of the Venetian lagoon                                | • Redentore Church  
• Molino Stucky  
• Long promenade from Molino Stucky to Redentore with a view on Dorsoduro  
• Junghans Theatre |
| Santa Croce| A small and quiet sestiere                                                | • Tolentini (University Institute of Architecture)  
• Campo San Giacomo dell’Orio  
• Ca’ Pesaro  
• Prada Foundation  
• the San Stae Church |
| San Marco  | The most famous area of Venice                                           | • Piazza San Marco  
• the San Marco Cathedral  
• the Doge’s Palace  
• La Fenice Theatre  
• Campo Santo Stefano |
| San Polo   | The smallest sestiere with the largest campo in Venice                    | • the Rialto bridge  
• the Erbaria  
• the Scuola Grande di San Rocco  
• the Santa Maria Gloriosa dei Frari Church |
ARRIVING TO VENICE

BY AIRPLANE

Venice Marco Polo Airport
The Marco Polo airport is located in Tessera, approximately 20 kilometers from the centre of Venice. From the airport you can reach the centre of Venice by bus or water bus (vaporetto). To arrive in Venice via bus, you can take bus n. 5 (ACTV) or ATVO. To take the bus you must exit from the ground floor and the bus stop will be in front of you. You can purchase tickets on board, at the ATVO ticket stand, or at the automatic ticket machines that are located in the arrivals/baggage lounge.

For further information, please consult the ACTV website:
www.actv.it/en
www.atvo.it/index.php?lingua=en

To arrive in Venice via water bus (vaporetto) the only available way is with Alilaguna. If you prefer to arrive in Venice via water bus, turn left at the exit of the airport. This trip will take approximately one hour.

For more information and a detailed map, see:
www.venicelink.com
www.alilaguna.it/en

Venice airport “Marco Polo”
www.veniceairport.it/en

Canova Airport (Treviso)
Canova airport in Treviso is approximately 30 kilometers from Venice. You can arrive to Venice by bus or by train. To take the bus you must exit from the ground floor and the bus stop will be in front of you. You can purchase tickets on board, at the ATVO ticket stand, or at the automatic ticket machines that are located in the arrivals/baggage lounge.

For further information, visit:
www.atvo.it

Otherwise, you can take the ACTT number 6 bus to the Treviso train station and you can catch a train to Venice from there. The trip to the main Venice train station, Venezia Santa Lucia, takes approximately one hour.

For more information and the train timetables, visit:
www.actt.it [IT]
www.trenitalia.com/tcom-en

Treviso airport “Antonio Canova”
www.trevisoairport.it/en/

BY TRAIN

The two train stations of Venice are “Venezia-Mestre” (in the mainland) and “Venezia Santa Lucia” (in the historical city centre).

For further information and timetables:
www.trenitalia.com/tcom-en
www.italotreno.it

IN VENICE

Vaporetti and actv buses
ACTV is the name of the public transport system in Venice. It combines both land and water transportation, through the use of buses and water buses (vaporetti).

Venezia Unica
Venezia Unica is the electronic City Pass ticketing system for Venetian public transportation. Venezia Unica allows you to store single tickets, travel passes and/or carnets on the same card, and lets you travel at reduced rates on ACTV boats and buses. You can recharge your Venezia Unica card at ACTV headquarters, at water bus stops, at the to bacconist’s and at newspaper stands. The card is valid for 5 years and can be renewed upon expiration. In order to get the Venezia Unica card, you need to go to one of the authorised ACTV offices in Venice (the main offices are in Piazzale Roma and at Tronchetto) or in Mestre (in piazza Barche).

You need to provide the ticket office with the following documents:
• a copy of ID or passport;
• taxpayer code (codice fiscale);
• a certificate of enrolment at Ca’ Foscari.

