



Ca' Foscari
University
of Venice

English

WELCOME GUIDE INCOMING

A.Y. 2018/2019



Contents

International Relations Office
Welcome Unit

Concept & Layout

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

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A word from the Rector



Dear Student,

Welcome to Ca' Foscari and welcome to the city of Venice. You decided to be part of one of the best universities in Europe. Founded in 1868, Ca' Foscari has always stayed faithful 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 great array of high-level educational programmes, in which economic, linguistic, artistic, cultural, and scientific disciplines converge to ensure you a unique inter-disciplinary educational method. Ca' Foscari's calibre is constantly validated by the remarkable results that have been achieved and by the growing demand for Ca' Foscari graduates in different professional fields, both at a national and international level, in Europe, in North and South America, and increasingly in Asia.

At Ca' Foscari you will have the chance to fully live your study abroad experience, in which highlevel academic classes intertwine with cultural, artistic, and athletic activities in an exclusive setting: the Venetian one. You will have a selection of more than 700 year-long events, which will include Nobel prize winner, world leaders, artists, alumni and researchers.

The Welcome Guide will accompany you throughout your stay here in Venice. The Welcome Unit of the International Office will assist you in the process of integration into the academic context, by giving you guidance both for the enrolment and bureaucratic procedures (e.g. Stay Permit for non-EU citizens, Fiscal Code, etc.). The Housing Office will help you find accommodation. Additionally, the 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 Ca Foscari's community, and we thank you for choosing our University and the city of Venice to continue your studies. We will always be by your side to make sure that your experience here at Ca' Foscari will be rewarding for your studies, for your research, and for your personal growth.

Best regards,

Michele Bugliesi
Rector of Ca' Foscari University of Venice

International Office Welcome Unit



WELCOME TO CA' FOSCARI UNIVERSITY OF VENICE!

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

You can ask the Welcome Unit for:

- 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 Welcome Unit you must book your appointment here: static.unive.it/prenotazioni/p/welcome?_lang=en.

International Office - Welcome Unit

T +39 041 234 7013
incoming.mobility@unive.it

How to get to Ca' Foscari palace (Palazzo Ca' Foscari)

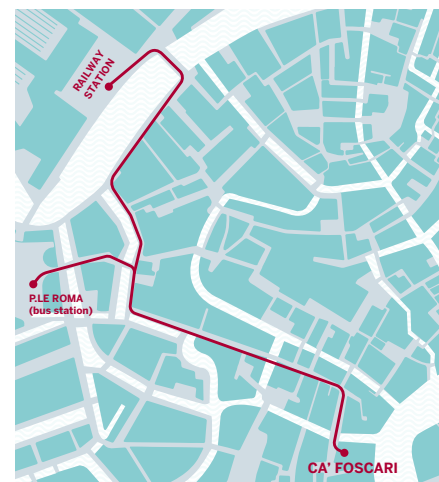


The main offices of the university's central administration are located at Palazzo Ca' Foscari (Dorsoduro 3246 – 30123 Venezia).

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 motor-boat (which can accommodate one wheelchair at a time) from the "Ferrovia" stop, the "Piazzale Roma" stop or the "Tronchetto" stop, and get off at the "San Basilio" stop.

From there, take Calle del Vento, cross Campo San Basilio (sign says "San Basegio") and continue to Fondamenta San Basilio, which turns into Fondamenta San Sebastiano. At the end of Fondamenta San Sebastiano, turn right, taking Fondamenta del Soccorso. Continue straight to Campo dei Carmini (keeping the Church of the same name on your right). Cross Campo dei Carmini and take Calle de la Scuola to Campo Santa Margherita. Once in Campo Santa Margherita, continue straight on, keeping the open area and the building located in the centre on your left. Head toward Rio Tera' Canal, which is located in front of you and enter Calle de Mezo de la Vida (on the left side of Rio Tera' Canal). At the end, turn left into Calle de la Vida and then immediately turn right onto Calle de la Madonna (passing under the portico of the same name). Follow this calle to Campiello dei Squellini, from there turn left into Calle Foscari. The entrance to Ca' Foscari is at the end of Calle Foscari 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 before your arrival in Italy. The visa request must be submitted to the closest Italian diplomatic representative (Italian embassy, consulate, etc.). For further information, visit the page dedicated to the VISA application process on the website of the Ministry of Foreign Affairs:
vistoperitalia.esteri.it/home/en

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

International Office - Welcome Unit

T +39 041 234 7013

incoming.mobility@unive.it

REGISTRY OFFICE AND RESIDENCE PERMIT

According to Italian law, all international students must 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 Dante 79 - Mestre (Ufficio Anagrafe)

T +39 041 274 6451/6452/6583

F +39 041 274 6453

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 from your arrival in Italy. The International Office – Welcome Unit will assist you in the application process for the Stay Permit, .

