Ca' Foscari
University
of Venice

YOU'RE NEXT

Practical tips for new Ca' Foscari students

2024/2025

Guidance and Tutoring Unit

Stay Tuned: pick up all the information you need!

How to contact offices, faculty and tutors

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Experience culture with Ca' Foscari

Live in Venice: discover the city!

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 curriculum, sign up for exams and view results, apply for grants and scholarships, make payments, find useful forms and certifications.
Your **Personal Area** is available at www.unive.it / Students and alumni / Personal Area or by scrolling to the bottom
of each page on www.unive.it.

yourstudentnumber@stud.unive.it / Institutional e-mail
At the time of enrolment, your personal and University account is activated. The account is managed by Google and can be accessed after authentication: the **Username** corresponds to your student number (matricola), whereas the **Password** is of your choice.
On the page Student account and e-mail, there are also explanations of how to resolve problems that might arise with the authentication. This will be the only e-mail address used by the University to contact you about administrative deadlines, or to advertise events, calls for collaboration, and much more. This email address is your main channel for communication with the University offices and faculty and it is therefore essential to keep it constantly monitored - even **redirecting it to your personal mailbox** - so as not to miss useful information. You will have to change your password every six months; and will receive reminders accordingly!

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

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

Remember: every Department has its own Instagram profile where you can find specific updates and news.

APP
Ca' Foscari offers you a variety of apps, such as **CA' #OSCARI**, with which you can check the dates of the exams, register and receive faculty communications; **CerCa'**, for libraries and other available resources. **Ca' Foscari Locations and Classrooms** makes it possible, through geolocation on Google Maps, to reach Ca' Foscari's offices and venues. With **Myunive** you can consult the schedule of the lessons and book a seat in the libraries.. In the catalogue you can find many other useful apps for studying and living in Venice. To find out more about Apps and Open Data, visit the website: www.unive.it / Servizi / Ca' Foscari mobile [ITA]

cafoscariNEWS
Ca' Foscari stories, interviews with faculty members, latest general news, information on research, news on education, cultural initiatives and opportunities for students. cafoscariNEWS is the **web magazine** of Ca' Foscari. 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 suggestions at comunica@unive.it.
You can access the Agenda from the University website menu to stay informed on the programme and join the events and initiatives offered by Ca' Foscari.

University Wi-Fi network
You can connect to the Ca' Foscari Wi-Fi network (Ca' Foscari University of Venice is part of the eduroam federation) from most of the University premises.
Access to the University Wi-Fi network is restricted to students and university staff and follows the rules and access mode defined by the federation.
Ca' Foscari University of Venice users can also connect to the Wi-Fi network of the Municipality of Venice (VeniceConnected).

How to contact offices, faculty and tutors

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

Online/in person help desks
If you wish to talk directly with a help desk operator it is necessary to make an appointment.

FAQ
A portal is made for all possible frequently asked questions on matriculation and enrolment, fees and financial aid, academic career and graduation. You can also send a request for individual support.

Chatbot Unive
Virtual Assistant, available 24/7. It provides real time, detailed and specific information on **University fees, graduation procedures and relevant deadlines**. The Chatbot provides logged-in students with general information and tailored indications based on their personal needs.

Call Center (+39 041 234 7575)
Telephone and e-mail support and information service for students.

Search on unive.it

> cerca in 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 faculty member, whose name you already know.

Faculty Office Hours
Members of faculty are available for students out of lecture time to provide clarifications and explanations regarding the course's contents, exams, and etc. Check the course providers' personal webpages typing their name in the search bar. You will find their contact details and their office hours if you want to talk to them in person or make an online appointment. Please remember to always check the course provider's personal page to stay updated on possible changes of office hours or related appointments.

Ask your tutor
You can contact the **information tutor for enrolled students** for information regarding classes and exams, the paperwork related to your academic career, and the various aspects of life at Ca' Foscari University. Tutors are available at each of the University's four campuses: **Economics**, **Languages**, **Humanities**, **Science** and at the **Treviso Campus**. Complete information on this service is available on the website.

