



Ca' Foscari  
University  
of Venice

**Guidance and  
Tutoring Unit**

# YOU'RE NEXT!

Practical tips for new  
Ca' Foscari students

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## Stay Tuned

The **university website** gives you access to all the information you need.

In your **Personal Area**, you can manage your university career: fill in and modify your study plan, register for exams and view results, apply for grants and scholarships, make payments, find useful forms and certifications.

Your Reserved Area is available at [www.unive.it](http://www.unive.it) / Students and Graduates / Reserved Area or by scrolling to the bottom of each page on [www.unive.it](http://www.unive.it).

### [matricola@stud.unive.it](mailto:matricola@stud.unive.it) / Institutional e-mail

At the time of enrolment, a personal and university account is activated for each student, managed by the operator Google.

The **Username** corresponds to the matriculation number, whereas the **Password** is personalized. On the website there are also explanations of how to resolve problems that might arise with the authentication.

The university only **uses this e-mail address to send the notification** of administrative deadlines, advertise events, calls for collaboration and much more.

It will be your main channel for communication with the university, offices and teachers.

It is essential to keep this address monitored constantly -even redirecting it to your personal mailbox- so as not to lose useful information.

You will have to change your password every six months; you will receive a notification each time as a reminder!

### **Covid-19: information for students**

Information on teaching, financial aid, internships, access to services and much more during the ongoing Covid-19 emergency.

You can also keep up to date with Ca' Foscari initiatives through:

### Social media

Click on the following icons and follow us on social media!



### APP

Ca' Foscari provides you with a catalogue of apps, such as **UNITAX**, which enable you to calculate tuition fees and ISEE; **CA' #OSCARI**, with which you can check the dates of the exams and register and receive communications from the teachers; **CerCa'**, available for libraries and resources. **Ca' Foscari Locations and Classrooms** make it possible, through geolocation on Google Maps, to reach the offices and classrooms of Ca' Foscari. With **Myunive** you can consult the schedule of the lessons and book a seat in the classroom.

These are just a few examples. In the catalogue you can find many other useful apps for studying and living in Venice.

### cafoscariNEWS

Ca' Foscari successes, interviews with teachers, information on research, news on education, cultural initiatives and opportunities for students. **cafoscariNEWS** is the **web magazine** of Ca' Foscari, born to emphasize the contents and stories of the university community. Every week, you will receive our **newsletter**, providing you with all the updates.

It is founded on the contribution of the community whose stories it tells, which is why the editorial staff is very happy to receive any ideas and reports at [comunica@unive.it](mailto:comunica@unive.it) or of the community whose stories it tells, which is why the editorial staff is very happy to receive any ideas and reports at [comunica@unive.it](mailto:comunica@unive.it).

## How to contact offices and teachers

There are many solutions (but always remember to use the personal and university account **matricola@stud.unive.it**, provided when you enrol):

### Online/physical help desks

If you wish to talk directly with a help desk operator it is necessary to make an appointment.

### Student Support

A portal is made for all possible **FAQs** of students on matriculation and enrolment, fees and financial aid, academic career and graduation. You can also send a request for personalised support.

### Call Center

Telephone and e-mail support and information service for students.

### Search on unive.it

 

On every page of the website, you will find the search function, especially useful if you need to search for the contact details of an office or a teacher, whose name you already know.

### Professor Office Hours

The professors are available for students out of lecture time to provide clarification and explanation regarding the course's contents, exams, and etc. Check the professors' personal webpages for their contact details and their office hours if you want to talk to them in person or make an online appointment.

### Information tutor for enrolled students

You can contact the **information tutor for enrolled students** who can give you information regarding the organization of teaching, the administrative obligations relating to academic careers and the various aspects of life at Ca' Foscari University.

Tutors can meet students at the University's 4 campuses: **Economics, Language, Humanities, Science** and at the **Treviso Campus**.

# Academic Calendar



## Academic Year

The academic year, the period in which courses and exams take place, begins in September and ends in August of the following year.

It is divided into **two semesters**, which, for Economics and Management, Arts and Humanities and Public Policy and Social Change only, are in turn divided into **two periods**.

## Academic Calendar

This is very helpful for planning and learning how to organize your study. It includes:

- **administrative deadlines** (enrolments, payments, application for graduation, etc.).
- **educational deadlines** (start and end of lesson periods, exam sessions and graduations, etc.);
- University **closures**.

Academic Year			
First Semester		Second Semester	
Indicatively from September to January		Indicatively from February to June	
<b>Period I</b> September - November	<b>Period II</b> November - December	<b>Period III</b> February - end of March	<b>Period IV</b> End of March - May

# Planning / Organizing your study



Whilst at high schools, the POF - Education Plan, i.e. the subjects to be studied: Italian, mathematics, history, English, accounting... is already provided by the school, when you enrol on a university course, you are asked to identify the educational activities (exams, laboratories, internships/work experience, etc.) that you will complete during your university career, following the rules of the chosen degree course; you will therefore have to complete your own study plan.