The process requires the following steps:

1. Appointment at the International Office – Welcome Unit, which will give you guidance for the preparation of the documents and to fill out the related forms (Kit).
2. Delivery of the original documents and payment of the tax 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 Civil Registry. On the receipt you will find two personal identification codes (user ID and password), which will allow you to check the status of your application by accessing the website www.portaleimmigrazione.it, and to verify on the website of the Questura (Police Station) 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 Questura (Police Station).

3. Appointment at the Questura (Police Station) for the verification of the documents delivered at the Post 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.

During the appointment, they will take your fingerprints.

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

International Office - Welcome Unit

T +39 041 234 8103/8104

welcome@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 (i.e. medical examinations, recovery in a hospital or in a health care centre, etc.). The overall objective is to guarantee you an adequate assistance throughout your stay in Italy. Please note that the card does not cover payments for private healthcare providers or for planned healthcare, for which it is necessary to take the S2 route belonging to your country. In the case that you are planning to transfer your residence to Italy, you should ask your home country to take the S1 route, which allows you to benefit from the same health care services as Italian residents through the registration at the National Health Service. Registration to the National Health Service must be done at the Health District (ASL – Anagrafe Sanitaria Locale) that you belong to.

ULSS

ec.europa.eu/social/main.jsp?catId=559
www.ulss12.ve.it [IT]
estero@ulss12.ve.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, 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 all the risks of illness;
 - It covers the duration of your stay in Italy and has its date of release and expiry specified;
 - It indicates the procedures to follow to ask for a reimbursement;
 - It can be legally translated into the Italian language if the insurance policy has been provided by your country of origin.

2. With a registration to the Regional Health Service. In this case, the student has to go to his Health District with:
 - A copy of the residency permit or the receipt for your residency permit request 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 you the right to obtain the same health care as an Italian citizen. It is valid for a calendar year (1st January – 31st December) only in Italy. The payment cannot be divided into instalments.

ULSS

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

HEALTH CARE ASSISTANCE IN VENICE

If you are not feeling well and you need to see a doctor, you can refer to one of the General Practitioners of any Healthcare District in the area of the Azienda Unità Sanitaria n°12 Veneziana, or to the one you are assigned to if you enrol in the Regional Health Service; in case of emergency, you can always go to the Emergency Department of the San Giovanni e 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 centre; however, there are a few 24 hour pharmacies open in case of emergency. If you are undergoing a special treatment, remember to check the availability of your medicine and to bring your prescription with you to the pharmacy.

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

ADMINISTRATIVE OFFICES - ULSS 12 VENICE

**DISTRETTO SOCIO SANITARIO
(HEALTH DISTRICT) N° 1**
Dorsoduro 1454 – Venice
T + 041 529 4024

Opening days:
Monday > Friday 09.00 > 13.00
Monday, Tuesday, Thursday and Friday
also 14.00 > 16.00
dist1.gbg@ulss12.ve.it

**DISTRETTO SOCIO SANITARIO
(HEALTH DISTRICT) N° 2**
Piazzale Ravà 1 Lido – Venice
T + 39 041 529 5126/5133

Opening days:
Monday > Saturday 09.00 > 13.00
distretto2@ulss12.ve.it

**DISTRETTO SOCIO SANITARIO
(HEALTH DISTRICT) N° 3**
Mestre Centro via Cappuccina 129,
Venezia - Mestre
T + 39 041 260 8114

Opening days:
Monday > Friday 8.30 > 12.30
Monday, Tuesday, Thursday and Friday
also 14.30 > 16.30
dist3.capp@ulss12.ve.it

**DISTRETTO SOCIO SANITARIO
(HEALTH DISTRICT) N° 4**
T + 39 041 260 8114
Opening days:
Monday > Friday 8.30 > 12.30
Monday, Tuesday, Thursday and Friday
also 14.30 > 16.30
dist3.capp@ulss12.ve.it

FISCAL CODE

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

You will find your fiscal code inside the Welcome Kit that you can pick up at the Welcome Unit.

In case you need it in advance, before arriving in Venice, please send us an email.

