



Ca' Foscari
University
of Venice

English

WELCOME GUIDE INCOMING

A.Y. 2021/2022



The Counseling and Welcome Unit and Outreach and Recruitment Unit wish you a great experience!



Contents

International Office -
Counseling and Welcome Unit

Concept & Layout

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The information is neither necessarily exhaustive nor comprehensive, nor does it necessarily represent the status quo. As information the content of this guide are not legally binding and cannot substitute for experts' information on the particular topic.

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A word from the Rector



Dear Students,

Welcome to Ca' Foscari and welcome to the city of Venice.

Founded in 1868 as the first Business School in Italy and the second in Europe, Ca' Foscari has always stayed true to its natural vocation of promoting research and education world-wide, and is today well-known both for the excellence of the latter and for its network of international relations.

At Ca' Foscari you will have access to a wide array of high-level educational programmes, in which economic, linguistic, artistic, cultural, and scientific disciplines converge to ensure a unique interdisciplinary educational method. Our graduates have found employment all over the world and they are highly sought-after thanks to their excellent level of preparation and the sheer amount of transferable skills they possess. Their employment rate is well above the national average.

At Ca' Foscari, you will have the chance to live a full study abroad experience, in which high level academic classes intertwine with cultural, artistic, and sport activities in an exclusive setting: the beautiful city of Venice. Each year, you will be able to attend more than 700 events, which include meetings with Nobel Prize winners, World Leaders, artists, alumni and researchers.

This Welcome Guide will accompany you throughout your stay here in Venice. The Welcome Unit of the International Office will assist your integration into the academic life, by guiding you in both enrolment and bureaucratic procedures (e.g. Stay Permit for non-eu citizens, tax code, etc.). The Housing office will help you find a suitable accommodation.

Additionally, this Welcome Guide will give you information and contacts which will be useful during your first weeks in the city and during your stay in the Venetian lagoon. You are now part of the Ca Foscari community, and we thank you for choosing our University and the city of Venice for your studies. We are always by your side to make your experience here at Ca' Foscari a truly rewarding and edifying one, for your studies, your research and your personal growth.

Best wishes,

Tiziana Lippiello
Rector of Ca' Foscari University of Venice

Counseling and Welcome Unit





WELCOME TO CA' FOSCARI UNIVERSITY OF VENICE!

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

You can ask the Counseling and Welcome Unit for:

- Visa request
- Acceptance letter
- Health insurance
- Stay Permit
- Fiscal Code
- Registration to classes and exams
- Learning agreement
- Transcript of Records
- Buddy programmes
- Official communication with your home university.

In order to be received by the Counseling and Welcome Unit you must book your appointment here: www.unive.it/myreservations.

**International Office -
Counseling and Welcome Unit**
T +39 041 234 7013
incoming.mobility@unive.it

First steps in Ca' Foscari

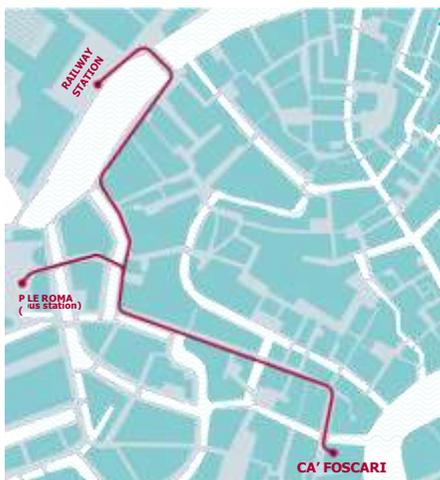


The main offices of the university's central administration are located at Palazzo Ca' Foscari (Dorsoduro 3246 – 30123 Venezia).

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 motorboat (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 just before Calle Foscari bridge.

The map of the disabled people accessible route can be found by clicking on each building.

VISA

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 for study purposes before your arrival in Italy.

You should submit your pre-enrolment request by filling in the dedicated online form on the University portal (www.universitaly.it/index.php/dashboard). More information about pre-enrolment procedures and visa applications are available at this link:

www.unive.it/pag/40813

For further information about visas, you can also 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 - Counseling and Welcome Unit will support you throughout the process. For more information about the enrolment procedure at our institution, please check www.unive.it.

**International Office -
Counseling and Welcome Unit**
T +39 041 234 7013
immigrationteam@unive.it



REGISTRY OFFICE AND RESIDENCE PERMIT

According to Italian law, all international students can register themselves at the Italian registry office if they intend to remain in Italy for more than 90 days.

EUROPEAN AND EU-EQUATED STUDENTS

If you are spending 90 days or less in Italy you do not need to proceed with 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 Torre Belfredo, 1/A - Mestre
T +39 041 274 6456/6456/6583
comunitari@comune.venezia.it

NON-EU STUDENTS

If you are planning to stay in Italy for more than 90 days, you have to request a Stay Permit within 8 days after your arrival in Italy. The International Office – Counseling and 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 – Counseling and Welcome Unit, which will give you guidance for the preparation of the documents and to fill out the related forms (richiesta di rilascio/rinnovo del permesso/ carta di soggiorno per cittadini stranieri).
2. Delivery of the original documents and payment of the fee at the postal office. At the end of the procedure,

the postal operator 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 Registry Office. 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 by accessing the website www.portaleimmigrazione.it, and to verify on the website of the Immigration Office (Questura) 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

3. Appointment at the Immigration Office for fingerprints and verification of the documents delivered at the same office. At the Police Station you will have to bring:
 - ID photos (on white background, in passport format),
 - Copy of the documents previously delivered in the Kit,
 - Passport (original document) and the receipt of the registered mail.

Please note: the process for the request and release of the Stay Permit will cost about 100 euros in taxes.