The study plan weighs the educational activities in **CFUs - University Credits**, which are the measurement's unit of the workload required of the student: **1 CFU corresponds to 25 hours of work**. Each educational activity is associated with a corresponding number of credits, which estimate the effort required to prepare that particular activity, combining the hours of lessons and hours of individual study. **A Bachelor's degree study plan foresees 180 credits (three years), while a Master's degree study plan foresees 120 credits (two years). Normally a student should earn 60 credits each academic year.**

Completing a study plan is one of the first essential actions required of enrolled students, following which you can start planning the courses you want to take for each academic year and consequently organize your study, exams or other educational activities.

We remind you that there are deadlines and guidelines to be respected for the compilation of the plan, after which you can make changes only the following academic year.

You can find all useful information in the boxes:

> [Study plan](#)

> [Attendance](#)

# Study plan

This is a list of all the educational activities that students must complete during their university career (exams, laboratories, internships, etc.). **You must complete your study plan in order to be able to generate the transcript in the Reserved Area of the site and take exams.**

Completing a study plan is essential and a compulsory requirement for sitting exams. The plan must be completed online each academic year in compliance with certain instructions and deadlines (generally from September to the **end of February**: within this window, the plan can always be edited - even if you have given final confirmation at the end of the plan completion process). In order to complete the study plan, you **must be up to date with enrolment for the academic year**. Remember that the study plan must be confirmed annually, so each academic year, you must reopen the guided procedure in their personal area, whether you want to **make any changes** or decide to confirm the plan of the previous academic year.

The courses/exams to be included in the study plan can be:

- mandatory
- chosen from a range of proposals
- TOTALLY free choice (12 credits): in this case, you can also enter courses belonging to other study programmes at the university.

The rules for completing the plan depend on the area of study. In some cases, students have to select a curriculum or study languages before choosing the various educational activities.

For support/assistance in completing the plan, you can contact your **information tutor**.

Before starting the procedure, we advise you to first take a look at the standard study plan (referring to your enrollment year) published in the course minisite: **[www.unive.it](http://www.unive.it) / Academics and services / Bachelor's and Master's degrees > Study / Study plan.**

In addition to the courses/exams, each study plan can also include other educational activities:

## Additional Learning Requirements (OFAs)

**Certain basic knowledge** is required to enrol in degree programmes, which is necessary for you to be able to successfully complete your course of study. The purpose of checking this knowledge is to identify any significant deficiencies in order to make up for them through the fulfilment of the Additional Learning Requirements (OFAs) in the study plan.

All information on the procedures and timing of verification and OFA fulfilment are available on the minisite of your course **[www.unive.it](http://www.unive.it) / Academics and services / Bachelor's and Master's degrees > Study menu / OFA and eligibility.**

We would like to remind you that exemptions apply in some cases, such as **English Language OFAs**, also following the production of language certificates recognised by the University.

## Internships/Work experience

Internships at private companies or public entities are a mandatory activity. To calculate the duration, you have to multiply the number of credits foreseen for the internship in the study plan by 25 (hours). The internship may also be replaced with other training activities, where deemed initiatives of particular educational value by the individual course teaching boards. You can also find information about this on the minisite of your course: [www.unive.it](http://www.unive.it) / Academics and services / Bachelor's and Master's degrees > Study menu / Internships / Substitute activities.

## Exams taken abroad

Students who take exams abroad can change their study plan by agreement with the teachers of the **teaching board**.

## Excess credits

Students have the right to complete additional educational activities (supernumerary to the number of CFUs provided for by the course), until an increased and variable number of credits is reached, depending on the course in which you are enrolled.

Find the specification at the bottom of the [Study Plan and exams web page](#).

## Minor

The Minor is an interdisciplinary thematic programme offered to students enrolled in three-year degree courses, consisting of three courses of 6 credits each, for a total of 18 credits, which enhances standard university education with complementary and transversal skills.

## Sustainability Competencies 1 credit

The acquisition of sustainability competencies (CDS) is based on voluntary activities, offered to all Ca' Foscari students of any level and earns 1 extracurricular credit.

## Final paper/Thesis

The final paper/thesis is the paper that is required as a final test in order to obtain the degree in the course of study attended. Information on the course minisite:

**[www.unive.it](http://www.unive.it) / Academics and services / Bachelor's and Master's degrees > Graduation / Final degree exam.**

**> Final paper/Thesis**

# Attendance

## Course minisite

There is a mini website for each degree course. It contains all the information related to the course.

From the **STUDY** menu of each minisite, you can access a variety of useful information for organizing lessons and study.

## Courses

On the course minisite: Academics and services / Bachelor's and Master's degrees > Study menu / Courses you can find the complete list of courses related to the degree programme, subdivided according to the academic year of attendance. By clicking on the name of the course, you can access the **specific datasheet**, which provides information such as corresponding credits, possible division, starting semester or period and course year.

The specific datasheet contains the following information:

- lecturer and reference degree course
- exam programme, reference texts and assessment procedures
- lesson timetable

In the summer period or in other short periods clicking on the name of a specific teaching may not be visible in the study program, due to temporary updates of the system.

## Mandatory priority exams (prerequisites)\*\*

A constraint relating to certain exams, which may be taken only after passing one or more preliminary examinations, relevant to the teaching and introduction of the contents.

For example, to take the English Language 3 exam you must have previously passed the English Language 1 and English Language 2 exams.

