



**CALL FOR SELECTION TO BE ADMITTED ONTO MASTER'S PROGRAMMES AT CA' FOSCARI
UNIVERSITY OF VENICE**

A.Y. 2019/2020

Art. 1- Call for selection

1. Public selections are organised for admission onto 1st and 2nd Level Professional Master's Programmes run by Ca' Foscari University of Venice for 2019/2020. The main features of the courses are listed under the attached profiles, which form an integral part of this document.
2. The range of 1st and 2nd Level Master's Programmes is organised into two different types: Post Lauream Master's and Executive Master's.
3. "Post Lauream" Master's means any Master's which, by integrating academic training with vocational content, aims to help graduates take their first steps in the world of work.
4. "Executive" Master's means any Master's with typically more vocational content, aimed at graduates who have already entered the world of work and require more targeted, specialised training.
5. The Professional Master's Programmes for 2019/2020 are:

1st level - Post Lauream

- 1) Digital Humanities;
- 2) Economics and languages of Eastern Europe. The emerging countries of Eurasia;
- 3) Management of strategic social innovation;
- 4) Sports business strategies;
- 5) Creative development and management of cultural activities.

1st level - Executive

- 6) Contemporary art of the Arab world, Iran and Turkey;
- 7) International business, arbitration and tax law;
- 8) Food and wine culture. Promoting Made in Italy excellence;
- 9) Teaching foreign languages;
- 10) Didactics and promotion of Italian language and culture to foreigners;
- 11) Tourism economics and management;
- 12) Fine arts in filmmaking;
- 13) Hospitality;
- 14) Immigration. Migratory phenomena and social change;
- 15) Science and techniques of prevention and safety;
- 16) Innovation strategy;
- 17) Corporate and regional environmental and energy assessment and management;
- 18) Yoga studies. Body and meditation in Asian traditions.

2nd level - Post Lauream

- 19) Philosophical consultancy;
- 20) Economics and finance;
- 21) Climate change science and management.

2nd level - Executive

- 22) Health economics and management;



- 23) Management of cultural and artistic activities;
 - 24) Welfare management;
 - 25) Advanced planning for teaching Italian language and culture to foreigners;
 - 26) Public administration;
 - 27) Remediation of contaminated sites;
 - 28) Strategic studies and international security.
6. The Master's course will only be activated if the minimum number of students enrolled for each course is reached, in compliance with the provisions of the Master's and Lifelong Learning University Regulations. For these purposes, students are enrolled once they have fully paid their enrolment fees. In the event that a Master's course does not begin, any enrolment fees already paid will be fully reimbursed.

Art. 2 - Admission requirements

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

Art. 3 - Admission application

1. At risk of exclusion, the admission application must be filled in and submitted online by the deadline indicated in the individual course profiles attached.
The online procedure for admittance to the selection is divided in two stages:
 - a) **registration** on the university website (www.unive.it/registrazione), providing your personal data as well as details on your residence and domicile if applicable. Once you have registered, you will be temporarily assigned a user name and password, active from the following day, to log into the Personal Area to complete the next stage of the enrolment. If you already have the login credentials for the Personal Area (for example as a former student of the University), you can go directly to point b). If you have forgotten your password or it has expired, you can renew it with immediate effect at the link <https://apps.unive.it/newpass/recupera>;
 - b) **filling in the admission application** by accessing the Personal Area and clicking on "Admission tests" (former students: follow the path: Admission and enrolment > Enrolment for admission tests - S3), choosing the type of course (1st or 2nd Level Professional Master's Programme) and finally, the course you wish to enrol on. During the online procedure candidates must attach the following documents in electronic format:



- self-certification declaration (pursuant to D.P.R. no. 445 of 28/12/2000 as amended) certifying the qualification required for the admission;
- curriculum vitae;
- photocopy of a valid ID;
- any other documents required for admission to your chosen Master's (see attached profiles).