**International Office -
Counseling and Welcome Unit**
T +39 041 234 8104
immigrationteam@unive.it

HEALTH INSURANCE

EU STUDENTS, SEE STATE STUDENTS (ICELAND, LIECHTENSTEIN AND NORWAY) AND SWITZERLAND

All urgent healthcare for European students, who do not legally transfer their residence 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. 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. In case you are planning to move your residence to Italy, registration to the National Health Service can be done at the Health District (ASL – Anagrafe Sanitaria Locale) you belong to.

ULSS3 Serenissima
www.aulss3.veneto.it

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

Students 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 – 111 Certificate
- Bosnia and Herzegovina, Macedonia, Serbia and Montenegro – OBR7 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 on the side.



NON – EUROPEAN STUDENTS

When Applying for a Residency Permit, non- European students 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 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 Italian if the insurance policy has been provided by your country of origin.

2. With a registration to the Regional Health Service. In this case, the student has to go to his/her Health District with:
 - A copy of the residency permit or the residency permit request's receipt issued by the qualified Post Offices (Post office receipt);
 - Fiscal code;
 - Receipt of the required payment made to the bank account n. 343301 of "Poste italiane S.p.A- C.S.S.N. Regione Veneto".

The voluntary registration gives the student 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.

ULSS3 Serenissima
www.aulss3.veneto.it
estero@ulss12.ve.it

SERVICES FOR STUDENTS WITH DISABILITIES OR SLD (SPECIFIC LEARNING DISABILITY)

The Office promotes study activities and supports the student life of students with disabilities or learning difficulties, in order to foster their autonomy and inclusion in the university life.

Requests for specific services for students with disabilities or learning difficulties are handled through online application. For more information visit the Services page for students with disabilities and DSA:

www.unive.it/pag/9232

Contatti

+39 041 234 7961

disabilita@unive.it

CA' FOSCARI COVID-19 EMERGENCY

As the coronavirus, and the disease it causes, have spread to virtually every nation around the globe, it has become clear that the virus neither heeds national borders nor respects cultural differences. As a result, it is as a global community that we will overcome the pandemic's challenge. Ca' Foscari and its community thank everyone, from governments to individuals, for doing their part around the world.

University's measures to face the pandemic may change depending on the development of the sanitary emergency and on the Government guidelines. For further information:

Covid-19 information hub:

www.unive.it/pag/40217

TEACHING ACTIVITIES A.Y. 2021/2022

As of next September, Ca' Foscari will resume in-person teaching activities. Lectures and workshops will take place in our classrooms, welcoming as many people as possible. The lessons will begin on the 6th of September for the linguistic area, and on the 13th of September for the other areas. Until 31 December, those who are not able to access the classroom can still follow the lesson via live streaming.

Some specific and certified categories of students, including international students, are entitled to dedicated support services:

www.unive.it/pag/43027/

For more information and regular updates, please visit the Didactic Activities page:

www.unive.it/pag/41093



HEALTH CARE ASSISTANCE IN VENICE

If you are not feeling well and you need to see a doctor, you can go to any private doctor or to the one you are assigned to if you enroll in the Regional Health Service; in case of emergency, you can always go to the Emergency Department of the San Giovanni e Paolo Hospital in Venice (Castello 6777, waterbus lines n.41, 51, 52) or of the Ospedale dell'Angelo in Mestre (via Paccagnella n 11; 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 center; 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 24h pharmacies in Venice, please check the following website:
www.farmacistivenezia.it/farmacie-di-urno

ADMINISTRATIVE OFFICES - ULSS3 - SERENISSIMA

DISTRETTO SOCIO SANITARIO (HEALTH DISTRICT) N° 1

Venezia Centro Storico
Dorsoduro 1454
T +39 041 529 4919/4920

Opening days:

Monday > Friday 08.30 > 11.30
Wednesday 14.30 > 16.00
dist1.gbg@ulss12.ve.it

DISTRETTO SOCIO SANITARIO (HEALTH DISTRICT) N° 2

Lido, Piazzale Ravà 1
T +39 041 529 5126/5133

Opening days:

Monday, Wednesday, Friday
09.00 > 12.00
distretto2@auls3.veneto.it

DISTRETTO SOCIO SANITARIO (HEALTH DISTRICT) N° 3

Mestre, via Cappuccina 129
T +39 041 260 8169

Opening days:

Monday > Friday 8.00 > 11.30
Tuesday and Thursday 14.30 > 16.00
dist3.capp@auls3.veneto.it

DISTRETTO SOCIO SANITARIO (HEALTH DISTRICT) N° 4

Favaro, via della Soia 20
T +39 041 889 6842/3/4/5

Opening days:

Monday > Friday 8.00 > 11.30
Tuesday and Friday 14.30 > 16.00
dist3.marg@auls3.veneto.it

TAX CODE

In Italy, the tax code is a personal document used for the identification of the citizen in his relations with public institutions and administration. The code lists 16 alphanumeric 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.

If you haven't arrived in Venice yet, you can contact the nearest Italian Consulate/Embassy.

If you are in Venice, you can write an email to immigrationteam@unive.it, you will receive the Tax Code Certificate by email.

International Office - Counseling and Welcome

T +39 041 234 8104

immigrationteam@unive.it



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 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.

Housing Office

Ca' Dolfin (first floor), Dorsoduro
3825/D, 30123 Venezia

Due to the Covid-19 emergency, the desk service is currently unavailable.

However, users can reach the staff at the following numbers:

tel. +39 041 234 8222

fax +39 041 234 8202

Monday > Friday 9 > 17
housing@unive.it

CANTEENS

ESU Venezia oversees the university canteens where Ca' Foscari students 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 a QR Code; for instructions to obtain it, please consult: www.esuvenezia.it. You can find the canteens on the map of Ca' Foscari buildings.