## Maps and routes

The university website includes an [interactive map](#) for finding the Ca' Foscari buildings and the useful routes to reach them starting from the railway station or from Piazzale Roma. [Routes suitable for students with disabilities](#) are also available. In addition, students with disabilities who are unable to move independently can request the accompanying service to regularly attend classes or for other educational and institutional activities.

## Classroom assistance, reserved space for lessons and recovering notes

**Students with disabilities** who find it difficult to attend classes independently, may request **assistance in the classroom** and/or the **reservation of a place in the classroom** in relation to their needs (eg. place in the first row for visual difficulty). In addition, students with disabilities or with SLD who can not take notes independently can **request the recovery of notes**, a request that will be taken care of by a tutor.

## Dual and remote teaching - Ca' Foscari for the Coronavirus emergency

In the 2022/23 academic year, teaching will be delivered **exclusively face-to-face** so as to enhance students' relationship with lecturers, active teaching as a tool for personal growth and the experiential aspect of the course.

However, some **specific categories** of students will be able to take advantage of **dedicated teaching services and resources**, such as video lectures, short videos or specially created multimedia materials, as well as to make use of tutoring services.

The frequency of the lessons varies depending on the field of study: in some cases a frequency plan is provided, in others the student will determine which courses to follow in each period or semester considering the probability that some of the lessons could overlap. Here is some information to begin with, referring to the different areas:

## Economics and Management

Generally the courses are divided into **periods** with 3 lessons per week. Given the compulsory nature of the curricular activities, a document called **Recommended Attendance Plan** is provided, which can be found on the course minisite: [www.unive.it](http://www.unive.it) / Academics and services / Bachelor's and Master's degrees > Study menu / Study Plan. You therefore have access to a standard attendance model for curricular courses and sitting the related exams. However, it is always possible to sit exams in academic periods and years other than those foreseen in the attendance plan, in compliance with the **Mandatory priority exams (prerequisites)\*\***.

## Languages and Cultures

All courses last **six months**: the 6-credit courses foresee only one lesson per week, while for the 12-credit courses, there are two lessons per week. Language courses (12/18 credits) instead **last one year** and are divided into two parts: **classes with native speaker language assistants** lasting one year and **lecturer's module** which takes place in one of the two semesters.

## Arts and Humanities

The 6-credit courses include 3 lessons per week for **one period**; the 12-credit courses are divided into weekly lessons of two and a half hours for **one semester**. Especially in the case of Master's degree courses, it is possible that even the 6-credit courses last for six months with two and a half hours of lessons per week.

## Public Policies and Social Change

The courses are worth 6, 9 or 12 credits. The 9-credit courses **last six months**, but can also be concentrated in a single period with a more intensive timetable. Lessons usually last two and a half hours, held twice a week. The study plan also indicates the year of attendance of the course - the year in which the university recommends you attend the course - useful for planning exams in compliance with the **mandatory priority exams(prerequisites)\*\***.

## Sciences And Technology

The 6-credit and 12-credit courses last six months and include one or more weekly lessons, depending on the number of credits and the total number of hours to be achieved, indicated in the course datasheet. In the case that **laboratory** activities are planned, there may be class divisions (Class 1, 2, 3...) according to the maximum capacity of the laboratories. Classes are usually divided by teachers in the first few weeks of lessons.

# Study

We strongly recommend adopting good habits from the beginning in preparing for exams, organizing yourself in time so as to acquire knowledge step by step and not revising everything at the last minute.

Unlike what happens in high schools, in fact, where it is the teachers who plan the study through lessons and frequent written and oral tests, at university, **the students must organize their own study time individually.**

## Reference texts

On the web page of each course (minisite of the course [www.unive.it](http://www.unive.it) / **Academics and services / Bachelor's and Master's degrees > Study / Courses**), the teacher shows you which texts you should study or any texts indicated in certain parts of the books or any supplementary reading useful for improved preparation. The books can be purchased or borrowed or consulted in the **University Libraries** (the library services are accessible to all students who hold a **CartaConto Ca' Foscari**) or viewed using other research tools.

## University Library System – SBA and digital library

Below is a list of University libraries:

**BALI – Language Area Library**  
**BAS – Science Area Library**  
**BAUM – Humanities Area Library**  
**BEC – Economics Area Library**  
**BDA – University Digital Library**  
**CFZ – Library Services.**

There are also other libraries in the city where you can consult the texts you are interested in.

If you need to consult or borrow a book, you can verify its availability via the search engines, including:

- **CerCa'**, main portal of the University's paper and electronic resources, which

enables users to simultaneously search for books and journals in the libraries, eBooks and electronic magazines, theses and research products, articles and other online documents.

- **Yewno Discover**, a platform that uses artificial intelligence, cognitive science and computational linguistics to extract concepts from academic publications as part of a rich central index.
- **BiblioVea Polo SBN Venezia**, which extends research to all the libraries in the city.

In libraries, **you can make scans, photocopies and prints** using multifunctional printers and using CartaConto Ca' Foscari. You can find all the instructions for use at [www.unive.it/Services / Photocopies, prints, scans](http://www.unive.it/Services/Photocopies,prints,scans).

## Material in accessible format

Students with disabilities or SLD who cannot independently find the texts in digital format, may submit a request for accessible material to the Inclusivity Service, upon delivery of the original text or receipt.

