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CALL FOR APPLICATIONS FOR ADMITTANCE TO CA' FOSCARI UNIVERSITY OF VENICE MASTER'S PROGRAMMES A/Y 2020/2021

Art. 1 - Call for Applications

1. The public Call for Applications for admittance to the 1st and 2nd Level Professional Master's Programmes organised by Ca' Foscari University of Venice for the A/Y 2020/2021 is announced. The main features of the courses are listed in the attached profiles, which form an integral part of this document.
2. The range of 1st and 2nd Level Master's Programmes is divided into two types:
3. "Post Lauream" Master's means any Master's which aims to help graduates take their first steps in the world of work by integrating academic training with vocational content.
4. "Executive" Master's means any Master's with typically more vocational content, aimed at graduates who have already entered the world of work and require more targeted, specialised training.
5. The Professional Master's Programmes organised and implemented for the A/Y 2020/2021 are:

1st level - Post Lauream

- 1) Administration and management of wildlife
- 2) Teaching foreign languages
- 3) Environmental and land law
- 4) Employment and social security law
- 5) Economics and languages of Eastern Europe. The emerging countries of Eurasia
- 6) Inclusive and accessible language education
- 7) Risk management, internal audit & fraud
- 8) Creative development and management of cultural activities

1st level - Executive

- 9) International business arbitration and tax law
- 10) Food and wine culture. Promoting Made in Italy excellence
- 11) Didactics and promotion of Italian language and culture to foreigners (ITALS)
- 12) Tourism economics and management
- 13) Philosophy and History of Science and Technology (conditional on convention)
- 14) Fine arts in filmmaking
- 15) Global Economics and Social Affairs
- 16) Immigration. Migratory phenomena and social change
- 17) Luxury client advisor and retail experience (conditional on convention)
- 18) Management of sustainability
- 19) Professional psychomotor therapist
- 20) Science and techniques of prevention and safety- HSE
- 21) Sports business strategies
- 22) Innovation strategy
- 23) Sustainability and innovation in real estate



Università
Ca' Foscari
Venezia



- 24) Corporate and regional environmental and energy assessment and management
2nd level - Post Lauream
 - 25) Economics and finance
 - 26) Science and management of climate change
2nd level - Executive
 - 27) Health economics and management
 - 28) Management of cultural assets and activities
 - 29) Welfare management
 - 30) Mobility innovation and management
 - 31) Profession: Counsellor. Sustainable relations manager
 - 32) Advanced planning for teaching Italian language and culture to foreigners
 - 33) Public administration
 - 34) Sustainable remediation of the environment and reclamation of contaminated sites
 - 35) Strategic studies and international security
6. A Master's Programme will only be activated if the minimum number of enrolled students for each course is reached, in compliance with the provisions of the Master's and Lifelong Learning University Regulations. For this purpose, students are considered enrolled once they have fully paid their enrolment fees. In the event that a Master's Programme is not activated, any enrolment fees already paid will be fully reimbursed.

Art. 2 - Admission requirements

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

Once again, enrolment on the Master's will only be finalised after the qualification has been awarded.

Art. 3 - Admission application

1. At risk of exclusion, the admission application must be filled in and submitted online by the deadline indicated in the individual course profiles attached.
The online procedure for admittance to the selection is divided into two stages:
 - a) **registration** on the University website (www.unive.it/registrazione), providing your personal data as well as details of your residence and domicile if applicable. Once you have registered, you will be temporarily



Università
Ca' Foscari
Venezia



assigned a user name and password, active from the following day, to log into the Personal Area to complete the next stage of the enrolment. If you already have the login credentials for the Personal Area (for example as a former student of the University), you can go directly to point b). If you have forgotten your password or it has expired, you can renew it with immediate effect at the link <https://apps.unive.it/newpass/recupera>;

- b) **filling in the admission application** by accessing the Personal Area, clicking on Menu > Administration > Admission tests (former students: click on: Admission and enrolment > Enrolment for admission tests - S3), choosing the type of course (1st or 2nd Level Professional Master's Programme) and finally, the course you wish to enrol on. During the online procedure, candidates must attach the following documents in electronic format:
- self-certification (in accordance with Italian D.P.R. no. 445 of 28/12/2000 and subsequent amendments) of the qualification valid for admission;
 - curriculum vitae;
 - photocopy of a valid ID;
 - any other documents required for admission to your chosen Master's Programme (see attached profiles).