URP ESU Sportello agli studenti

San Polo 2843, Campo S. Tomà
T +39 041 275 0926
tesseramensa@esuvenezia.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. We suggest you to have your Buddy accompany you (who's a Buddy? See the dedicated section).

Please note: you can also activate your CartaConto and use it as a prepaid card, with IBAN, which may be useful to make international and online transactions.

For further information:
www.unive.it/pag/16409/

CARTACONTO (STUDENT CARD)

All students enrolled at Ca' Foscari University receive a Carta Conto after enrollment.

The card has different functions:

- It is a personal identity card for the university;
- It gives access to library services and university printers;
- It can be used as a convenient pre-paid or charge card (if activated at the bank).

If you entered a non-Italian address the card will be automatically shipped to the Counseling and Welcome Unit office, and you will receive an email with all instructions to pick it up.

International Office - Counseling and Welcome Unit

T +39 041 234 8104
immigrationteam@unive.it
www.unive.it/cartaconto



PHONE 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 dialing 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. In order to buy a SIM Card you should present a copy of your passport or ID, an Italian address and the tax code (codice fiscale).



MAIN EMERGENCY NUMBERS

- 112** European Emergency number
- 113** Police
- 115** Fire Department
- 118** First Aid/Emergency Room Ambulance
- 1522** Women's Safety

STUDYING IN CA' FOSCARI GRADES AND CFU

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. Only the exams that are specified in the Learning Agreement will then be reported on the Transcript of Records.

In order to choose the courses to take during your mobility, you can use the search course catalogue at the following link: www.unive.it/data/9639/.

To make sure all chosen courses will be approved, you should carefully read through these guidelines: www.unive.it/pag/fileadmin/user_upload/ateneo/internazionale/documenti/destinazione_cafoscari/guidelines_Course_catalogue_Ca_Foscari.pdf.

Please note: 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.



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 (ECTS user'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 2021/2022

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): 13 September – 16 October 2021

Rescheduled classes: 18 – 23 October 2021

Exams (first term): 25 – 30 October 2021

Second term: 2 November – 4 December 2021

Rescheduled classes: 6 – 11 December 2021

Exams (second term): 13 – 18 December 2021

Exams (first semester): 10 January – 5 February 2022

Third term (start of second semester): 7 February – 12 March 2022

Rescheduled classes: 14 – 19 March 2022

Exams (third term): 21 – 26 March 2022

Fourth term: 28 March – 30 April 2022

Rescheduled classes: 02 – 14 May 2022

Exams (fourth term): 16 – 21 May 2022

Exams (second semester): 30 May – 25 June 2022

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

First semester: 13 September – 18 December 2021

Exams (first semester): 10 January – 5 February 2022

Second semester: 7 February – 14 May 2022

Exams (second semester): 30 May – 02 July 2022

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

First semester: 6 September – 18 December 2021

Exams (first semester): 10 January – 5 February 2022

Second semester: 7 February – 02 May 2022

Exams (second semester): 6 June – 2 July 2022 (TBC)

WELCOME DAY

First semester: 3 September 2021 – humanities & science / 9 September 2021 – languages /
10 September 2021 – economics

BANK HOLIDAY

1 November 2021: All Saints' Day

21 November 2021: Madonna della Salute holidays

8 December 2021: 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



INBOX

All students 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 from the website www.unive.it by clicking on the link "webmail" on the bottom right corner of the page.

The address is defined by your matricola number (i.e. 123456@stud.unive.it)

It is compulsory to check this e-mail account frequently; you will be sent your exam registration files and other information about events, procedures and communications of the University at this email address.

For further information:
www.unive.it/pag/16413

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 have free access to internet, either 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/pag/39159

THE UNIVERSITY WEBSITE – FAQs

Where can I find the programmes and the timetables of the courses?

In order to find the details of the courses you would like to take, go to www.unive.it/data/9639. Each course webpage will provide you with all of the details concerning the programme such as the professor in charge, timetable, language, requirements, etc...

Where can I find professors' contact information?

In order to find contact information concerning a professor you should type their surname (or part of it) in the "search" box on the right-hand corner of the homepage www.unive.it. On each Professor's page you can find their contacts (office location, email address, phone number), office hours, news and programmes of the course.

How do I find the University buildings?

At www.unive.it/maps there is a detailed map of all the University's buildings. You can filter your search to find the shortest route as well as find the route from the railway station/bus station.

How can I arrange an appointment with a university office?

In order to arrange an appointment, go to www.unive.it/myreservations and click on the relevant link. You will find a complete calendar of available days and times.

What is the "Area Riservata" (Personal area)?

On the bottom-right corner of the homepage there is a link to the "Area Riservata" which is an online database dedicated to the administration of information concerning each student's

career. In order to enter this area you are asked to enter your matriculation number (which corresponds to the username) and a password - both received at your arrival at Ca' Foscari.

How do I register for exams?

In order to take exams at Ca' Foscari University, you need to register on-line by taking the following steps:

- Check the registration period for the exam you wish to take.
- When registration is open, log into the "Area Riservata" on our website using your username and password;
- Click on "Servizi Segreteria Studenti - Esse3" (left-hand column);
- Click on "Libretto" under the heading "Carriera";
- You will find a list of all the course units you have specified in your learning agreement;
- Click on the right icon (a red square): it is a compulsory evaluation questionnaire you have to fill in for each course.
- After having answered the questionnaire, you can subscribe to the exam by going back to your "Libretto" and clicking on the "open book icon" on the left of the title of the course;
- Please pay attention to the name of the professor and the date of the exam and then follow the instructions.