Academic Calendar

Academic Year
The academic year, i.e. the period in which classes and exams take place, begins in September and ends in August of the following year. It is divided into **two semesters**. For Economics and Management, Arts and Humanities and Public Policy and Social Change only, semesters are 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.).
- **curriculum deadlines** (beginning and end of lesson periods, exam dates and graduation dates, etc.);
- University **closures**.

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

Your curriculum (piano di studi)

Upon enrolment to the University, **you will be required to list** the university courses of your choice. To do so, you should comply with certain rules. First, you need to fill in **your academic curriculum, which will become a reference point for attending classes, and for planning your study time and exams**.

Filling in the academic curriculum – in the University website Personal Area – **is necessary and mandatory**.
But there's no rush! Take all the time you need to understand how it works.
You can start attending classes even before filling in the academic curriculum.

However, once you have completed your academic curriculum, your **official transcripts (libretto elettronico)** will appear online in the **student's personal area**. This online tool is necessary for sitting exams, therefore you will need to fill in the academic curriculum **before taking the first exams**. You are only allowed to sit the exams that are included in your academic curriculum/online official transcripts.

When to fill in the academic curriculum
You can fill in the academic curriculum **from the moment you enrol, until**

the end of February. The academic curriculum should be complete and include the courses for the **two/three years** of your academic career. Once completed, you can always change it up to the end of February or once the filling-in option returns available (September-February).
Moreover, don't forget to **confirm your academic curriculum annually**. Therefore, during each academic year you will have to relaunch the academic curriculum wizard in your Personal Area to reconfirm or change the academic curriculum of the preceding year.
Don't forget that you can only fill in the academic curriculum after paying the university fees.

How to build an academic curriculum
To learn how to build an academic curriculum and collect information about the main issues related to the procedure, we advise you to have a look at the **standard/reference academic curriculum[1]** as published on the website of your degree programme: www.unive.it (Select English) Academics and services / Bachelor's and Master's Degrees > select relevant menu > Study / Study plan.
A set of **rules** applies when filling in the curriculum. You will be required to specify:

> The **courses/exams** of your three-

year/two-year curriculum. These can be:
- **mandatory**
- **optional**, meaning you can pick them among several options
- **Free choice** credits (12 CFU/ECTS). These might also include courses from other University degree programmes.
> Other **mandatory activities** (OFA, internships, final paper/thesis) or **optional ones** (exams taken abroad, extra CFU/ECTS, minors, sustainability competencies).

Other MANDATORY activities
OFA Additional Learning Requirements - 0 CFU/ECTS
Enrolling in a degree programme requires some basic knowledge that must be verified before attending the programme. These verifications are intended to identify and fill in potential gaps in specific subjects of the selected degree programme.
To fill in your gaps and prove your readiness for the programme, you should take the **OFA** (preliminary **Additional Learning Requirement**) test **in your field, worth 0 CFU/ECTS**.
More information is available on the website of your degree programme, under the section 'Study'.

OFA English B1
All students who want to enrol in a **degree programme** must also have a B1 certification in English. Students can obtain eligibility at the University Language Centre - CLA.
Should the student fail to present the certification or pass the eligibility test at CLA, they must attend an **OFA English B1**, to be **completed by September 30 of the year following the enrolment; after this date, no further exams will be possible until successful completion of the OFA**.

Internships
Students are required to carry out an internship in a private or public entity. The duration of the internship is equal to the number of CFU/ECTS you will earn with the internship, multiplied by 25 (hours) Students can decide to replace the internship with other learning activities if deemed relevant and approved by the board of their Degree Programme.
Further information is available on the minisite of the Degree programme, in the 'Study > Internship/traineeship' section.

Final paper/Thesis
The thesis and final paper are mandatory to complete the degree programme. Further information is available on the website under: **Final paper/Thesis**

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1. The courses included in the academic curriculum are scored in **CFU/ECTS – University Credits**, indicating the required workload: **1 CFU/ECTS = 25 study hours**. Each course or activity earns you a number of CFU/ECTS based on the workload (hours of study and hours of attendance) required to acquire proficiency in that activity.
To complete a **Bachelor's Degree Programme**, students are required to score **180 CFU/ECTS (three years)**, while **120 CFU/ECTS** are needed for a **Master's Degree Programme (two years)**. A student is generally required to score **60 CFU/ECTS per academic year**.

