![Università Ca'Foscari Venezia logo]

GUIDELINE FOR COURSE CATALOGUE: VISITING STUDENTS

1. COURSE CHOICE

Visiting Students are generally allowed to choose courses from all the Departments.

The **course catalogue** is available through two different paths:
- the detailed Degree programmes catalogueat
  http://www.unive.it/pag/17839/;
- the Course search at http://www.unive.it/data/9639/.

Clicking in particular on the Course search, the website will display the following screen, giving the possibility to filter the search by academic year, course title, period, level, etc.:

Visiting Students are generally allowed to choose courses **from all the Departments** from the course catalogue

EXCEPT FOR:

- PHD courses
- "Minor" courses
- *Collegio Internazionale* courses (*Centro di Eccellenza*)
- courses that give you 0 credits
- courses of the Joint Master Programme "Crossing the Mediterranean:towards Investment and Integration MIM)": http://www.unive.it/pag/21087/
- "interateneo" courses (i.e., held in other universities)
- courses from the BA Digital Management
- courses from the BA *Mediazione LinguisticaCulturale*: http://www.unive.it/pag/4022/
- SIE (School for International Education) courses

- CLA (*Centro Linguistico di Ateneo*) language courses
- VIU (Venice International University) courses
- courses from the MA Digital and Public Humanities
- courses from the MA Data Analytics for Business and Society
  Visiting students however can attend **Hospitality, Innovation and E. Tourism** courses:

AN OPEN CITY IN HISTORICAL PERSPECTIVE: VENICE -	VENEZIA	6	CT9002
DATA ANALYSIS FOR TOURISM	VENEZIA	6	CT9004
DIGITAL TECHNOLOGIES FOR E-TOURISM	VENEZIA	6	CT9005
FOOD & BEVERAGE MANAGEMENT	VENEZIA	6	CT9018
INTRODUCTION TO BUSINESS ADMINISTRATION -	VENEZIA	6	CT9008
INTRODUCTION TO TOURISM ECONOMICS AND SUSTAINABILITY -	VENEZIA	6	CT9009

Students **do not register to courses** (except for SIE, CLA and VIU) but **MUST** register to exams (online procedure to be done about one week before the exam date).
Visiting students can attend all the courses they want, but they can only take the exams of the ones formally approved in their Learning Agreement.

2. HOW TO USE COURSE SEARCH:

Clicking in particular on the Course search, the website will display the following screen, giving the possibility to filter the search by academic year, course title, period, level, etc.:

ACADEMIC YEAR:

If the academic calendar of the year of the scheduled mobility is not yet available at the moment of the application, we suggest students should use current year courses.
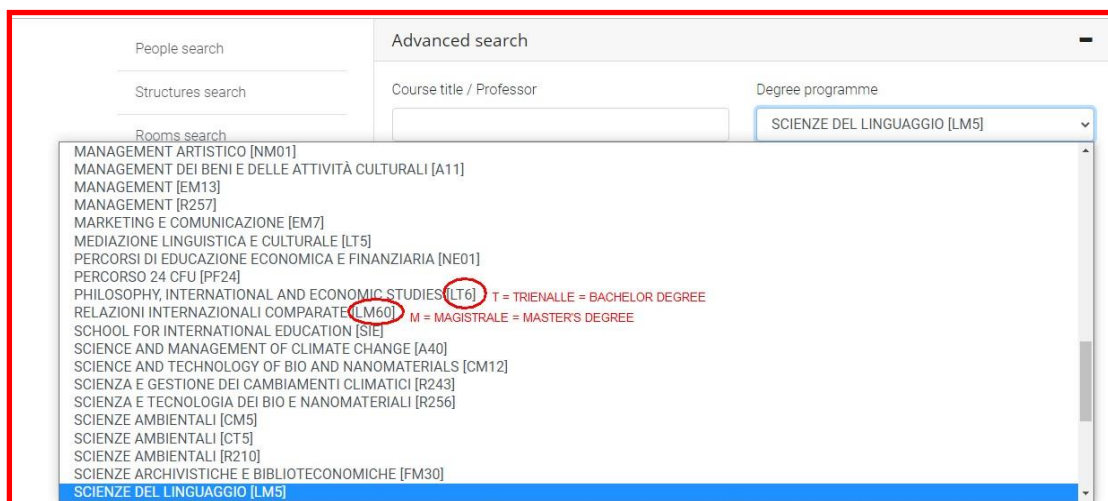
In any case Learning Agreements will be revised and updated (if needed) by UNIVE Welcome Unit during the first month of the mobility.