You can also print a receipt of your booking. It is also possible to register for exams under the heading "Bacheca Appelli" where you will find a list of the available exams of the courses indicated in your Booklet.

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
www.unive.it/pag/40453

CA' FOSCARI BUDDY PROGRAMME

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.

In order to find a Buddy:

- Request the database by sending an email to incoming.mobility@unive.it
- After having selected your Buddy, contact him/her via email specifying the period of your stay at Ca' Foscari.

If for any reason you cannot contact a Buddy before your arrival, you will have the chance to meet all the Buddies at the events organized throughout the year.

For further information:
www.unive.it/pag/28622

**International Office -
Counseling and Welcome Unit**
buddy@unive.it



CA' FOSCARI STUDENT ASSOCIATIONS FOR INTERNATIONAL STUDENTS

Ca' Foscari students who wish to take part in leisure, learning, cultural or support activities may form and/or participate in student associations. The associations below are particularly active for international students.

ESN VENEZIA

The Erasmus Student Network (ESN) is one of the most important student associations in Europe. Founded in 1989 as a non-profit organization, ESN supports and promotes international mobility by providing students with opportunities for cultural understanding and self-development according to the principle of 'Students Helping Students'. ESN works at three levels – international, national and local. ESN Italia was created in 1994 and now has more than 40 local branches. ESN Venezia was created in July 2011. Through an exciting schedule of activities and events, ESN Venezia actively promotes foreign students' integration and international mobility programmes at Ca' Foscari University.

Contacts

www.facebook.com/esn.venezia
venezia_mam@esn.it



VENICE CHINESE ITALIAN SOCIETY

Venice Chinese-Italian Society is the first Chinese-Italian student association in Venice. Founded in 2018 by students and alumni willing to make the growing Venetian Chinese-Italian student community more active and cohesive. How? Some examples of our activities: social dinner, karaoke, movie forum, seminars, cultural events, trips, buddy programme, study groups.

Contacts

<https://www.passacinese.it/vechis>
vechis@passacinese.it

Students services







ITALIAN LANGUAGE COURSES

The Ca' Foscari School for International Education (CFSIE) organizes Italian language courses for international students.

Ca' Foscari School for International Education (CFSIE)

San Sebastiano, Dorsoduro 1686
www.unive.it/pag/9915
cfsie@unive.it

OTHER LANGUAGE COURSES

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

Centro Linguistico di Ateneo (CLA)

San Sebastiano, Dorsoduro 1686
www.unive.it/cla
claonline.unive.it (Registrazione al C.L.A.,
test di piazzamento)
T 041 234 7311
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 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 center and on the mainland, there are sports facilities for rowing, 'voga 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 organize interfaculty football, volleyball, basketball, tennis and five-a-side football tournaments.

Registration

In order to register, please contact the CUS Administrative Office

- The CUS offers also the possibility to get the medical certificate at a fixed price.

CUS

Fondamenta dei Cereri, Dorsoduro 2407
www.cusvenezia.it
T +39 041 520 0144
F +39 041 203 1829
venescus@unive.it

CA' FOSCARI WEB RADIO (RADIO CA' FOSCARI - RCF)

Radio Ca' Foscari (RCF) is the University's web radio, which offers enrolled students the opportunity to participate in the activities led by 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 provide you with university credits (ECTS/CFU).

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

UNIVERSITY ORCHESTRA AND CHOIR

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 he/she has an ear for music and/or adequate playing skills.

Prof. Vincenzo Piani, Director
T +39 041 712 3652
corouniv@unive.it

SHYLOCK UNIVERSITY THEATRE CENTRE

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]



Venice: an overview



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 climates and geography: from the mountainous Dolomites to Garda lake, the sandy beaches of the coast to 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 center, 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 kilometers 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. It truly is a world apart.

DID YOU KNOW THAT...?	MEANS
Calle	Long narrow street
Campo	Square
Campielo	Small square
Corte	Courtyard
Fondamenta	Street with one side on the canal
Piazza	Square (only used to refer to Piazza San Marco)
Rio Terà	Street built on a covered canal
Sotoportego	Part of a street that passes under the buildings

CONTACTS

There are several APT (Azienda di Promozione Turistica) kiosks scattered around Venice, which provide visitors with information about the city.

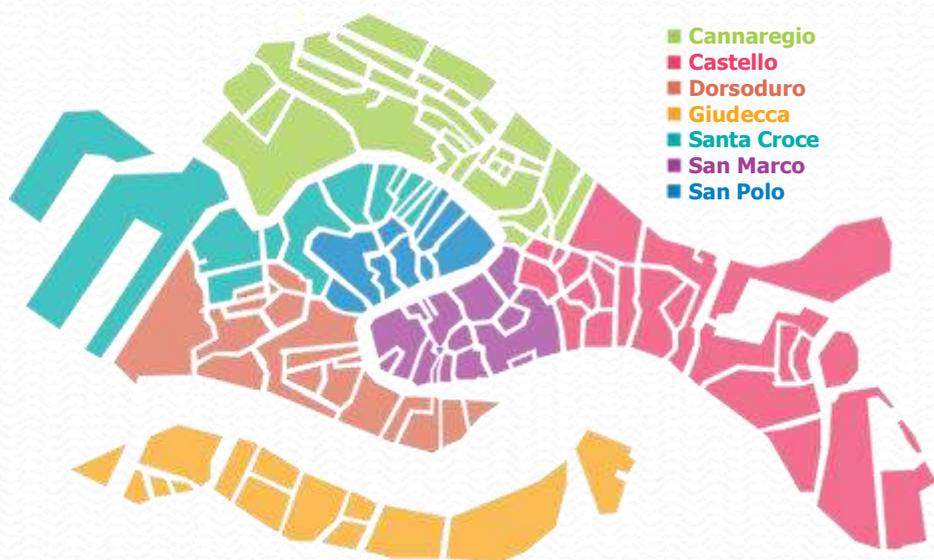
The main ones are located in:

- Santa Lucia Train Station
- Piazza San Marco
- Castello 4421 (Headquarters)

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

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).