Contacts
www.actv.it/en

THE SURROUNDINGS

The main modes of transportation within Venice and the rest of Italy are:

Train
A number of trains to the main Italian cities leave daily from the Venezia Santa Lucia railway station. For further information and timetables: www.trenitalia.com/tcom-en
www.italotreno.it

Bus
Both ACTV and ATVO offer bus services to the mainland from Piazzale Roma. For further information and timetable: www.actv.it/en - www.atvo.it

Tram
Already functioning in the Mestre area, the tram connection to Venezia Piazzale Roma will be activated starting September 2015. For further information and timetables: www.actv.it
CLIMATE

Generally speaking, Italy is a country that experiences all four seasons: a warm and sunny spring, a hot and humid summer, a mild autumn and a cold and foggy winter. As a matter of fact, if you are spending the entire year in Italy, you need to bring a variety of clothing. Consider that you will walk a lot in Venice; do not forget a pair of comfortable shoes.

ACQUA ALTA

"Acqua alta" (high tide) is a phenomenon which generally takes place in wintertime, when the astronomical tide and wind cause a larger inflow of water into the lagoon. Only exceptionally high waters affect the whole town and usually the high tide lasts only a couple of hours. In the case of "Acqua alta", people are alerted by acoustic signals. The City Council has organised to put up platforms along the main streets to allow passage. Generally, access to most of the town areas is guaranteed. When the high water is higher than 120 cm, the famous rubber boots are needed. Normally high water causes very little inconvenience to people and most of the time it represents an amazing way to discover the city from a peculiar point of view. The Venice City Council posts notifications of high water in advance. You can be notified by SMS if you register on the following website: portale.comune.venezia.it/maree/iscrizione [IT]

hi!tide
Is the official app for monitoring the tide in the city of Venice, developed in collaboration with the Tide Forecast Center. The app allows you to monitor the current tide in Venice and provides detailed tide forecasts for the next two days. hi!tide tells you whether different places around the city are flooded or not, or if you can walk through them without getting wet.

COST OF LIVING

Below you will find a list of general expenses you should include in your budget together with the related average prices. While the following amounts are obviously approximate, you need to consider a monthly budget of 750 Euros.

<table>
<thead>
<tr>
<th>Expense</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single room in a shared apartment</td>
<td>300 - 400 € + utilities (a month)</td>
</tr>
<tr>
<td>Double room in a shared apartment</td>
<td>200 - 250 € + utilities (a month)</td>
</tr>
<tr>
<td>Food and drink shopping</td>
<td>50 - 80 € (a week)</td>
</tr>
<tr>
<td>Eating out</td>
<td>10 - 30 € (a meal)</td>
</tr>
<tr>
<td>A meal in a university dining hall</td>
<td>4 - 8 €</td>
</tr>
<tr>
<td>Breakfast at a café</td>
<td>1,50 - 3 €</td>
</tr>
<tr>
<td>Transportation</td>
<td>1,50 € (ticket with City Pass “Venezia Unica”)</td>
</tr>
<tr>
<td>B&amp;W photocopy</td>
<td>0,05 - 0,10 €</td>
</tr>
<tr>
<td>Colour photocopy</td>
<td>0,50 - 1 €</td>
</tr>
<tr>
<td>Cinema ticket</td>
<td>4 - 12 €</td>
</tr>
<tr>
<td>Internet access point</td>
<td>5 -10 € (1 hour)</td>
</tr>
<tr>
<td>Museum ticket</td>
<td>4 - 12 €</td>
</tr>
</tbody>
</table>

ELECTRICITY
Electricity in Italy is 220V, 50 Hz AC like the in rest of Europe. Plugs are of the European kind, with two or three round pins. Any adapters you may need can be easily purchased at the supermarket or in an electronics shop.

Venetian cuisine combines regional tradition with the general features of a Mediterranean diet. Healthy food is accompanied by the pleasures of eating and cooking. In Venice, as in the rest of Italy, there are three main meals: breakfast, lunch and dinner, with several snacks during the day. However, aperitif may be a new encounter. In Venice, the typical drink for aperitif is the spritz, which is usually served with small appetizers called cicheti, and normally ordered at the little bars in the campo (bacari); it is a special occasion to meet other people and celebrate the end of the day by chatting until late at night.