Other OPTIONAL Activities
Exams taken abroad
If, through student mobility programmes, you would like to take specific exams at foreign universities, before you leave you will have to make arrangements with the lecturers responsible for your study abroad programme. With him/her you will define which exams, out of the ones you are planning to take abroad, can then be recognised in your academic curriculum. For more details, visit the Global > Outgoing mobility section on the website.

Extra CFU / ECTS and Exams
You can also add additional CFU/ECTS/ exams to your academic curriculum. Such exams and credits are called "soprannumerari", or extra, and will exceed the 180 or 120 mandatory CFU/ECTS required by your Degree programme. The number of additional credits may vary according to the specific degree programme. Further details are available in the website's 'Study plan and exams' section.

Sustainability Competencies 1 CFU/ ECTS
Moreover, you can acquire sustainability skills for 1 CFU/ECTS. More information is available at www.unive.it/sustainability > Sustainability competencies.

Minors
Among the optional activities, you can enrol in a Minor, an interdisciplinary thematic pathway offered to Bachelor students and consisting of three courses of 6 CFU/ECTS each, for a total of 18 CFU/ECTS. Minors will enrich your curriculum with extra and transversal skills.
Check out all information on Academics and services / Innovative teaching and digital learning / Minors

How to fill in the academic curriculum (piano di studi)
You will find the wizard to fill in the academic curriculum in your **Personal Area** on the website's 'Study plan' section.
Further details are available in the 'Exams' section.
If you need help filling in your academic curriculum, please contact your information tutor.

Attendance

Course minisite
There is a mini website for each degree programme. You can access the right mini website from **www.unive.it / Academics and Services / Bachelor's and Master's Degrees, clicking on the name of your degree programme**. The 'Study' menu which is accessible from there offers useful information to plan your attendance and studying.

Courses
On the course minisite: menu **Study / Courses** you can find the complete list of courses related to your degree programme, subdivided according to the academic year of attendance. By clicking on the name of the course, you can access the **dedicated page** containing information such as the number of CFU/ECTS awarded and, if the course is divided into parts, the starting semester or period, and course year.
The dedicated course-page also contains the following information:
- lecturer and corresponding degree programme
- exam syllabus, reference texts and assessment methods
- lecture schedule
In the summer or during other limited periods, the syllabus of some courses may not be visible due to temporary system updates.

Mandatory prerequisites
Some exams **can be taken only after passing one or more mandatory prerequisites**, which are deemed a necessary introduction or building block. To sit the English Language 3 exam, for example, you must have necessarily passed both English Language 1 and English Language 2 exams.

Maps and routes
The university website includes an interactive map to locate 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.
Students with disabilities who need further assistance can also contact our Inclusivity and disability services.

Classroom support service, reserved seating, and note-taking assistance for students with disabilities and/or specific learning disabilities (SLD)
Students with **disabilities or SLD** who encounter difficulties in attending lectures independently can request the **classroom support service** and/ or the **reservation of a seat** inside the classroom according to their needs (e.g., front-row seating for visual impairments). Additionally, if you are not unable to take notes independently, you can request **note-taking assistance** from a tutor.

Face-to-face Teaching
Teaching is 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.
If needed, the University provides dedicated and/or **customised**

teaching materials, such as video lectures, short videos or multimedia materials created ad hoc, as well as to make use of **tutoring services**. You can find more information on the 'Study support services' page.

Class attendance varies depending on the field of study: in some cases a dedicated **attendance plan** is provided, in others you will choose which courses to follow in each period or semester considering the probability that some of the lessons could overlap.
Here is some information on the various areas[2]:

Economics and Management
Generally the courses are divided into **periods** with 3 lessons per week. Given that activities forming the curriculum are mandatory, we provide a document called **Standard Attendance Plan**, that you can find on the course minisite: menu Study / Study Plan. This document shows you a standard attendance model for courses in your curriculum, and a standard exam plan. You are allowed to sit exams in academic periods and years other than those foreseen in the standard attendance plan, as long as you respect the priority of **mandatory prerequisites**.