NAME	DETAILS	WORTH VISITING
Cannaregio	The northern part of Venice where the Department of Economics and Management is located	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Tolentini (University Institute of Architecture) • Campo San Giacomo dell'Orto • Ca' Pesaro • Prada Foundation • the San Stae Church
San Marco	The most famous area of Venice	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 of the airport and you will find the bus stop directly in front of the exit doors. Get off at Piazzale Roma, the main bus station. The trip from the airport to Venice takes approximately a half-hour. Instead, with bus n.15 (ACTV) it is possible to arrive in the center of Mestre.

For more 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 center).

For further information and timetables:

www.trenitalia.com/tcom-en

www.italotreno.it

GETTING AROUND

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 tobacconist'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;
- tax 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

Santa Lucia station links Venice with all the main Italian cities.

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

The tram leaves from Piazzale Roma and connects Venice with Mestre and Marghera.

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. Considering 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.

ARPAV – Veneto Weather Forecast
www.arpa.veneto.it

VENICE CITY COUNCIL – Tide Centre
www.comune.venezia.it/English >
[Municipality](#) > [Tide Centre](#)

COST OF LIVING

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

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

ELECTRICITY

Electricity in Italy is 220V, 50 Hz AC like in the 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 EATING HABITS

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, while osterie 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.

As a university student you 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_mam@esn.it



FREE TIME

FESTIVALS AND MAIN EVENTS

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

FESTIVAL	PERIOD	CONTACTS
Carnevale	February	www.carnevale.venezia.it [IT]
San Marco	April 25th	www.comune.venezia.it/english
La Sensa	May	www.comune.venezia.it/english
Biennale	June – November	www.labiennale.org/en
Redentore	July	www.redentorevenezia.it [IT]
Regata Storica	September	www.regatastoricavenezia.it [IT]
Mostra del cinema	September	www.labiennale.org/en
La Salute	November 21st	www.comune.venezia.it/english

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.bevilacquaalamasa.it
- Contarini del Bovolo Staircase www.scalacontaninidelbovolo.com
- Emilio and Annabianca Vedova Foundation www.fondazionevedova.org/en
- François Pinault Foundation www.palazzograssi.it/en
- Palazzo Grassi Punta della Dogana
- Giorgio Franchetti Gallery at Ca' d'Oro
- Prada Foundation www.fondazioneprada.org
- Grand School of San Rocco www.scuolagrandesanrocco.it/en.html
- Icons Museum www.istitutoellenico.org/english
- Jewish Museum www.museoebraico.it/english
- Monumental rooms of the Marciana Library www.marciana.venezia.sbn.it [IT]
- Musei Civici www.museicivici veneziani.it/?lin=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

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.

Teatro di Ca' Foscari a Santa Marta

Dorsoduro 2137 – 30123 Venezia

T +39 041 2348962

teatrodisantamarta@unive.it

www.unive.it/teatrodicafoscar [IT]

www.facebook.com/teatrodicafoscar

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](http://www.comune.venezia.it/cultura/teatro_e_spettacoli) > Teatro Junghans [IT]
- La Fenice Theatre www.teatrolafenice.it

Mestre

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

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

Venice

- Multisala Rossini Cinema
San Marco 3997/A
T +39 041 241 7274
- Giorgione Movie d'Essai
Cannaregio, 4612 – Venezia
T +39 041 522 6298
www.comune.venezia.it
- La Casa del Cinema
Palazzo Mocenigo, San Stae 1990
T +39 0415241320
- Multisala Astra
via Corfù, 12 – Lido
T +39 041 526 5736

Mestre

- Cityplex Corso
Corso del Popolo 30
T +39 041986722
- 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 Candiani – Mestre
www.imgcinemas.it
- UCI Cinemas Mestre
Via Colombara 46 – Marghera
www.ucicinasas.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 CALENDAR

The academic calendar includes administrative deadlines (enrollment periods, tuition fees payment, request to graduate, etc.), learning deadlines (lesson periods, exam sessions, graduation sessions, etc.) and university closures. For each academic year you can also view just the administrative deadlines.

ACADEMIC YEAR

An academic year (abbreviated a.y. or A.Y.) is the period when university courses are taught and exams may be taken. It usually begins in September and ends in August/September of the following year (yet, for the last exam date of the courses taking place in the 2nd semester, the January/February session of the following academic year should also be considered).

Each academic year is divided into two semesters, in their turn divided into two periods. Each period lasts approximately a month and a half (5 weeks of lecture + 1 week of extra/rescheduled lectures). For detailed information on dates and deadlines of the academic year, please see the academic calendar on Ca' Foscari website.

www.unive.it/pag/20869

ACCESS AND ADMISSION REQUIREMENTS

There are two types of admission to study courses, "limited access" and

"free access" courses. The "limited access" courses have a limited number of places: admission is subject to a selection procedure which brings to the inclusion in a ranking. The "free access" courses have no restrictions on available places: registration does not depend on any selection but takes place directly, after evaluating the education background and the requirements for each course of study. Admission requirements include educational or academic qualifications, minimum skills and knowledge that each student must possess in order to enroll and successfully follow a Bachelor's or Master's Degree Course. These requirements, defined and published on the University website, must be checked before enrollment.