## Libreria Cafoscarina

You can download here a brochure with the texts that can be purchased in the Bookstore for preparing for exams:

- economics
- humanities
- Oriental languages
- Western languages

## E-learning platform (Moodle or Zoom)

Some teachers use the platforms to upload study materials or activate other functions, such as forums and videos. You will find links to access the Moodle space within each individual teaching module (course minisite: [www.unive.it](http://www.unive.it) / Academics and services / Bachelor's and Master's degrees > Study menu / Tuition). To gain

access, you must enter your institutional student credentials and sometimes also an enrolment key (password) provided by the lecturer.

## University WiFi network

You can connect to the Ca' Foscari WIFI network (Ca' Foscari University is part of the eduroam federation) in most locations. Access to the University's wireless network is reserved exclusively for students and staff and is carried out according to the rules and procedures defined by the federation.

For support in preparing for exams, you can contact:

## University teachers

For information on the exam programme or in case of doubts about some of the topics covered in class, you can contact the teachers on **e-mail** or go to their student welcome sessions. Teacher contact details and office hours can be found by typing the name of the teacher in the search engine on the University website and clicking on the relative datasheet.

## Teaching Assistant

Assistants work alongside teachers for improved coordination of classroom activities, exercises, workshops, student support, correction of assignments and mid- year tests.

## Instructors

Some courses include supplementary lessons held by instructors.

## Specialist and Course Tutors

For some courses there is an educational/ supplementary activity led by a specialist tutor, who guides more in- depth study for improved revision for exams.

## Tools for your study

This is a **study support guidance pathway**, consisting of 3D videos and downloadable material for in-depth study.

The proposed modules offer food for thought and suggestions useful for:

- improving your **study organization and motivation**: revision strategies, time management, the art of reading and taking notes, mnemonics;
- **improving certain soft skills**: wicked problems, problem solving, planning of objectives and priorities, public speaking

## Departments, Campuses and Education Secretariats

University structures that, during the academic year, organize educational support seminars, meetings and workshops.

## Information tutor for enrolled students

Information service on the organization of teaching, the administrative obligations relating to academic careers and the various aspects of life at Ca' Foscari University.

Your tutor awaits you – at the University's campuses – on the days and times listed at [www.unive.it/chiediloaltutor](http://www.unive.it/chiediloaltutor).

For students **with disabilities and with SLD** there is also tutoring to **support the study**. The student can request assistance in the organization of the university course and in the acquisition of an effective method of study.

# How to prepare for exams

## Exam anxiety

We strongly recommend adopting good habits from the beginning in preparing for exams, organizing yourself in time so as to acquire knowledge step by step and not revising everything at the last minute. However, with an increase in intensity of commitments, there is also an increase in difficulties and anxiety: you sleep little, often eat poorly and this disorder includes poor performance in the long term assimilation of what you learn and passing the exams.

Poor time management leads gradually to poor time productivity and generates the impression and then the fear of being unable to cope with university, even ending up by dropping out.

It is therefore important to understand from the offset that these years at university are an investment in your future. The actions of today will have a major impact on your tomorrow and, therefore, require commitment, perseverance and possible sacrifices: in this way, any difficulties will instead turn into goals to be achieved and new strategies for success will be adopted.

If you feel uncomfortable and uneasy about studying, attending courses and preparing for and passing exams, or feel that the path you have chosen does not fully meet your expectations, you can contact **Spazio**

**Ascolto**, where you can focus on your difficulties and understand how to get going again together with a psychologist. In addition to the service offered by the University, ESU – Cuori organises in-depth seminars on exam anxiety and provides a psychological support desk: visit the **ESU Cuori - Guidance and Psychological Counselling Centre**.

## How to prepare for exams

Specifically, the motivation to prepare for each exam comes primarily from understanding why you need to acquire certain knowledge. It is therefore a good idea to take a good look at the whole programme provided by the teacher (minisite of the course [www.unive.it](http://www.unive.it) / Academics and services / Bachelor's and Master's degrees > Study / Courses) to get a clear idea of everything you will have to study, as well as understand the educational objectives of the course and the key points of the subject area. This enables you to adopt a general outlook in study organization, which will gradually make room for improvement even for the complementary aspects of the programme.

We must act individually to seek and use the opportunities and sources made available by the course: first of all, lesson attendance, taking notes and organizing and adding them as soon as possible after the lesson.

It is also useful to understand and memorize concepts in an organized fashion when studying written texts. For this, we recommend organizing your study using diagrams or concept maps in order to condense information and put it in logical order.

If there are any unclear steps, it is better to ask the professor, the specialist tutor or other supporting figures for clarification. We also recommend looking at past exams to understand more exactly how the teacher assesses the knowledge of the subject. It is also important to participate in the revision sessions at the end of the teaching period, during which the teacher goes back over the most important concepts.

## Ideal place to study

The ideal place to study is a place without disturbances and distractions, comfortable and bright (the university also offers several spaces for studying). Even at the university, you can find **spaces dedicated to study**.

Individual study is essential for good preparation. However, you can also organize a group study/revision with classmates: you could take it in turns weekly to explain part of the programme.