Languages and Cultures
All courses last **six months**: the 6-CFU/ECTS courses offer one lesson per week, while the 12- CFU/ECTS courses

offer two lessons per week. Language courses (12/18 CFU/ECTS) develop over the entire year and are divided into two parts: year-long **classes with native-speaker language assistants** and one **module with relevant members of faculty**, taking place in one of the semesters.
For the most popular languages (e.g. English or French) students are also split into different classes according to their surname initials (e.g. A, B, C, etc.), or the first or second language they have chosen. You can find information on your class on the minisite of the course under Study / Courses, or ask your tutor.

Arts and Humanities;
Conservation of Cultural Heritage and Performing Arts Management
The 6- CFU/ECTS courses may offer 3 lessons per week over one **period**; the 12- CFU/ECTS courses offer one 2.5 hour class per week for one **semester**. In Master's degree courses, the 6- CFU/ECTS courses last for six months too, with one two and a half hour class per week.

Public Governance and Social Change
The courses award 6, 9 or 12 CFU/ECTS. The 9-credit courses last **six months**, but can also be concentrated in a single period with an intensive timetable. Lessons usually last two and a half hours, twice a week. The curriculum also indicates the year of attendance of the course – i.e. the year in which the

University recommends you attend the course – this is useful for planning your exams **in the right order**.

Science and Technology
The 6- CFU/ECTS and 12- CFU/ECTS courses last **six months** and include one or more class every week, depending on the number of credits and the total number of required hours, which is indicated in the course information page. In case the course also requires some **mandatory lab activities**, classes may be divided up into groups (Class 1, 2, 3...) depending on the capacity of the laboratories. Classes are usually divided by course givers in the first few weeks of lessons.

Part-time students
Students enrolled part-time can attend classes in person. It should be noted, however, that the majority of courses do not require compulsory attendance and therefore **attendance is not a requirement for taking exams**.
All students can prepare for their exams as **non-attending students**, by accessing specific programmes published by the lecturer on the course page or agreed with the lecturer face-to-face.

In addition, students can **automatically** access dedicated teaching materials (video lectures, short videos or multimedia materials created ad hoc, etc.) published in Moodle via the Panopto system, and make use of **tutoring services** that may be

specifically dedicated.

Student-athletes
The benefits described in relation to part-time students also apply to students registered with **athlete** status. They, too, can arrange with their course provider a **different exam date** if the one already set in the academic calendar falls within five days before or after the date of a sporting event in which they are called upon to participate, as **certified by their federation or CONI**. Full details can be found on the university website.

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2. For courses in the 'International Studies and Globalisation' subject area, please refer to the details above, for example:
• Foreign Trade and Tourism > "Economics and Management" area
• Languages, civilisations and language sciences > "Languages and cultures" area
• Asian and North African Languages, Cultures and Societies > 'Languages and Cultures' area Philosophy,
• International and Economic Studies > "Arts and Humanities" area

Study

We recommend that you develop from the start a healthy routine in view of your exams. Organise in good time, so that you can acquire knowledge step by step and avoid studying everything at the last minute.

Unlike in high school, where the teachers help you plan your study with lectures and frequent tests and quizzes, at University you'll have to learn to **organise yourself**.

Reference texts
On the web page of each course (minisite of the course menu **Study / Courses**), the course givers recommend the assigned texts or selected chapter of a text. They will also occasionally post optional reading for in-depth study. The books can be purchased, or else borrowed or consulted in the **University Libraries** (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
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.
- Venice Polo catalogue, to search the catalogues of all the libraries in the city.

In libraries, **you can make scans, photocopies and prints** using multifunctional printers and using CartaConto Ca' Foscari. Instructions for use are at www.unive.it / Services / Photocopies, prints, scans.

Material in accessible format
Students with disabilities or SLD who cannot independently retrieve 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
From the university bookshop webpage [ITA], you can download a handout listing all the books relevant to your Degree programme exams.