During this stage candidates will be asked to enter only the qualification valid for admission to the chosen Master's (**do not enter any higher qualification you may have**). The information required will include: type of qualification, the University which awarded the qualification, name of the course, date of award, registered grade obtained, the date you registered with the University System (SU) (namely the date when you first enrolled at an Italian University; if you do not remember the exact day, you only need to write the 1st of October of that year).

The candidate may modify the information entered and/or attach/remove the attached documents even after having filled in the online application, provided that the deadline specified in the attached individual profiles has not expired. Files must be in JPEG or PDF format and must not exceed 5 MB.

2. At the end of this procedure, you will receive an email confirming submission of your application for admission to the Master's Programme.
3. The version in English can be found on the <https://esse3.unive.it> website. Click on Menu > eng > Login.
4. **Candidates will be excluded from selection if they fail to meet the deadline indicated for submitting the admission application.**

Art. 4 - Selection procedure

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

Art. 5 - Enrolment fees, subsidies and loans

1. Enrolment fees may be divided into a maximum of two instalments. The amounts and relative deadlines for payment of the instalments can be found in the individual Master's course profiles attached.
2. Enrolment fees must be paid through the PagoPA System.
3. For Master's courses for which company or institutional funding may be available to partially or totally cover the enrolment fees, see the individual profiles attached.
4. Arrangements with a number of leading banks enable Ca' Foscari University of Venice to offer a further opportunity to help students with the costs of university education through special financial facilities. For further information please visit the page <http://www.unive.it/pag/8560/>.



Università
Ca' Foscari
Venezia



Art. 6 - Enrolment

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

Art. 7- Re-opening of selection

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

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



Università
Ca' Foscari
Venezia



1. Italian and foreign citizens holding qualifications obtained abroad are also eligible to submit applications for Professional Master's Programmes, provided that their qualification is equivalent to the level, nature, duration and content of the Italian academic qualification required for admission to the course. Enrolment is, however, subject to assessment of the suitability of the qualification for enrolment onto the Master's Programme.
2. In order to submit the application, as referred to in the previous art. 3, citizens holding a qualification obtained abroad must attach:
 - a) a diploma (translated into English or Italian) certifying that their qualification is equivalent to a 1st level (for access to a 1st level Professional Master's Programme) or 2nd level (for access to a 2nd level Professional Master's Programme) university diploma;
 - b) a certificate (translated into English or Italian) released by the competent University certifying the examinations passed (*Transcript of Records*);
 - c) a Diploma Supplement or, if the qualification was obtained outside the EU, a "Declaration of Equivalence" of the diploma", drawn up by the competent Italian diplomatic-consular representative based in the country in which the qualification was obtained, or CIMEA Statement of Comparability;
 - d) curriculum vitae;
 - e) photocopy of a valid ID;
 - f) any documents required for admission to your chosen Master's (see attached profiles).
3. For students who have not yet been awarded the qualification, it is sufficient to attach a certificate of enrolment (translated into English or Italian) for the examinations, in addition to the documents specified in the previous points d), e) and possibly f). During the admission phase only, students who have been awarded the qualification, but are not yet in possession of the final diploma may attach the provisional diploma issued by the University of origin. For enrolment purposes, the documentation must, however, be as specified in paragraph 6 below.
4. Non-EU citizens residing abroad must submit the admission application for the Master's Programme directly to the University following the procedure and within the deadline indicated in the individual profiles attached and providing the above mentioned documents.
5. The International Office Counseling and Welcome Department will notify the competent agencies of the result of the selection for the purposes of issuing the necessary entrance visa and, where applicable, finalising the required documentation for enrolling on the Master's.
6. If admitted, citizens as per paragraph 1 of this article must perform the pre-enrolment procedure within the deadlines specified, attaching:
 - a) a diploma (translated into English or Italian) certifying that their qualification is equivalent to a 1st level (for access to a 1st level Professional Master's Programme) or 2nd level (for access to a 2nd level Professional Master's Programme) university diploma;
 - b) a Diploma Supplement or, if the qualification was obtained outside the EU, a "Declaration of Equivalence" of the diploma", drawn up by the competent Italian diplomatic-consular representative based in the country in which the qualification was obtained, or CIMEA Statement of Comparability;
 - c) copy of a valid ID;
 - d) study visa (if possessed);
 - e) residence permit (if possessed).
7. If not in possession of the documents indicated in paragraph 5, b) above, candidates admitted to the Master's Programme will be provisionally enrolled *on condition* they produce the above-mentioned documents within the deadline for applying for the final examination, otherwise they will not be eligible to sit said examination and will not be awarded the qualification.
8. The enrolment will be completed by the Counseling and Welcome Office. In the case of students residing in non-EU countries, enrolment will not be completed until the student has obtained an entrance visa.