## The day of the exam

For written tests, read carefully the instructions on how to complete the test (e.g. check how much a wrong answer is worth) and read through all the questions before starting to answer, so you can judge the time based on the value of each question: answer the questions you feel most confident about first.

If the exam is oral, it is important you have effective oral presentation skills. If you didn't pass an exam, we recommend you go to the professor's welcome session, so you can find out where you went wrong and if the mistakes were the result of carelessness or inadequate preparation. This will allow you to better prepare yourself next time.

It is essential to have an optimistic approach so that you can take full advantage of even negative experiences.

# Sitting exams

For each subject in your study plan, you have to take an exam (remember that you can **only** sit the exams if the relative courses have been included in the plan).

The exam can be **written, oral** or include **both tests**.

The minimum score to pass an exam is **18/30**, while the maximum is **30/30** with possible honours (this does not alter the useful average used for the final degree score).

Remember that you must always enable identification via a CartaConto Ca' Foscari or a valid identity document.

## Exam sessions scheme

The scheme provides an overview of the examination periods for each area of study. For each course, students are generally entitled to **sit exams on 4 dates during the academic year**.

It is possible to take all the exams in the calendar with the exception of those relating to the **language of study** of language area courses, for which the student must choose 1 of the 2 available rounds in the same session-

## Publication of the Exam Calendar

One month before the start of each exam session, a calendar with the dates of the exams that will be held is published on the university website, in order to allow you to best organize your study and commitments. The dates are made available on the minisite of your Degree Course [www.unive.it](http://www.unive.it) / Academics and services / Bachelor's and Master's degrees > Study menu / Exams / Advance exam calendar.

## Registration for the exam session

**You register for the exams in your Personal Area / Exams and booklet / Register for exam sessions - S3.**

Before registering, you are asked to fill in the **questionnaire evaluating the teaching** whose exam you would like to sit. Please take two minutes of your time to fill in the questionnaire carefully: your opinion as a student contributes to improving teaching! Once completed, it will remain valid for all subsequent sessions of the same exam. The lists of exam registration open 15 days before the exam date and close 3 days before. To view your registration, go to **Personal Area / Exams and booklet / Reservation notice board - S3**. You can cancel a registration up to the day before the exam, otherwise you are marked as absent.

## Final grades

When you pass an exam, the teacher will then record the grade **electronically**. Once an exam grade has been recorded, **the exam cannot be resat or cancelled from your online booklet**. If you are not satisfied with the exam and you think you can do better, you can refuse the grade and take the exam again in a subsequent session.

The grade recording procedure differs according to whether the exam is:

- **written**: the teacher corrects the tests in an appropriate period of time and publishes the results usually within 8 working days and in any case at least 2 days before the next exam and no later than 15 days after the exam.

When the teacher has corrected the tests and published the results in the **Personal Area / Exams and booklet / Results Notice Board - S3**, the system sends an email to the university email address ([matricola@stud.unive.it](mailto:matricola@stud.unive.it)) of the students registered for the session. The **results board** will show either the exam grade or

Insufficiente (Fail).

Teachers may organize a welcome session for students who wish to look over their exams before deciding whether to accept or refuse the grade. Students then have 8 days from the date of publication of the results to accept or refuse the grade: however, **the rule of tacit consent applies**, so if the grade is **not explicitly refused** via the procedure in the **Personal Area / Exams and booklet / Results Notice Board - S3**, the grade is considered implicitly accepted. Once this deadline has passed, the teacher can definitively record the accepted grade. In case of refusal, the exam is recorded as **Refused/Withdrawn**. Accepting a grade does not automatically imply it will be recorded, insofar as the teacher is responsible for recording the grades: exams passed will be shown in your booklet only after this operation has been completed.

- **oral**: the grade is communicated verbally by the teacher at the end of the exam and must be accepted or refused on the spot. If the grade is accepted, the exam will be **directly recorded** and shown in your booklet (therefore, it can no longer be refused or cancelled).
- **both types of assessment**: within a few days of the written test, the teachers publish the results on their personal page (or by means of another notice) and, at the same time, publish the foreseen oral exam calendar. At the end of the oral exam, the grade is communicated verbally by the teacher and must be accepted or refused on the spot. Recorded exams are visible in **Personal Area / Exams and booklet / Booklet - S3**. Students are sent the confirmation of recorded exams to their university email address ([matricola@stud.unive.it](mailto:matricola@stud.unive.it)). When an exam taken does not appear in the online booklet and no confirmation email is received, you must contact the teacher with

whom the exam was taken directly. Instead, if you receive email confirmation of a recorded exam but the exam is not shown in the booklet, you have to report it to the Student Administration BA and MA Unit.

## Partial examination

For some full-bodied courses (usually 9 or 12 cfu) the teacher can provide the possibility to divide the study material into several parts, favoring the taking of more partial exams with reduced programs (just partial). The partial exam is usually scheduled at the end of the first part of the lessons of the reference period. The exam will be completed later with other tests at the end of the second period or semester.

Only when the exam is completed will the lecturer be able to record it: therefore, partial exams cannot be counted in the calculation of merit for the eventual application for fee concessions or for participation in collaboration selections.