Eating out is very common on weekends and it is not necessarily expensive. Cafés are normally open the whole day from early morning to late night while restaurants usually open at 11.30 AM and close at 3.30 PM for lunch and then open again at 6.00 PM until 12.30 AM for dinner. Bars are the place to go for a quick snack, whileosterie and trattorie serve traditional cuisine, and pizzerie specialize in pizza and some offer a take-away service. Moreover, in Venice there are a number of ethnic restaurants where you can taste specialties from all over the world. Although it is not really common to leave tips, they are welcome when you want to show a deep appreciation for the meal or the service. There is no fixed rate, normally it amounts to a few coins or a bit of spare change.
STUDENT CARD

University students can apply for various discount cards which offer concessions for various cultural institutions, cinemas, theatres, etc.

ESN CARD

The ESN card is a card that allows you to enter the Erasmus Student Network, by participating in ESN Venice activities. This card gives you access to discounts and facilities throughout many cities and countries in Europe, as well as in the city in which you decided to study — Venice. To buy your card, please contact the local ESN office. The ESN Card is valid for 12 months and must be used with a passport-sized photo.

www.facebook.com/esnvenezia
venezia_mami@esn.it

EUROPEAN YOUTH CARD

(CARTA GIOVANI)

The European Youth Card in Italy is available to all young people under 30 years of age. The card is recognised in Italy and in other 41 countries in Europe. It costs 11 Euros. For further information and to apply in your home country visit:

www.eyca.org

ROLLING VENICE CARD

The Rolling VENICE card is designed for young people between 6 and 29 years of age. The membership card costs 6 Euros and gives the member access to discounts on transportation, restaurants and hotels.

Ticket Offices Venezia Unica
www.veneziaunica.it/en/rollingvenice

CINEMAPIÙ

The card costs 25 Euros for each student and gives you the chance to buy tickets at discount prices to go to the cinema, as well as to access the Pasinetti theatre; you will also benefit from a large number of choices of sales and advantages in more than a hundred shops.

www.comune.venezia.it/cinema [IT]

GIOVANI A TEATRO CARD

Giovani a Teatro is a project presented by the Fondazione di Venezia to promote theatre as a cultural and learning experience for students. The card is free and allows holders to attend selected shows at a 2.50 euro rate. You can request the cars online or by going to membership points specified on the website

www.giovaniateatro.it [IT]

FREE TIME

FESTIVALS AND MAIN EVENTS

Venice has its own unique festivities and events that take place in the city every year:

<table>
<thead>
<tr>
<th>FESTIVAL</th>
<th>PERIOD</th>
<th>CONTACTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carnevale</td>
<td>February</td>
<td><a href="http://www.carnevale.venezia.it">www.carnevale.venezia.it</a> [IT]</td>
</tr>
<tr>
<td>San Marco</td>
<td>April 25th</td>
<td><a href="http://www.comune.venezia.it/english">www.comune.venezia.it/english</a></td>
</tr>
<tr>
<td>La Sensa</td>
<td>May</td>
<td><a href="http://www.comune.venezia.it/english">www.comune.venezia.it/english</a></td>
</tr>
<tr>
<td>Biennale</td>
<td>June – November</td>
<td><a href="http://www.labiennale.org/en">www.labiennale.org/en</a></td>
</tr>
<tr>
<td>Redentore</td>
<td>July</td>
<td><a href="http://www.redentorevenezia.it">www.redentorevenezia.it</a> [IT]</td>
</tr>
<tr>
<td>Regata Storica</td>
<td>September</td>
<td><a href="http://www.regatastoricavenezia.it">www.regatastoricavenezia.it</a> [IT]</td>
</tr>
<tr>
<td>Mostra del cinema</td>
<td>September</td>
<td><a href="http://www.labiennale.org/en">www.labiennale.org/en</a></td>
</tr>
<tr>
<td>La Salute</td>
<td>November 21st</td>
<td><a href="http://www.comune.venezia.it/english">www.comune.venezia.it/english</a></td>
</tr>
</tbody>
</table>

EVENTS AT CA’ FOSCARI

Ca’ Foscari University of Venice organises several cultural events throughout the year. You are usually notified by email about upcoming events and you can check the schedule on the Ca’ Foscari web magazine, Infoscari.