DEGREE PROGRAMME:

When choosing Degree programme <u>MIND</u> **the course codes in square brackets:**

<u>For example:</u>

Philosophy, International, and Economic studies comparate has the following code – LT6, where T stands for "Triennale", which refers to 1 cycle/undergraduate/1st (BA) levelcourses. Relazioni internazionali comparate has the following code – LM60, where M stands for "Magistrale", which refers to 2ndcycle/Master's degree course.

PERIOD:

Students have to identify the period of the scheduled mobility. The academic year is divided into two semesters: Autumn (first semester) and Spring (second semester). Moreover, for the Economics and Humanities Areas, each semester is divided into two terms.

The exact dates are detailed in the Academic Calendar sent by the Welcome Unit to all Visiting students.

Students must choose courses offered in the semesters corresponding to their mobility.

LEVEL:

The level of the courses students wish to attend should correspond to their study level, as previous competences are required. For ex., students attending a 1st cycle/undergraduate/1st level programme at their sending institution should choose only 1st level (Bachelor's degree) courses, **while** 2nd cycle students (Master's degree) are allowed to attend undergraduate(BA) courses.

However, if the home university agrees, Incoming students are allowed to choose courses from different levels.

WHERE:
Please choose from the course catalogue courses **held in Venice and Treviso only**.

3. COURSE PAGE

When a course has been identified, students should carefully check all the details in its specific webpage:

In particular the "Programme" label should be clicked and the page should be
Scroll down in order to check "Teaching language". We highly recommend students to choose only courses whose teaching language matches with their English / Italian language skills.

Concerning courses description, Ca' Foscari suggests international students to consider the following indications:

✓ Be careful of the course codes in square brackets: T (ex. FT1) means "Triennale", which refers to 1st cycle/undergraduate/1st level courses, M (ex: EM50) stands for "Magistrale", which refers to 2nd cycle/master's level courses;

✓ Visiting students will not be allowed to attend two or more equivalent courses.
In order to check this, it will be sufficient to click on the course webpage, then on the "Professors and degree programmes" label, scroll down to check the label "Equivalent courses for other degree programmes".

CHANGING COURSES:
Visiting students cannot change the courses chosen and written on their Application Form: only in some cases, they can replace a previously chosen course with another one that has the same amount of credits (for ex. you can replace a 6-credit-course with another 6-credit-course; or a 12-credit-course with another 12-credit-course. You cannot replace a 12-credit-course with two 6-credit-course). The change must be communicated in due time and approvedby the Welcome Unit.

4. EXAMS

Registration to exams is a compulsory procedure, to be done online, with the student's credentials, about one week before the exam date. The exact dates for the online registration are indicated in your Personal Area, near to the course title. The Welcome Unit sends to all international students a guideline with the detailed procedure for the registration.

5. TRANSCRIPT OF RECORDS

At the end of the mobility period, Visiting students may ask their Final certificate, an official document with the details of each exam (or research activity) taken in Venice that will be released upon the payment of the € 16,00 revenue stamp. Only passed exams will be in the ToR.

IMPORTANT: Please, be informed that you are not allowed to attend partial exams, for example, if you select a course made of two modules (6+6) you need to attend the complete 12 ECTS course, not a single module.

BRANDING AND COMMUNICATION - 1

Academic year	2020/2021	Syllabus of previous years ▶▶
Official course title	**BRANDING AND COMMUNICATION - 1**	
Course code	EM7032 *(AF:332389 AR:178863)*	
Modality	For teaching methods (in presence/online) please check the timetable	
ECTS credits	6 out of 12 of BRANDING AND COMMUNICATION	
Degree level	Master's Degree Programme (DM270)	
Educational sector code	SECS-P/08	
Period	3rd Term	
Course year	1	
Where	VENEZIA	
Moodle	**Go to Moodle page**	