International Office - Welcome Unit
T +39 041 234 8103/8104
welcome@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 a suitable and affordable accommodation in either one of Ca' Foscari's student residences, or in flats and hotels holding agreements with Ca' Foscari University. The Housing Office acts as an intermediary by matching your needs and preferences with the available accommodations. The office may also help you look for transitional lodging, while waiting for a more suitable accommodation in Venice. If you are an international student, researcher or professor coming to study at Ca' Foscari University and you intend to apply for accommodation through the Housing Office, the application form for accommodation will be provided to you directly by the office of Ca' Foscari in charge of your stay (no download is available on line).

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

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

CANTEENS

ESU Venezia is in charge of 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 the university card. The card must be activated at the URP ESU. 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 (UNIVERSITY 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).

You will find your CartaConto inside the Welcome Kit or you will receive it within 15 days from the request.

International Office - Welcome Unit

T +39 041 234 7013
welcome@unive.it
www.unive.it/cartaconto



TELEPHONE CALLS

PHONE CALLS

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

MOBILE PHONE

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

SKYPE

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



PRE-PAID CARDS

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

MAIN EMERGENCY NUMBERS

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

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, you will obtain the relevant credits. Exams usually give 6 or 12 credits. Only the exams that are specified in the Learning Agreement will be 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 can 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 (ECTSuser's guide), European universities that participate in the system's credit transfer are required to use the new process of grade conversion of credits acquired while abroad. This system is based on the distributive percentage of grades according to a department's individual guidelines. Until the new system is adopted by all university partners, the traditional system, (A, B, C, D, E) will continue to be in use, however, revised by the department.

For further information on grade conversions:
www.unive.it/ects-english

ACADEMIC CALENDAR 2018/2019

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

First term (start of first semester): 17 September – 20 October 2018

Rescheduled classes: 22 - 27 October 2018

Exams (first term): 29 October – 3 November 2018

Second term: 5 November – 8 December 2018

Rescheduled classes: 10 – 15 December 2018

Exams (second term): 17 – 22 December 2018

Exams (first semester): 7 January – 2 February 2019

Third term (start of second semester): 4 February – 9 March 2019

Rescheduled classes: 11 – 16 March 2019

Exams (third term): 18 – 23 March 2019

Fourth term: 25 March – 27 April 2019

Rescheduled classes: 29 April – 4 May 2019

Exams (fourth term): 6 – 11 May 2019

Exams (second semester): 20 May – 15 June 2019 (TBC)

Exams (summer session): 26 August – 14 September 2019 (TBC)

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

First semester: 17 September – 22 December 2018

Exams (first semester): 7 January – 2 February 2019

Second semester: 4 February – 11 May 2019

Exams (second semester): 20 May – 15 June 2019 (TBC)

Exams (summer session): 27 August – 8 September 2019 (TBC)

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

First semester: 10 September – 22 December 2018

Exams (first semester): 7 January – 2 February 2019

Second semester: 4 February – 18 May 2019

Exams (second semester): 27 May – 22 June 2019 (TBC)

Exams (summer session): 26 August – 7 September 2019 (TBC)

WELCOME DAY

First semester: 7 September 2018 – languages / 13 September 2018 – humanities & science / 14 September 2018 – economics

Second semester: 2 February 2018 – all areas

BANK HOLIDAY

1 November 2018: All Saints' Day

21 November 2018: Madonna della Salute holidays

8 December 2018: Immaculate Conception

23 December 2018 – 6 January 2019: Christmas holidays

22 April 2019: Easter festivity

25 April 2019: Liberation day and St. Mark's festivity

1 May 2019: Labour day

2 June 2019: Republic day



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 extremely important 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/12374

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/wifi > English

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, kinds of assessment, 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 at www.unive.it/phpapps/didattica/appelli/main.php;
- 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



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 to 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 buddy@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/9145

International Office - Welcome Unit
T +39 041 234 7013
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 organisation, 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



AIIESEC VENEZIA

AIIESEC is an international network that gives young people the opportunity to discover and develop their leadership potential with the aim of making a positive societal impact. How? Aiesec members participate in activities (projects, conferences, international meetings, etc.) and take part in international internships.

Contacts

www.facebook.com/aiesecvenezia

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/cfsie
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, 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 9713 - 9717
 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 centre 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 organise interfaculty football, volleyball, basketball, tennis and five-a-side football tournaments.