Informations
www.unive.it > Infoscari
www.unive.it/data/agenda
MUSEUMS
Venice is a town full of museums and art. Here you can find the links to the most well-known collections:
- Bevilacqua La Masa Foundation www.bevilacqualamasait
- Contarini del Bovolo Staircase www.fondazionedevedova.org/en
- Emilio and Annabianca Vedova Foundation www.fondazionevedova.org/en
- François Pinault Foundation www.palazzograssi.it/en
- Grand School of San Rocco www.scuolagrandesanrocco.it/en.html
- Icons Museum www.institutoellenico.org/english
- Jewish Museum www.museoebraico.it/english
- Monumental rooms of the Marciana Library www.marciana.venezia.sbn.it [IT]
- Musei Civici www.museiciviciveneziani.it/?ln=EN
- Ca’ Pesaro - International Gallery of Modern Art
- Ca’ Rezzonico - Museum of 18th century art
- Carlo Goldoni’s house
- Clock Tower
- Glass Museum
- Lace Museum
- Museo Correr
- Museo Fortuny
- Museum of Natural History
- Palazzo Ducale (Doge’s Palace)
- Palazzo Mocenigo
- Museum of Eastern Art Ca’ Pesaro www.arteorientale.org/sito/ing
- Peggy Guggenheim Collection www.guggenheim-venice.it/inglese
- Querini Stampalia Museum www.querinistampalia.it/museo

CINEMA
In Italy almost all the movies are dubbed, but there are a few cinemas that on certain days show them in the original language. Moreover, there are specific week-days in which you can buy tickets at a reduced price. For a detailed description of times, listings and plot summaries, please check the following website www.mymovies.it [IT] or the Venice municipality website, where you can download the weekly cinema programs: www.comune.venezia.it > cultura > cinema

THEATRES
- Ca’ Foscari Theatre
Ca’ Foscari Theatre in Santa Marta offers a wide variety of performances throughout the year. The detailed programme and ticket information is available online.

THEATRES IN VENICE
There are several theatres in Venice, each with its own programme:

Venice
- Fondamenta Nuove Theatre www.teatrofondamentanuove.it [IT]
- Goldoni Theatre www.teatrostabileveneto.it [IT]
- Junghans Theatre www.comune.venezia.it > cultura > teatro e spettacoli > Teatro Junghans [IT]
- La Fenice Theatre www.teatroalparco

Mestre
- Teatro della Murata www.teatromurata.it [IT]
- Momo Theatre www.culturaspettacolovenezia.it teatroalparco [IT]
- Toniolo Theatre www.culturaspettacolovenezia.it/toniolo [IT]

Mestre
- Cityplex Corso Corso del Popolo 30 T +39 0419856722
- Cityplex Palazzo Via Palazzo 29 – Mestre T +39 041971444
- Multisala Excelsior Cityplex Piazza Ferretto 14 – Mestre T +39 041 988 664
- IMG Cinemas Mestre Piazza Candidiani – Mestre www.imgcinemas.it
- UCI Cinemas Mestre Via Colombara 46 – Marghera www.ucicinemas.it/uci_mestre

VENETIAN NIGHTLIFE
Time in and around two main areas – one of which is Campo Santa Margherita. In Campo Santa Margherita you can sit outside and chat with friends at one of the many bars and cafés. The other popular spot is close to the Rialto Bridge, Campo Bella Vienna and Erbaria, where many bars and little restaurants have recently opened.

For detailed information on upcoming events visit:
www.agendavenezia.org/en/
www.veneziatoday.it/eventi [IT]
2night.it/venezia/ [IT]
GLOSSARY OF UNIVERSITY TERMS

ACADEMIC TITLES AND FINAL QUALIFICATIONS
A First Cycle Degree confers the title of “Dottore”; a Second Cycle Degree that of “Dottore Magistrale”; the Research Doctorate that of “Dottore di ricerca”.