ACTIVE LEARNING LAB (ALL)

6-week innovative teaching workshop for Master's degree students.

www.unive.it/pag/30408

ADDITIONAL LEARNING REQUIREMENTS

Admission to the Degree Programmes is subject to an evaluation of the individual educational background that each student must possess in order to profitably attend the selected programme. In case of a negative result of this evaluation, students will be assigned so-called Additional Learning Requirements (OFA) procedure, which means they must fill any gaps in their

background through specific activities organized by the University. The additional learning requirements do not affect the number of university credits (ECTS) that students need to achieve during their educational programme nor the grade point average. As a matter of fact, testing of the OFAs does not produce any final mark and once the debts are cleared, no university credits are acquired.

ADMISSION PROCEDURE TO UNIVERSITY COURSES

Admission to study courses requires the possession of a qualification, which must have certain characteristics, assessed for foreign qualifications by the Orientation and Reception Sector.

ATTENDANCE

This term indicates the student's participation in 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.

BUDDY

A Buddy is a Ca' Foscari student who acts as a mentor to an international student, dedicating their free-time to facilitate integration into university life. The Buddy helps the international student arriving in Venice to become

familiar with university courses, with the various locations and services the university provides and with city life and its cultural environment. The Buddy can answer all kinds of questions regarding the university (classes, teachers, libraries, holidays, etc.), accommodation (lodging, rent, etc.), the city of Venice (public transports, sports facilities, nightlife, etc.), Italy (travelling, interesting sites, etc.).
www.unive.it/buddy

CAF

A CAF (centre of fiscal assistance) is an office where specialists in fiscal matters support people with some particular administrative/ bureaucratic procedures. CAF can support the students with fulfilling the ISEE certification requested for applying to financial aid and benefits (scholarships – ESU housing services).

CAMPUS

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

CAREER DAY

Career Days are events entirely dedicated to recruitment, through programs where the students can personally meet company representatives and come into contact with the world of work.

The Ca' Foscari Career Service organizes meetings with single enterprises, including international enterprises, to give to students the opportunity to learn about their history, corporate values, areas of employment and selection procedures. This encounter also provides students with the occasion to submit their CVs, take part in short information talks or be selected for company assessments depending on the professional profiles being recruited.

www.unive.it/careerday

CARTACONTO CA' FOSCARI - UNIVERSITY CARD

All Ca' Foscari students receive a CartaConto Ca' Foscari, a Card, which is sent to the address they indicated when registering on www.unive.it and reported in the Personal Area. Be aware that if the given address is not located in Italy, the Card will be sent to Ca' Foscari main building. The CartaConto allows students to access universities library services and make photocopies. The CartaConto can be active as a free-of-charge debit card (Mastercard) that can be used to make payments in shops or online, pay tuition fees and receive refunds or scholarships from Ca' Foscari University. Activation can be done online (an Italian SIM card is needed) or in a Crédit Agricole FriulAdria bank. www.unive.it/cartaconto

CLA

The University Language Center offers language courses (Italian, English, French, German, etc.) and modules to develop specific abilities, both at day and evening time, taught by foreign language native speakers. The courses are open to everyone, not only to students, and front lessons take place in multimedia classrooms. The CLA offers also, only to Ca' Foscari students, three examinations sessions per semester of intensive courses for the OFA in English language at B1 and B2 levels.

www.unive.it/cla

COUNSELING AND WELCOME UNIT

The Counseling and Welcome Unit is a part of the International Relations office which supports incoming foreign students. In particular, it provides:

- guidance, information and assistance for enrolment procedures and for the recognition of academic qualifications;
- Enrolment in the frame of mobility programmes;
- support for the request of stay permit;
- support for the request of Tax Code;

www.unive.it/welcome

COURSE UNIT

Some courses can be divided into one or more parts, called 'moduli'. At the end of each module, there is usually an exam session.

CREDITS RECOGNITION

It is possible to enroll in a degree programme and ask for recognition of educational activities previously carried out, such as single courses, language certifications or informatics certification achieved, internships/work experience. Enrollment with credit recognition is not allowed for students currently enrolled in another university programme for which suspension was requested.

DEPARTMENT

Departments play a key role in the university system, as they promote, coordinate and organize the academic (teaching and research) activities of the Degree Programmes for which they are responsible. In Ca' Foscari there are eight departments: Economics, Philosophy and Cultural Heritage, Management, Environmental Sciences, Informatics and Statistics, Molecular Sciences and Nanosystems, Linguistics and Comparative Cultural Studies, Asian and North African Studies and Humanities.

DOUBLE/JOINT DEGREES

These are degree courses with an integrated study curriculum, including educational activities designed with other international universities as well as mobility periods for students and faculty staff. After the final exam the two or more degrees of the partner Universities are awarded (double or multiple degree), or a jointly conferred

degree recognized and validated by all of the Universities involved.
www.unive.it/pag/12607

ECTS - EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM

The ECTS is used across the European Union to set a study attainment and student performance standard and it concerns higher education. ECTS vary throughout European Countries. In Italy ECTS are called CFU (Crediti Formativi Universitari), 1 CFU consists of 25 coursework and workload hours and one academic year corresponds to 60 university credits. To complete successfully a degree course, students are to achieve a certain amount of credits (180 CFU – BA Degree; 120 CFU – MA Degree; 60 CFU – Professional Masters; 60 CFU – PhD). Ca' Foscari University is compliant with the European directives on ECTS (European Credit Transfer System), recognizing the equivalence 1 CFU = 1 ECTS and adopting an ECTS mark conversion scale based on a statistical distribution mechanism of marks for any single educational area.

EDUCATIONAL ACTIVITY

The educational activities that students must carry out or attend in order to obtain their academic qualification may be of various types: courses (with related exams), seminars, practice

or laboratory activities, individual study and selflearning activities, apprenticeships/internships, reports, project works, degree thesis (with related discussion).