## Accessible examinations

The **student with disabilities or SLD** can take the **exams**, the **OFA** and the **suitability** in accessible mode, according to their certified needs. The Inclusion Service will take care of the requests by identifying a reasonable accommodation in agreement with the teacher of the course.



# Final paper / Thesis



**Final paper** is understood to mean the work required to obtain a Bachelor's degree. **Thesis** is understood to mean the research work required to obtain a Master's degree.

The specific topic and the methodology used to prepare a thesis **must be agreed with the supervisor**, who will follow the preparation of the thesis and award the final grade. Each department has specific rules for thesis preparation and the assignment of the supervisor.

In the final assessment phase, the supervisor can seek the support of another teacher (co-supervisor).

The minisite of the course [www.unive.it](http://www.unive.it) / **Academics and services / Bachelor's and Master's Degrees > Enrolment, Registration, Graduation / Final degree exam** contains all the information on how to apply to submit a thesis, the procedures, the languages you can use to write the thesis, some substantive rules and tips for drafting the thesis (graphic issues, work methods).

In the final evaluation phase the supervisor can be accompanied by another teacher (co-supervisor).

## Graduation Day

The Graduation day is a special moment dedicated to Ca' Foscari undergraduate students to celebrate together the achievement of their Bachelor's degrees. The location of this ceremony is unparalleled: the unique setting of St. Mark's Square.

# Play an active role in university governance



Students can become active members of the Ca' Foscari community by electing representatives in the various university governing bodies, in order to voice their interests and demands, or become themselves student representatives. The Ca' Foscari University of Venice also supports initiatives promoted and self-managed by students in the fields of culture, sport and recreation, insofar as these are considered to enhance the pathway of education and active participation in university life. For more information, go to **Statute, rules and regulations** [ITA].

## Student associations

Students can organize self-managed educational activities (conferences, seminars, film clubs, magazines, etc.) by applying for university funding, after having formed a group of at least 20 components or a student association of at least 30 components. **A call is issued** annually. The page also includes a Register of Associations that are currently active.

## Questionnaire for enrolled students

Participating in governance also means expressing your opinion, not just through your representatives, but also thanks to surveys. Given their importance, surveys must be completed with care and a sense of responsibility. Ca' Foscari, in particular, carries out an annual survey of enrolled students, distributing a questionnaire in the Personal Area, for a period of approximately three months (mid-January -mid-April), investigating the **reasons and circumstances** that led currently enrolled students to choose Ca' Foscari University.

## Annual evaluation of teaching and services [ITA]

Enrolled students, with the exception of freshers, are required to complete an annual questionnaire on the teaching, services and functioning of Ca' Foscari University. The annual reports are available online.

## Course evaluation [ITA]

All enrolled students complete a questionnaire on the individual Courses, before taking the relative exam. Student opinions on individual courses help improve teaching. The reports containing the aggregated results of the questionnaires are available online.

## Feedback after using services

Each time you use a Service through the help desk, you can leave **online feedback** [ITA] to help improve it. The provision of the Services is regulated by the Service Charters.

# Study and career opportunities



The University offers numerous activities and initiatives intended to enrich your individual path of education and growth with complementary extracurricular experiences.

## CLA - University Language Centre

The University Language Centre offers language courses (Italian, English, French, German etc.) - taught by native speakers - and modules to develop specific language skills.

## Ca' Foscari Competency Centre

University centre recognized internationally in the study and implementation of competency based methodologies. It organizes courses, seminars and workshops (for Ca' Foscari students enrolled on Master's degree courses) for the development of soft skills. Among them: PerFORMARE emotivaMENTE, PensaFuturo and Emotional Leadership Lab for Excellence (ELLE).

## Innovative Learning Labs

The Innovative Learning Labs, which are divided into **Contamination Lab (CLab)** and **Active Learning Lab (ALL)**, are workshops organised by themes chosen by the University in collaboration with partners. They are normally organised over 6-8 weeks, for a total of 150 hours' worth of activities, which include interactive teaching sessions, group work, review activities and the presentation of results. Part of the workshop hours are devoted to independent group work to achieve the weekly objectives. Participants are divided into groups, following the criteria of interdisciplinarity, gender, transversal skills and expressed thematic preferences. Teachers and mentors are provided during the course of the training.

## Ca' Foscari School for International Education

It promotes educational activities for foreign students and promotes the international experience of Ca' Foscari students by organizing Summer Schools in collaboration with prestigious international universities, such as Harvard and Columbia.

## Ca' Foscari International College

This is a university institution, supported by a special grant from the Ministry of Education, which provides education for **outstanding young graduates** selected from particularly deserving and talented Ca' Foscari students, to whom it offers free residency at the Camplus residence in Santa Marta. The two strengths of the College are **internationality and multidisciplinary**. The College offers a personalized cultural programme that includes specific interdisciplinary courses (internal courses), practical workshops and additional cultural activities aimed at developing theoretical expertise and specific skills. The College cultural programme is held **in English**.

## Mobility opportunities abroad

Ca' Foscari offers its students numerous opportunities of international mobility, in Europe and abroad, for study and work experience. Students interested in adding an international edge to their academic careers can choose from different options such as Erasmus+, Overseas, Double/Joint degree and many others. Even in this case, it is important to keep an eye on your university email and the university website, in order not to miss calls and deadlines. In addition, the **Inclusion Service** collaborates with the International Relations Office and the Career Service Office to promote mobility for study and internship and assist students with disabilities and with

SLD outgoing and incoming who participate in foreign mobility programs promoted from the University. To ask for the support you must write to **inclusione@unive.it**.