Registration

In order to register, please contact the CUS Administrative Office at Dorsoduro, Fondamenta dei Cereri, 2407 (Monday > Friday, 10.30AM > 12.30PM and 4.00PM > 6.00PM)

You need to take with you:

- University enrolment Certification for the current academic year;
- CUS registration payment;
- Payment for the chosen activity;
- Medical certificate for non-agonistic sports activity, in Italian or in English (in original copy)
- The CUS offers also the possibility to get the medical certificate at a fixed price.

CUS

Fondamenta dei Cereri, Dorsoduro 2407
www.cusvenezia.it
 T +39 041 520 0144
 F +39 041 524 6619
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 of the radio station. Indeed, it is possible to collaborate with the radio simply as a radio enthusiast or through an internship for the production of radio programmes, which will earn you university credits (ECTS/CFU).

Zattere al Pontelungo, Dorsoduro 1392

www.radiocafoscari.it
rcfvenezia@radiocafoscari.it
facebook.com/radiocafoscari

CUT SHYLOCK 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]

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

T +39 041 721 326

Alvise Minghetti

T +39 347 543 3723
www.corounive.provincia.venezia.it
corouniv@unive.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, to the sandy beaches of the coast and the mild hills of the mainland. There are six provinces and main cities that are worth visiting and can be reached easily by public transportation: Padua, Treviso, Vicenza, Verona, Belluno and Rovigo.

...WHERE LIONS FLY!

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

DID YOU KNOW THAT...?	MEANS
Calle	Long narrow street
Campo	Square
Campiello	Small square
Corte	Courtyard
Fondamenta	Street with one side onto 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)

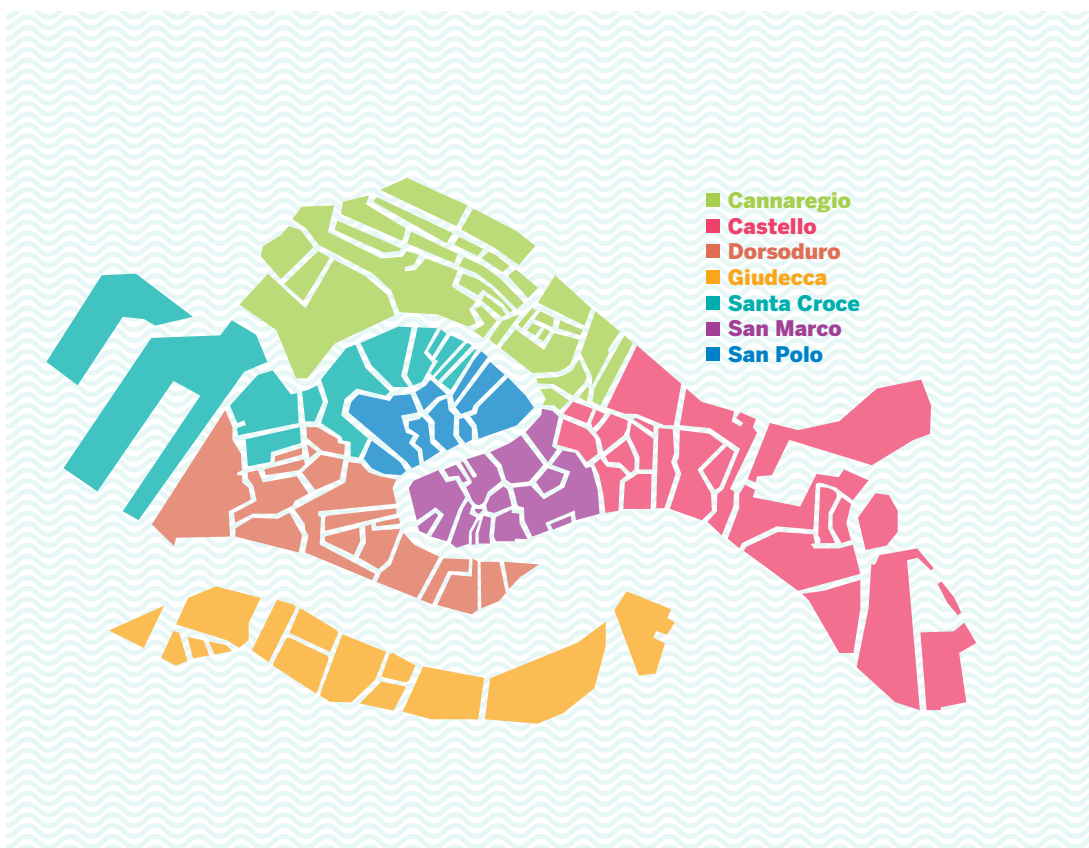
T +39 0415298711

info@turismovenezia.it

www.turismovenezia.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 are 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 Tesserà, 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 centre 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 centre).