The educational activities required by Ministerial regulations are divided into 6 types and each group of educational activities is awarded a number of university credits (CFUs) within the student's plan of study:

- basic educational activities, which provide students with basic knowledge;
- core educational activities, that are specific for the Ministerial Degree Code the single Degree Programme is related to;
- interdisciplinary educational activities, to extend students' education;
- elective activities that can be chosen by students;
- educational activities connected with the final degree exam and with foreign language knowledge;
- other educational activities that may concern further linguistic knowledge, computer knowledge, apprenticeships/ internships in various professional sectors, etc

EXAM

For each university exam, students gain a certain number of university credits (in Italian CFU) and a qualitative evaluation (mark awarded on a 30-point scale or any pass/fail

exam). The minimum passing mark is 18/30, and 30/30, with honor (cum laude), if any, is the best mark. At the end of each course students must take an exam which aims to assess their preparation and knowledge. In Italy is possible to try taking an exam up to 4 times. If a student fails 4 times, is to attend classes again. In Italy exams can be both written and oral, depending on the subject studied. Written exams can be structured differently, for instance they could include multiple choice questions, open questions or exercises. In some cases exam can consist in two (or more) parts, written and oral. This is true for language exams but also for other subjects. In order to take an exam students should enroll online in the exam through their Personal Area. Before enrolling in the exam, the students are asked to answer to a questionnaire regarding the course. It is possible to enroll in the exam about 10 days before the exam date. When receiving the result of an exam, the student can accept it through their Personal Area. If they are not satisfied with the result, they are allowed to refuse it and try taking the exam again in the next examination period.

EXAM DATES

Each university exam can be taken on different dates. Each course includes at least 4 different dates where the related exam can be taken. The dates

of the various exams are grouped in specific times of year, called sessions. The main exam sessions are usually held in January/February, May/June and September. Moreover, for courses taking place in the first period of the 1st and 2nd semesters, exams can also be taken in November and March. For detailed information on exam sessions, please see the academic calendar on the university website.

EXAMINATION

The academic calendar is divided into 2 semesters, which are organized into 2 terms each. Courses may last one period (5 weeks + 1 for extra/rescheduled lessons, which is true for students of Humanities, Economics and Science areas) or one semester (14 weeks, for students of Languages and culture). Different examinations are scheduled during the academic year and each course includes at least 4 different dates in which the related exam can be taken. Students are allowed to take all the exam dates included in this calendar, with the exception of the exams concerning the language of the Bachelor's and Master's degree programs of the linguistic area, for which students will be required to choose one of the exam dates available in the exam session. The organization of the examinations depends on the course scheduling (that is the semester or term the course will take place).

orari.unive.it/AgendaWebUnive

FINAL DEGREE EXAM

At the end of a Degree Programme, the preparation of a written thesis and an oral thesis defense, under a supervisor with possible co-supervisors, is usually required. To be admitted to the final degree exam you must have completed all your yearly studies or acquired all the credits required by your study plan (including additional credits). In order to submit your Request to Graduate you must not have more than 24 outstanding credits (excluding credits for the final exam and for internships/traineeships) unless you intend to graduate in the summer session: students graduating in the summer session must take the outstanding exams on the first exam date in that session.

FINANCIAL AID UNIT

The "Diritto allo studio" office is in charge for regional scholarships, benefits, awards, grants, money loans and activities related with the tuition fees payment.
www.unive.it/data/structures/111619

GUIDANCE

Ca' Foscari Guidance Service organizes guidance activities conducted on campus, as well as activities performed outside the University. The activities conducted within the University

include, throughout the academic year, one-on-one or group meetings with guidance operators, in order to acquire any necessary instruments to make an informed educational choice, find valuable and current information and gain insights in the educational objectives and job opportunities of the various Degree Programmes. Another important appointment is the first-year student welcome meetings, which take place at the beginning of each academic year, in order to introduce students enrolling in the first year of a Degree Programme to the new environment, give them the chance to talk to the contact professors of the various Degree Programmes and illustrate the university services. The Service also participates in important guidance exhibitions and organizes Open Days, where the various educational areas of Ca' Foscari are illustrated through faculty speeches and visit to the campuses.
www.unive.it/guidance

HOUSING

The Housing Office is a service for Italian and international students, researchers, professors and administrative staff coming to study or work at Ca' Foscari University. The office can help you look for a suitable and convenient accommodation in student residences, flats or hotels that hold an agreement with Ca' Foscari University. The Housing

Office matches the needs and preferences of the applicants with the accommodation available. It may also help you look for a temporary lodging and provide useful information about Venice accommodation.
www.unive.it/housing

ISA MATERIAL

Teachers can make some materials available for the students and organize blended courses, in which front lessons alternate to 'virtual' on line lessons. ISA materials are available on the website page of the teacher. They include further detailed studies, auto evaluation activities, on line and blended courses, materials for further practice and class materials.
www.unive.it/isa

ISEE CERTIFICATION

The ISEE indicator is a tool assessing the effective income and asset situation of anyone requesting financial aid, and is obtained by combining and assessing three factors: income, assets and the composition of the household. ISEE certification is needed to access all forms of university financial aid and is issued by a CAF. ISEE is needed also in order to take part in the ESU call for housing services.

MATRICULATION NUMBER

This is the number identifying each student and assigned upon enrolment at the university. It is required in order

to use several services (for instance, to register for an exam, to borrow books from the university libraries, etc.) and it represents the student's username to access their Personal Area within the university website.

MEETING WITH THE PROFESSOR

Each university teacher is required to provide students with a support and information service regarding their teaching, which takes place at a specific time of the week, in a specific place. Both are reported on the teacher's personal web page.