During this stage candidates will be asked to enter only the valid qualification for admission to the chosen Master's (**do not enter any higher qualification you may have**). The information required will include: type of qualification, the University which awarded the qualification, name of the course, date of award, registered grade obtained, the date you enrolled on the University System (SU) (meaning the date when you first enrolled with an Italian University; if you do not remember the exact day, you only need to write the 1st of October of that year). The candidate may modify the inserted information and/or attach/remove the attached documents even after having filled in the online application, provided that the deadline specified in the attached individual profiles has not expired. Files must be in JPEG or PDF format and must not exceed 5 MB.

2. At the end of this procedure, you will receive an email confirming submission of your application for admission to the Master's Programme.
3. The version in English can be found on the <https://esse3.unive.it> website. Click on the menu at the top right and choose "eng" then "Login".
4. Certain Master's Programmes require payment of a non-refundable selection fee. This must be paid through the PagoPA system, by clicking on the "Payments" button displayed at the end of the procedure.
5. Unless otherwise indicated, in the event of enrolment, the selection fee will be deducted from the first instalment.
6. **Candidates will be excluded from selection if they fail to meet the deadline indicated for submitting the admission application. They will also be excluded if they fail to pay the selection fee (where applicable).**
7. If the deadline indicated for presentation of admission applications is reached without a sufficient number of candidates to achieve the minimum number of enrolments specified for activation of the Master's, the course will not be activated.

Art. 4 - Selection procedure

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

Art. 5 - Enrolment fees, subsidies and loans

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

Art. 6 - Enrolment



1. At risk of exclusion, successful Master's applicants must pre-enrol following the specific online procedure by the deadlines indicated in the individual profiles, logging into the Personal Area using the same credentials as those used for filling in the admission application for the selection procedure and selecting the function:

Enrolment > Enrolment to courses with admission test (former students: follow the path: Admission and enrolment > Enrolment - S3). During this stage candidates will be asked to upload a photograph (passport-sized, front view, clear and legible) with .jpg extension. Subsequently they must attach:

- valid ID (front and back);
 - self-certification declaration (pursuant to D.P.R. no. 445 of 28/12/2000 as amended) certifying the qualification required for the admission;
2. At the end of the enrolment procedure, the candidate must click on the "Payments" button displayed to receive instructions on payment of the first instalment and a 16.00 Euro revenue stamp.
 3. The version in English can be found on the <https://esse3.unive.it> website. Click on the menu at the top right and choose "eng" then "Login".
 4. At risk of exclusion, students receiving any form of study grant must proceed with payment of stamp duty and any percentage of the costs for which they are responsible within the established times.
 5. **At risk of exclusion, in order to accept the place, the candidate must complete the pre-enrolment procedure and pay any fees owed.**
 6. The enrolment will be completed by the Post Lauream Career Office of the Student Career and Right to Study Department within 10 working days from the final enrolment day. Each student will receive confirmation of the successful enrolment via email, together with new credentials (matriculation number and password) for accessing the University's telematics and IT services.
 7. If at the end of enrolments, the minimum number of students specified in the Call for Applications for activation of the Master's has not been reached, the course will not be activated and the enrolment fee paid will be reimbursed in full.
 8. When applicable, if at the end of enrolments a number of places become available due to the withdrawal of successful candidates, said places will be offered to suitable candidates according to the classification.

Art. 7 - Qualifications obtained abroad and rules for foreign citizens

1. Italian and foreign citizens holding qualifications obtained abroad are also eligible to submit applications for Professional Master's Programmes, provided that their qualification is equivalent to the level, nature, duration and content of the Italian academic qualification required for admission to the course. Enrolment is, however, subject to assessment of the suitability of the qualification for enrolment onto the Master's Programme.
2. In order to submit the application, as referred to in the previous art. 3, citizens holding a qualification obtained abroad must attach:
 - a diploma supplement or, if the qualification was obtained outside the EU, a copy of the diploma translated and certified in Italian or English language together with the "declaration of equivalence of the diploma" drawn up by the competent Italian diplomatic-consular representative based in the country in which the qualification was obtained or the ENIC-NARIC centre certificate was issued;
 - curriculum vitae;
 - photocopy of a valid ID;
 - any documents required for admission to your chosen Master's (see attached profiles).
3. Non EU citizens residing abroad must submit the admission application for the Master's Programme directly to the University following the procedure and within the deadline indicated in the individual profiles attached and providing the above mentioned documents.
4. The International Office Counseling and Welcome Department will notify the competent representatives of the result of the selection to allow them to finalise the required documentation for enrolling on the Master's and issue the necessary entry visa.