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 tobacco shops and at newspaper stands. The card is valid for 5 years and can be renewed upon expiration. In order to get the Venezia Unica card, you need to go to one of the authorised ACTV offices in Venice (the main offices are in Piazzale Roma and at Tronchetto) or in Mestre (in piazza Barche).

You need to provide the ticket office with the following documents:

- a copy of ID or passport;
- taxpayer code (codice fiscale);
- a certificate of enrolment at Ca' Foscari.

Contacts

www.actv.it/en



THE SURROUNDINGS

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

Train

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

Bus

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

Tram

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

CLIMATE

Generally speaking, Italy is a country that experiences all four seasons: a warm and sunny spring, a hot and humid summer, a mild autumn and a cold and foggy winter. As a matter of fact, if you are spending the entire year in Italy, you need to bring a variety of clothing. 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 related 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 the in rest of Europe. Plugs are of the European kind, with two or three round pins. Any adapters you may need can be easily purchased at the supermarket or in an electronics shop.

VENETIAN 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.

STUDENT CARD

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

EUROPEAN YOUTH CARD (CARTA GIOVANI)

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

www.eyca.org

ROLLING VENICE CARD

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

Ticket Offices Venezia Unica

www.veneziaunica.it/en/rollingvenice



CINEMAPIÙ

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

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

GIOVANI A TEATRO CARD

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

www.giovaniateatro.it [IT]

FREE TIME

FESTIVALS AND MAIN EVENTS

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

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.scalacontarinidelbovolo.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/teatrodicafoscari [IT]

www.facebook.com/teatrodicafoscari

THEATRES IN VENICE

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

Venice

- Fondamenta Nuove Theatre www.teatrofondamentanuove.it [IT]
- Goldoni Theatre www.teatrostabileveneto.it [IT]
- Junghans Theatre www.comune.venezia.it > cultura > teatro e spettacoli > Teatro Junghans [IT]
- La Fenice Theatre www.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 +39 041 524 1320
- Multisala Astra
via Corfù, 12 – Lido
T +39 041 526 5736

Mestre

- Cityplex Corso
Corso del Popolo 30
T +39 041 986 722
- Cityplex Palazzo
Via Palazzo 29 – Mestre
T +39 041 971 444
- 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.ucicinemass.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 YEAR

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

ATTENDANCE

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

BUDDY

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

CAMPUS

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

COURSE CATALOGUE

The course catalogue is available at www.unive.it/data/9639. Students can select the course according to period, location and language.

COURSE UNIT

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

DEPARTMENT

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

DOUBLE/JOINT DEGREES

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

EXAM

For every exam passed, students are awarded a certain number of credits according to the courses followed and quantitative evaluation. The exam may

be written or oral, or both. The minimum passing mark is 18/30 while 30/30 is the highest, with the possibility of honours (30 e lode).

EXAM DATES

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

GRADE BOOKLET

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

LEARNING AGREEMENT

Study plan during the mobility period. It must be approved and sign by the student, the home university and the host university.

MATRICULATION NUMBER

A number that identifies each student and that is given when he/she enrolls at the university. It is required for a number of services such as taking exams, borrowing library books, etc. It also represents the student's username to access the Personal Area of the university website.

MINISTERIAL DEGREE CODES

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

OFFICE HOURS

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

PERSONAL AREA

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

QUALIFYING EXAM

There are certain qualifications that may be requested during matriculation or throughout a student's academic career, which are required for the initiation or completion of a student's programme of study. There are linguistic and technical qualification exams that can be avoided through the completion of certain university courses, a relative exam at the University Language Centre (CLA), or by an official certification already obtained by the student. Exemption from a qualifying exam occurs with the achievement of the corresponding credits (CFU).

SEMESTER

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

TRANSCRIPT OF RECORDS

Official certificate with the complete list of approved exams.

UNIVERSITY BADGE

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

UNIVERSITY CREDIT (CFU)

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

SURVIVAL ITALIAN

Arrivederci	Goodbye
Biblioteca	Library
Biglietto/ abbonamento	Ticket/ season ticket
Buon pomeriggio	Good afternoon
Buonasera	Good evening
Buongiorno	Good morning
C'è/ ci sono...?	Is there/ Are there ...?
Carta d'identità	Identity card
Ciao	Hi/ bye (informal)
Codice fiscale	Tax code/fiscal code
Come stai? Come sta?	How are you? (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

www.unive.it



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