MINOR

A Minor is a didactic course for Bachelor's degree students and consists of 3 modules (courses) of 6 ECTS each (18 ECTS in total). It offers an opportunity to students to deepen their knowledge, either in scientific or humanities subjects, which are not included in their Bachelor's degree programme. To take a Minor, students should add it in their Study Plan the courses in which the Minor consists. These courses can be added as free of choice exams or as additional (extra) exams. Some Minors are open to all students wishing to take them, admission to some other Minors is subject to a selection process.
www.unive.it/degreeprogrammes

MOBILITY

The word "Mobility" includes both

incoming and outgoing mobility and concerns both University students and staff. Ca' Foscari offers several international programmes that allow students and staff to spend a period abroad, in Europe or in other non-European Countries (Outgoing Mobility). Students enrolled at Ca' Foscari University can apply to mobility programmes. Incoming mobility consists in students or University's staff members (professors and/or administrative personnel), arriving in Venice from abroad in order to spend a study/working period in our University. Outgoing mobility:
www.unive.it/pag/12577

MOOC – Massive Open Online COURSES

MOOCs are cultural and popular on-line training activities that are not included in University teaching and therefore do not issue credits. They usually last 4-6 weeks, they are free, open to everyone and divided into weekly sections providing video lessons, documents and resources, forums, collaborative activities, homework and tests of different types. Upon completion of the activities, a certificate of participation will be given. MOOCs are available on the platform ok.unive.it
www.unive.it/pag/15297

PERMIT OF STAY, OR STAY PERMIT

In order to stay in Italy more than three

months, extra-EU citizens are to obtain a Permit of Stay. The Counseling and Welcome Unit supports international students and staff with their permit of stay request. To obtain a Permit of Stay you should have all the required documents and fill up the form. In the post offices in Venice (Piazzale Roma and Rialto) and in Mestre, students and staff can collect a "Permit of Stay Kit", which is an envelope including instructions and forms. Once the needed forms are filled up and necessary documents included, the permit of stay kit is to be handed back to the post office, which sends it to the police.

www.unive.it/pag/12525

PERSONAL AREA

Within Ca' Foscari website students can access their Personal Area.

To log in, they should enter their matriculation number and password. Once entered their Personal Area, students can complete different procedures, such as updating personal data, enrolling in exams, completing their study plan, uploading their thesis, registering for graduation, paying tuition fees. Besides, there are numerous other useful functions related to other administrative procedures, disability, certificates. Also accepting or refusing an exams has to be done through the Personal Area, where eventually is possible to check exam's record.

PLACEMENT – CAREER SERVICE

Ca' Foscari Career Service – Placement office aims to support enrolled students in entering the job market. Through their Personal Area students have access to the job ads posted in Ca' Foscari website and they can upload their CV. Career Service organises also Career days and work-related events.

www.unive.it/placement

QUESTURA

Questura is the police station where students receive their Permit of Stay. Students should go to the Questura when called (or when the appointment as been fixed). The Venetian Questura is located in Marghera. www.unive.it/welcome | www.questure.poliziadistato.it/venezia

SCHOLARSHIP

Students with low income or outstanding students have the right to apply for scholarships issued by the Veneto Region. In order to apply, students should ask for fiscal support to CAF. Students can also obtain a scholarship or a reward issued by other organisations (both private and public) if they decide to write their thesis or carry out research work in specific study areas or field indicated in the calls.

www.unive.it/financialaid

SSN - SISTEMA SANITARIO NAZIONALE

Rules regarding medical and health assistance for foreign citizens vary according to the student's origin. Regulation substantially changes if a student comes from an European Country or from an Extra EU Country, as European students enjoy of medical support at the same conditions as Italians, whereas generally extra-EU citizens must purchase a medical insurance in order to have health support in Italy. However in some specific cases rules may differ and it is important to check these issues before your departure.

For further information:
www.unive.it/pag/12525

STUDY PLAN

The study plan is the student's study program and includes all the courses that a student is going to attend (exams they are going to take), and other additional activities, such as internships. At the beginning of each Academic Year the students should complete their study plan by accessing their Personal Area and clicking 'Piano di Studi'. The Study Plan can be changed until the fixed deadline, that is February 28. This means that not only freshmen should set their study plan, but also 2nd and 3rd year students should fill it in again every year.

Further information:
www.unive.it/pag/11086

TAX CODE

The Italian Codice Fiscale, or Tax code, identifies citizens in their relations with public bodies and administrations. It consists of 16 alphanumeric characters (letters and numbers reproducing your personal data: surname, name, gender, place and date of birth). Tax codes are issued by the Agenzia delle Entrate (Revenue Office). Citizens entitled to receive healthcare from the National Health Service will receive a Health Insurance card with their Tax Code. Just visit Ca' Foscari's Counseling and Welcome Unit to get the form and support necessary to fill it in properly.
www.unive.it/taxcode

TUTORING

The Tutoring service is offered to students throughout the entire training course, for information, assistance and guidance purposes. The Tutors are divided between University Information Tutors and Specialized Tutors, and are divided into different sectors. The Tutor activity is carried out by the students themselves, selected on the basis of merit criteria through calls.

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? (stai - 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)
Piacere di conoscerti	Nice to meet you
Piazza/ campo	Square
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 ...?
Ricarica (per il cellulare)	Top-up, refill for cellular phone
Ristorante	Restaurant
Salve	Good morning/hello (informal/formal)
Scusi, sto cercando ...	Excuse me, I am looking for ...
Sì	Yes
Stazione dei Treni / Autobus	Train / Bus station
Supermercato	Supermarket
Ufficio postale	Post office
Vaporetto	Waterbus
Via / calle	Street

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www.linkedin.com/school/cafoscari



instagram.com/cafoscariuniversity



twitter.com/cafoscari



www.youtube.com/user/youcafoscari