Students enrolled on online Master's Programmes are exempted. Each student will receive confirmation of the successful enrolment via email, together with new credentials (matriculation number and password) for accessing the University's telematics and IT services. Each enrolled student will also be assigned a university mailbox which will be the official means of communication between the University and the student.



Università
Ca' Foscari
Venezia



All communications will be by email to the student's university mailbox and will be considered to be fully known from that moment.

9. The Counseling and Welcome Office will also provide support for procedures to obtain a visa, residence permit and tax code and will help the candidate settle into the University in general. The same office may also contact candidates to verify the original documents.
10. At any time, candidates may be asked to supplement their submitted documentation in order to verify their eligibility.

Art. 9 - Attendance and withdrawal from studies

1. Attendance by enrolled students of the various didactic activities of the Professional Master's Programmes is compulsory; justified absences are only permitted within the limits of each course (see the individual profiles attached). Non-fulfilment of attendance obligations will result in exclusion from the final test and will preclude awarding of the qualification.
2. Students may request to withdraw from studies at any time. The request is irrevocable and must be submitted to the Post Lauream Career Department (Università Ca' Foscari Venezia - Dorsoduro, 3246 - 30123 Venezia, Italy) using the specific form, available on the University website.
3. Withdrawal of students from outside the European Union invalidates the residence permit for study purposes.
4. Withdrawal from the course or exclusion does not exempt students from paying any further instalments owing. A student may be exempted from payment of the second instalment only if the request for withdrawal is presented within one month from start of the course.
5. Under no circumstances will enrolment fees already paid be reimbursed.

Art. 10 - Issue of qualification

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

Art. 11 - Credits recognition

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

Art. 12 - Enrolment on individual modules

1. Certain Master's Programmes offer a limited number of places for students who want to enrol for individual modules (see profiles attached).
2. To enrol for individual modules, students must meet the same requirements as those needed to access the relevant Master's Programme.
3. Enrolment can be completed by filling in the form which can be found on the University website and following the instructions. The form and relative documentation can be sent to: Settore Carriere Post Lauream - Università Ca' Foscari Venezia - Dorsoduro, 3246 - 30123 Venezia, Italy, or handed in personally at the front desk after booking an appointment: <http://static.unive.it/prenotazioni/p/postlauream>.



Università
Ca' Foscari
Venezia



4. Attendance is compulsory. Only students who have attended at least 70% of the didactic activities of the individual module will be admitted to the final test, unless otherwise indicated.
5. Students enrolled for the module who pass the final test will be awarded a certificate stating the number of acquired credits and relative SDS (scientific disciplinary sector).
6. Enrolment for individual modules will remain open until the maximum number of participants is reached.
7. In the event that candidates enrolled for individual modules wish to complete the course and obtain the diploma by attending future editions of the Master's Programme, the course Board of Professors will evaluate case-by-case possible exemption from attending the modules already successfully completed.

Art. 13 - Privacy

1. Pursuant to EU Regulation 2016/679 ("General Data Protection Regulation – GDPR") and relative Italian national legislation (D.lgs. no. 196/2003 and subsequent amendments), you are informed that personal data voluntarily provided to Ca' Foscari University of Venice will be treated by said University adopting appropriate measures to guarantee its safety and confidentiality, in respect of the above regulation.

Art. 14 - Final Provisions

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

Attachments: 35

- 1-35 Master's Profiles

Venice,

The Rector
Prof. Michele Bugliesi