## Venice International University

VIU (Venice International University) is an international university consortium based in San Servolo. The consortium offers free, interdisciplinary courses, held in English by teachers from partner universities, organizes lectures, intensive seminars and summer schools. Courses taken at VIU can be included among the elective and supernumerary credits; Ca' Foscari students can also participate in the consortium's international mobility programme.

## Venetian Erasmus

Thanks to the agreement stipulated among **Ca' Foscari University, Iuav, the Venice Academy of Fine Arts and the Benedetto Marcello Conservatory** (the four higher education institutions united in the **Study in Venice** pole), students have the opportunity to enrich their studies with training experiences in a different sphere, while remaining within the city of Venice.

## MOOC (Massive Open Online Courses)

These courses are held entirely online. They envisage an innovative education model, in which the participants themselves create an active and stimulating community that contributes significantly to learning through participation in the activities offered.

## Eduopen

Ca' Foscari participates to the Eduopen project, a network of universities that offer university-level courses. Attendance is open to all - even to non-university students - and is free. Upon completion of the activities, you can acquire various levels of awards or certificates: attendance certificates, verified certificates, Open Badge or university

credits (CFUs).

## Student collaborations

The University considers **collaborator students** a precious resource for improving the quality of its services and offers its member students the opportunity to perform **paid student service collaboration activities**. One or more calls are launched every year for the assignment of collaboration contracts, which include details on the terms and procedures for participation.

## Career Service

This offers support and guidance for students in the creation of professional profiles and active job searches. It adopts numerous initiatives to promote contact between students and businesses. The events organized include, in particular, Career Days: recruiting days divided by business sector, open to students and recent graduates, offering the chance to meet in person the managers of Italian and foreign companies and get first-hand knowledge of the world of work.

## LEI (Center for Women's Leadership) [ITA]

LEI | Leadership, Entrepreneurship, Improvement is a brand-new project, created by Ca' Foscari University to support young women in their future career. Ca' Foscari is the first Italian university that organizes activities and events specifically dedicated to the enhancement of the social and economic role of women in the job market.

## Tools for your study

The Guidance and Tutoring Department occasionally offers training modules to improve your knowledge and study skills, such as scientific-academic writing workshops for the final thesis paper or live webinars on effective oral communication.

# Financial Aid



The Financial Aid is the University service responsible for regional **scholarships**, financial aid, awards, grants, monetary loans and procedures related to **fee payments**.

## Financial aid

Reductions in fees are foreseen based on financial situation and/or on the basis of specific merit criteria. In addition, students with disabilities are entitled to financial benefits on the basis of the percentage of disability or disability recognized under Article 3 paragraph 1 of Law February 5, 1992, n.104.

## Scholarships

Scholarships are awarded based on income, merit and on the status of each student (from another region, commuter, etc.). To apply for a scholarship, you must log in to your Personal Area and fill in the online application for financial aid. International or Italian students residing abroad can ask for help to fill in the documents at one of the tax support centres (**CAFs**) indicated by Ca' Foscari University.

Students can also obtain scholarships or fees from other organizations (private and public), if they decide to write their thesis or do their research in the specific study area indicated by the call. The reference service for applying for financial aid and scholarships is the **Financial Aid Unit**.

## CartaConto Ca' Foscari

All Ca' Foscari students receive a CartaConto at the email address indicated in their Personal Area; this is used to access the university libraries and make photocopies.

The CartaConto can also be activated as a prepaid debit card (Mastercard) that can be used to pay for purchases in stores, online, as well as to pay **university fees**. This is the only support used by

Ca' Foscari University to issue refunds or scholarships. It is activated online (Italian SIM card required) or at the Crédit Agricole FriulAdria bank. In case of loss or theft, the card will be replaced, upon specific request, within a few weeks and absolutely free of charge.

## Student Defence Lawyer

The Student Defence Lawyer is available, free of charge, to all students at Ca' Foscari University of Venice, to assist them in exercising their rights and to receive any complaints or grievances in compliance with the right to anonymity.

## Disability and SLD

Support services to facilitate the autonomy of students with disabilities and/or learning disabilities and successful integration in university life.

## Student - athlete

The status of student - athlete allows high-level athletes and other similar figures to combine sports activity and university education.

## Part-time students

The status of part-time student grants people who are unable to study full time - due to work commitments, caring for family or particular health conditions - double the normal time to complete their degree and with reduced tuition fees.

# Accommodation and catering



The University has activated a series of conventions to allow as many students as possible to live in Venice during their studies<sup>1</sup>.

## Residence of San Giobbe

The largest university campus in the historic center of Venice: 229 beds, as well as services and open spaces for citizens.

## Residence Santa Marta

650 beds. Among the common areas we find the garden, the gym, two conference rooms, study rooms, the canteen, the shared kitchens, the restaurant and bar service, the laundry, the bike storage and the reception service.