ACADEMIC YEAR
The Academic Year usually begins in September and ends in August/September of the following year. Each academic year is divided into two semesters, which are organised into two terms each. The duration of each term is approximately one month and a half (5 weeks of lecture plus 1 week of extra/rescheduled lectures).

ACTIVE LEARNING LAB (ALL)
A 6 weeks innovative workshop dedicated to Master’s Degree students.

ATTENDANCE
Students’ participation is required for all of the educational activities required by his/her Degree Programme. Attendance may be compulsory, recommended or open. Any compulsory attendance requirements are indicated in the teaching regulations of the relevant Degree Programme.

CAMPUS
It is a point of reference for students in the various Departments. Thanks to the Front Office it helps students with educational activities (i.e. exam registration).

COURSE UNIT
All courses can be divided into one or more parts, called “moduli”. At the end of a module there is usually an exam session.

DEGREE PROGRAMMES WITH LIMITED PLACEMENT
Aside from the programmes offered at Ca’ Foscari in which all students can enrol, there are a several degree programmes that require an entrance exam. After the exam, students are selected and the results are then published. In order for a student to be considered for a degree programme with limited spots, they must pre-register online for the entrance exam, as well as pay an exam fee before taking the test. If the student is ranked high enough among the exam results and offered a spot, they must make it known that they would like to accept their place in that respective degree programme before they can be officially enrolled.

DEPARTMENT
Departments promote, coordinate and organize the academic (teaching and research) activities of the Degree Programmes, for which they are responsible.

DOUBLE/JOINT DEGREES
Educational Programmes which provide an integrated study curriculum established in conjunction with other international Universities and mobility periods for students and teaching staff. After the final examination students achieve two or more academic qualifications issued by the partner Universities (Double or Multiple Degree), or a jointly conferred qualification recognized and validated by all of the partner Universities (Joint Degree).

EXAM
For every exam passed, students are awarded a certain number of credits according to the courses followed and quantitative evaluation. The exam may be written or oral, or both. The minimum passing mark is 18/30 while 30/30 is the highest, with the possibility of honours (30/110 grade).

EXAM DATES
Each course includes 4 different dates in which the related exam can be taken. The dates of the various exams are grouped into sessions which are organized during specific times of the academic year. It is possible to apply for all the dates, apart from language exams of language degree programs, bachelor or master, where the student must choose one of the two dates.

FINAL DEGREE EXAM
At the end of a Degree Programme, the preparation of a thesis and a viva voce examination, under a supervisor with possible co-supervisors, is usually required. The final mark can range from a minimum of 66/110 to a maximum of 110/110, with possible honours. Contents and procedures for the final degree exam have been established by the Teaching Committee of each Degree Programme.

GRADE BOOKLET
Contains all verbalized grades from the exams taken by the student. Students can also see their grades inside their Personal Area.

MINISTERIAL DEGREE CODES
All degree programmes with common educational objectives and teaching/learning activities are organized in groups (classi di laurea). Degree programmes may be given different names by the different universities, but if they have the same ministerial degree code it means that the learning outcomes and teaching/learning activities are the same. Therefore, degree programmes with the same code lead to the same qualifications with the same official value.

MINOR
Didactic course for Bachelor’s Degree programs, composed of three courses each of 6 credits, to be chosen by the students from all courses.

OFFICE HOURS
Every professor is required to provide his or her students a support service in regard to their respective teaching material. Office hours take place at a specific time and place, indicated by the professor. This information can be found on a professor’s web page.

PERSONAL AREA
Every student at Ca’ Foscari has a virtual personal area, available through the University website. You can access your personal area with your matriculation number and password, given to you upon your registration. Within your area, you can register for exams, organize your plan of study, grades, and your class ranking.