Moodle
E-learning platform to access resources for your class, activities and events, as well as live streaming of lectures. Lecturers use the Moodle space to upload study materials or activate other functions such as forums and videos. It is important that you register for courses in Moodle as soon as possible, so that you can receive the relevant communications and notices. Links to access the Moodle space are available on individual courses' tab (course minisite: Study / Courses). Access to Moodle requires the use of your **unive credentials**. The first login generates a user account, with which you can then participate in activities, receive notices posted on Moodle by faculty members and access the calendar of the classes on Zoom. Some courses are protected by an **enrolment key**, which is generated and shared with students by the lecturer.
To log in, you must enter your student credentials and, sometimes, a key (password) provided by the lecturer.

Digital teaching tools
In addition to the Moodle platform, the University, in agreement with various operators, offers you other digital teaching tools **free of charge**, such as **G Suite** (Gmail, Gmeet, Docs, Forms, Sheets and Slides, Drive, Calendar), **Office 365 Education** (Word, Excel, Power Point, One Note and other Microsoft applications), **Overleaf** (LaTex editor for texts, articles, reports and other research outputs), **Padlet**, **SensusAccess**, **Wooclap**, **Zoom**.

Tools for your study
This is a **guided study support program** consisting of 3D videos and downloadable supplementary material. The modules offered provide insights and helpful suggestions for:
• improving your **motivation and the way you manage your study**:

strategies for exam preparation, time management, effective reading and note-taking, mnemonic techniques;
• **enhancing certain soft skills**: wicked problems, problem-solving, goal and priority planning, the art of public speaking.

For support in preparing for exams, you can contact:

Faculty
For information on the exam syllabus or in case of doubts about topics covered in class, you can **email** faculty members, or visit them in their office hours. Contact details and office hours of faculty members can be found on their personal pages, retrievable through the search option on the University website.

Teaching Assistant
Assistants help faculty for improved coordination of classroom activities, exercises, workshops, student support, grading of assignments and mid-year tests.

Language Assistants and Linguistic Experts - CEL
Language courses are taught by Language Assistants and Linguistic Experts (CELs), who work with faculty to support students in learning foreign languages.

Specialist Tutors
Some courses offer extra support, provided by a specialist tutor who can help you in the preparation of exams.

How to prepare for exams

[Information tutor for enrolled students](#) You can contact the tutors for Information on the organisation 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 [Ask your tutor](#).

If you are a student with **disabilities or SLD** you can contact the [dedicated tutors](#). You can request assistance in the organisation of your university course and in the acquisition of an effective method of study.

How to prepare for exams

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 course giver (minisite of the course menu 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 organisation, which will gradually make room for improvement even for the complementary aspects of the programme. You must act individually to seek and use the opportunities and sources made available by the course: first of all, **lesson attendance, taking notes and organising and adding them as soon as possible after the lesson**. It is also useful to understand and memorise concepts in an organised fashion when studying written texts. For this, we recommend organising your study using **diagrams or concept maps** in order to condense information and arrange it in logical order. If any steps are unclear, we recommend you ask your course provider, specialist tutor or other supporting figures for help or clarifications.

We also recommend looking at past exams to understand more exactly how the course giver assesses the knowledge of the subject. It is important to participate in the final sessions at the end of the teaching period, when course providers repeat the key concepts.

The 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 areas dedicated to studying. You can reserve a seat in libraries or study rooms via **EasyPlanning** or with the **MyUnive app**.

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

The day of the exam

Remember: on the day of the exam, you must always carry the Ca' Foscari card (CartaConto) or a valid ID with you.

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 visit the course giver during office hours, 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.

Exam anxiety

Start with good habits from the beginning when preparing for exams, for example organising yourself in time so as to acquire knowledge step by step and not revising everything at the last minute. Too much work in a short period of time will increase difficulties and anxiety: sleeping little, or eating poorly can lead to poor performance and be detrimental to long term learning and passing of exams. Poor time management leads gradually to poor time productivity and generates the impression and then the fear of being unable to cope with the University, sometimes even leading to dropping out. It is important that you see your University years as an investment in your future. Your actions will have a major impact on your future life and, therefore, require commitment, perseverance and even sacrifices. Difficulties will turn into goals to be achieved, and you will learn new strategies for success.