## Student residences

Ca' Foscari has a number of agreements with residences in the Venetian territory, which offer a total of 212 places reserved for students from Ca' Foscari:

- Mixed (male and female)
- Casa Studentesca San Michele
  - Collegio Universitario dei Gesuiti di Venezia
  - Casa Studentesca Santa Fosca
- Women only
- Casa della studente Domus Civica
  - Casa Studentesca Domus Giustinian
  - Collegio Santa Caterina
  - Collegio Universitario San Pietro
  - Istituto delle Suore Maestre di Santa Dorotea
  - Casa "Catecumeni" Suore Salesie
  - Istituto Canossiano San Trovaso Venezia
- Men only
- Istituto Berna Don Orione

Interested persons can directly contact the residences of their interest.

## Housing Office

Service for Italian and international students, as well as international researchers, professors and university employees, who come to Venice to study or work at Ca' Foscari. The office helps people to find suitable and affordable accommodation in student residences, apartments or hotels under special agreement with Ca' Foscari. The Housing Office matches the requirements and preferences of applicants with the accommodation available. The office also helps people find temporary solutions, before searching for accommodation best suited to the needs and means of the individual and provides useful information on living in Venice.

## Venice Apartment Students [ITA]

A completely free app for students looking for accommodation near the University. The platform displays a list of selected apartments, highlighting the particular characteristics of each accommodation. Among other things, you can view photos, monthly rent, availability and all the details of the contract offered by the landlord. The app also enables you to contact the landlord directly to request specific information or to arrange a possible visit to see the apartment.

## Cafeterias

The ESU Venezia, the regional agency for the right to education, manages the university cafeterias where Ca' Foscari students can have lunch or dinner at reduced prices, choosing from various menus (full or reduced, vegetarian, dietary requirements, etc.).

For more information [www.esuvenezia.it](http://www.esuvenezia.it).

1. In the second semester, the student residence in Mestre, on the Science Campus in Via Torino, will also be opened

# Experience culture with Ca' Foscari



Theatre, literature, exhibitions, music, cultural activities (save the date: International Literature Festival **Incroci di civiltà (Crossroads of civilization)** - usually in April, **Art night Festival** - June - and **Ca' Foscari Short Film Festival** - October).

## Radio Ca' Foscari

You can **actively participate** [ITA] in the Web Radio of the Ca' Foscari University of Venice by proposing programs and becoming part of the Staff.

## Musicafoscarì - Choir and, orchestra workshops [ITA]

This offers musical experimentation workshops for Ca' Foscari musician students, who can meet and work with musicians of international importance. Alongside the permanent activities, musicafoscarì offers quality events of national and international recognition, live concerts and original musical productions on the theme of composition and improvisation, engaging high-level students and musicians.

## Teatro Ca' Foscari [ITA]

Every year, the theatre offers interesting seasons and students can attend performances at reduced rates. The theatre also offers student workshops and experimental laboratories.

## Ca' Foscari Sport and CUS

Ca' Foscari Sport in collaboration with the Venice University Sports Centre (CUS) offers students access to various types of sports facilities and activities at discounted rates. In particular, students have the opportunity to try typical Venetian sports, such as rowing and dragon boating.

# Live in Venezia

## Venezia Unica City Pass

Venezia Unica is the new City Pass of the City of Venice which allows you to access – with one simple card - public transport, cultural and tourism offers within the city, and many other useful services.

## Acqua Alta

Literally “High Water”, this is the phenomenon of particularly high tides that occur with particular intensity in the Venice Lagoon, causing flooding in urban areas of the city.

The Acqua Alta is frequent especially in the autumn and spring period under particular meteorological conditions. When there is high water, it is advisable to wear very tall boots (or possible plastic substitutes, taking into account the fact that these are much less resistant). **The Venice Municipal Authority Forecast and Tide Warning Centre** provides a **Warning Service** [ITA] or there are various dedicated **APPs to keep** [ITA] you informed about the tide situation.

## Carta Giovani Venezia [ITA]

This is an initiative of the **Youth Policy Service of the Venice Municipal Authority**. It is intended as a useful and simple aid for getting to know the city, its services and its institutions; a way to make young people more aware of the city they live in and what it has to offer.

## SSN – Servizio Sanitario Nazionale (National Welfare System)

Health care is a right of university students, even off-campus.

In order to change your basic doctor and receive assistance in the new city, the student must take up residence, applying to the nearest ASL (Local Health Agency). Once enrolled in the registry office of the new city, you can choose the basic doctor. The application must be renewed each year until the end of the study period.

If you are an international student, see the Students page: Accommodation, Insurance, Transport > Healthcare or the guides:

- [Welcome guide incoming ENG](#)
- [Welcome guide incoming ITA](#)
- [Welcome guide degree seekers ENG](#)
- [Welcome guide degree seekers ITA](#)

Rules regarding medical and health assistance for foreign citizens vary according to the student's citizenship, and vary according to the student's status as a citizen of the European Union (EU) or as a non-EU citizen. EU citizen can access the National Welfare System on the same conditions as Italians, whereas extra-EU citizens must generally purchase a medical insurance. However, in some specific cases, rules may differ and it is important to check them carefully before your departure. For further information, visit the Healthcare webpage. To find out more about health services in Venice, please refer to the web page of the local health authority, ULSS3 Serenissima.



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