PLAN OF STUDY
It is the list of all university courses that the student has taken or intends to take in their academic career. It also specifies the courses needed to complete a degree. The student can fill it out online.
QUALIFYING EXAM
There are certain qualifications that may be requested during matriculation or throughout a student’s academic career, which are required for the initiation or completion of a student’s programme of study. There are linguistic and technical qualification exams that can be avoided through the completion of certain university courses, a relative exam at the University Language Centre (CLAU), or by an official certification already obtained by the student. Exemption from a qualifying exam occurs with the achievement of the corresponding credits (CFU).

SEMESTER
One of the two parts into which an academic year is divided. The first semester starts in September and ends in January, while the second starts in February and ends in June. Each semester is divided into two parts called terms (periodi).

SUPPLEMENTARY EDUCATIONAL DEBT (OFA)
Admission to a Degree Programme is given after a specific set of requirements are met: each degree course requires the proper knowledge for registration and successful class attendance. An evaluation of the individual educational background of each student is needed to see if they are qualified to enter the selected programme. If the evaluation is deemed negative, students are subject to the so-called Supplementary Educational Debts (OFA), which means that they must fill the requirements they are missing by participating in specific activities organised by the University.

TUTOR SERVICE
The Tutor Service is offered to all students during the entirety of their student career in order to help them adapt to and navigate university life. Tutors have different responsibilities, such as general information and other more specialized areas; they are chosen through a rigorous merit-based selection process.

UNIVERSITY BADGE
Student card given to each student, to be used for university services (libraries, copies etc.). The Card can also be used as a prepaid card: students just have to activate it using one of the banks listed on the website. For further information, please see: www.unive.it/pag/16409

UNIVERSITY CREDIT (CFU)
The Italian University system measures students’ workload with CFUs (Crediti Formativi Universitari): one credit corresponds to 25 hours of activity (individual study, classroom educational activities, internships, etc...). Only by passing his/her exams and carrying out the educational activities required by his/her plan of study, can a student acquire 60 university credits per academic year - this amount is also called a course load. A First Cycle Degree Programme requires a total of 180 university credits, whereas a Second Cycle Degree Programme requires 120 credits. 1 CFU corresponds exactly to 1 ECTS (European Credit Transfer and Accumulation System).

SURVIVAL ITALIAN

Arrivederci | Goodbye
Biblioteca | Library
Biglietto/ abbonamento | Ticket/ season ticket
Buon pomeriggio | Good afternoon
Buonasera | Good evening
Buongiorno | Good morning
C’è/ ci sono…? | Is there/ Are there ...?
Carta d’identità | Identity card
Ciao | Hi/ bye (informal)
Codice fiscale | Tax code/fiscal code
Come stai? Come sta? | How are you? (sta - informal) (sta - formal)
Come ti chiami? | What is your name?
Come va? | How is it going?
Dottore | Doctor
Dov’è/ dove sono …? | Where is/ where are ...?
Farmacia | Pharmacy
Forse | Maybe
Grazie (mille) | Thank you (very much)
Io sto bene | I am fine
Io sto male | I am sick
Mi chiamo ... | My name is ...
Mi dispiace | I am sorry
No | No
Non capisco | I do not understand
Non parlo italiano | I do not speak Italian
Ospedale | Hospital
Parli inglese? | Do you speak English?
Passaporto | Passport
Permesso | Excuse me/pardon me (in a crowd)
Riacercare (per il cellulare) | Top-up, refill for cellular phone
Polizia | Police (station)
Posso avere il conto? | Can I have the bill?
Potresti ripetere? | Could you repeat please?
Prego | You are welcome
Puoi aiutarmi? | Can you help me please?
Quanto costa? | How much does it cost?
Questo autobus va a …? | Does this bus go to ...?
Ristorante | Restaurant
Salve | Good morning/hello (informal/formal)
Scusi, sto cercando ... | Excuse me, I am looking for ...
Si | Yes
Stazione dei Treni / Autobus | Train / Bus station
Supermercato | Supermarket
Ufficio postale | Post office
Vaporetto | Waterbus
Via / calle | Street