5. If admitted, citizens as per paragraph 1 of this article must perform the pre-enrolment procedure within the deadlines specified, attaching:
 - a diploma supplement or, if the qualification was obtained outside the EU, a copy of the diploma translated and certified in Italian or English language together with the "declaration of equivalence of the diploma" drawn up by the competent Italian diplomatic-consular representative based in the same country as the institution awarding the qualification or ENIC-NARIC centre issuing the certificate;
 - copy of a valid ID;
 - study visa (if possessed);
 - residence permit (if possessed).
6. The enrolment will be completed by the Counseling and Welcome Office. Each student will receive confirmation of the successful enrolment via email, together with new credentials (matriculation number and password) for accessing the University's telematics and IT services.
7. The Counseling and Welcome Office will also provide support for procedures to obtain a visa, residence permit and tax code and will help the candidate settle into the University in general. The same office may also contact candidates to verify the original documents.
8. Candidates may be asked at any time to supplement their submitted documentation in order to verify their eligibility.

Art. 8 - Attendance and withdrawal from studies

1. Attendance by enrolled students of the various didactic activities of the Professional Master's Programmes is compulsory; justified absences are only permitted within the limits of each course (see the individual profiles attached). The non-fulfilment of attendance obligations will result in the exclusion from the final test and preclude the issuing of the qualification.
2. Students may request to withdraw from studies at any time. The request is irrevocable and must be submitted to the Post Lauream Career Department (Università Ca' Foscari Venezia - Dorsoduro, 3246 - 30123 Venezia) using the specific form, available on the University website.
3. Withdrawal from the course or exclusion does not exempt students from paying any further instalments owing.
4. Any enrolment fees already paid will not be reimbursed under any circumstances.

Art. 9 - Issue of qualification

1. Students who have attended the didactic activities, completed the internship and passed the mid-term and final tests will be awarded with the qualification of 1st or 2nd Level Professional Master's and the relative diploma will be issued.

Art. 10 - Credits recognition

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

Art. 11 - Enrolment on individual modules

1. Certain Master's Programmes offer a limited number of places for students who want to enrol on individual modules (see profiles attached).
2. To enrol on individual modules students must meet the same requirements as those needed to access the relevant Master's Programme.



3. Enrolment can be completed by filling in the form which can be found on the University website and following the instructions. The form and relative documentation can be sent to: Settore Carriere Post Lauream - Università Ca' Foscari Venezia - Dorsoduro, 3246 - 30123 Venezia, or handed in personally at the front desk after booking an appointment: <http://static.unive.it/prenotazioni/p/postlauream>.
4. Attendance is compulsory. Only students who have attended at least 70% of the didactic activities of the individual module will be admitted to the final test, unless otherwise indicated.
5. Students enrolled in the module who pass the final test will be awarded the certification stating the number of acquired credits and relative SDS (scientific disciplinary sector).
6. Enrolment on individual modules will remain open until the maximum number of participants is reached.
7. In the event that candidates enrolled on individual modules wish to complete the course and obtain the diploma by attending future editions of the Master's Programme, the course Board of Professors will evaluate case-by-case possible exemption from attending the modules already successfully completed.

Art. 12 - Privacy

1. Pursuant to art. 13 of Italian Legislative Decree no. 196/2003 on provisions for the protection of personal data, you are informed that personal data voluntarily provided to Ca' Foscari University of Venice will be treated by said University adopting appropriate measures to guarantee its safety and confidentiality, in respect of the above regulation.

Art. 13 - Final Provisions

1. For all matters not expressly covered by this Call for Selection, please refer to the provisions of the Master's and Lifelong Learning University Regulations Issued by Rectoral Decree n. 893 of 19/10/2011 and subsequent amendments, available for consultation at: <http://www.unive.it/pag/8253/>.

Attachments: 28

- 1-28 Master's Profiles