Counselling/Spazio ascolto

If you feel uncomfortable and uneasy about studying, attending courses and preparing for/sitting exams; or if you feel that the path you have chosen does not fully meet your expectations, you can contact Spazio Ascolto: a psychologist will give you the counselling you need to focus on your difficulties and get back on track.

Sitting exams

For each course in your academic curriculum, you have to take an exam (remember that you can **only** sit the exams if the corresponding courses have been included in the academic curriculum you filled in your Personal area). 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 average which will add to the final degree score). Remember that you must always enable identification via a CartaConto Ca' Foscari or a valid identity document.

Exam dates

The **Exam sessions and exam distribution table - a.y. 2024/2025** provides an overview of the examination periods for each area of study. During one academic year **you are generally entitled to sit exams 4 times for each course**. It is possible to take all the exams in the calendar with the exception of **language exams** of the language area courses, for which you must choose 1 of the 2 available dates in the same session.

Publication of the Exam Calendar

One month before the start of each exam session, a calendar of exam dates is published on the university website, in order to allow you to best organise your study and commitments. The dates are made available on the minisite of your Degree programme >menu Study / Exams / **Advance examination calendar**.

Registering for an exam

REMEMBER: you cannot just show up for an exam – you need to **sign up for it (choosing your preferred date) beforehand**. If you do not register in advance, you will not be allowed to sit the exam.

You register for the exams in your **Personal Area / Exams and transcripts / Register for exam sessions - S3**. Before registering, you are asked to fill in the questionnaire evaluating the course corresponding to the exam you would like to sit. Please take a few minutes of your time to fill in the questionnaire carefully: your opinion as a student contributes to our improvement. Once completed, it will remain valid for all subsequent sessions of the same exam. **Exam registration opens 15 days before the exam date and closes 3 days before.** To view your registration, go to **Personal Area / Exams and transcripts / Reservation notice board - S3**. You can cancel your registration until the day before the exam; otherwise you will be considered absent.

Exam results transcript

When you pass an exam, the course provider will register the grade **electronically**. Once an exam grade has been registered, **the exam cannot be resat or cancelled from your online transcripts**. If you are not satisfied with your grade and think you can do better, you can ask to resit the exam.

The grade registration differs according to whether the exam is:

- **written**: the course provider grades the tests in a reasonable period of time and typically publishes the results within 8 working days and in any case at least 2 days before the next exam date, and no later than 15 days after the exam.
Once the course giver has graded the tests and published the results in the **Personal Area / Exams and transcripts / Results Notice Board - S3**, the system notifies all the students who had registered for the exam, using their university email address (yourstudentnumber@stud.unive.it). The **results noticeboard** will list either the exam grade or Insufficiente (Failed).
Course givers may set up special office hours for students who wish to look over their exam results 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 reject their grade: however, the **rule of tacit consent applies**, so if the grade is **not explicitly rejected** via the procedure in the **Personal Area / Exams and transcripts /**

Results Notice Board - S3, the grade is considered implicitly accepted. Once this deadline has passed, the course giver can definitively register the accepted grade. In case of non acceptance, the exam is recorded as **Not accepted/Withdrawn**. Exams will show up in your transcripts only after registration on the part of the course giver.

• **oral**: the grade is communicated verbally by the course giver at the end of the exam and must be accepted or not accepted on the spot. If the grade is accepted, the exam is **directly registered** and shows up in your transcripts (therefore, it can no longer be rejected or cancelled).

• **oral AND written**: within a few days of the written test, the course giver posts the results on their personal page (or by means of another notice) together with the prospected exam calendar. At the end of the oral exam, the grade is communicated verbally by the course giver and must be accepted or refused on the spot.

Registered exam votes are visible in **Personal Area / Exams and transcripts / Transcripts - S3**. Official outcome of the exams is sent to the student's email address (yourstudentnumber@stud.unive.it). If you sit an exam but don't see the results in your transcripts and do not receive a confirmation email, please contact the relevant course giver directly. If you receive a confirmation email but the exam is not visible in your transcripts, please contact the <u>Student Administration BA and MA Unit</u>.

Partial examination
Some of the more substantial courses (usually 9 or 12 CFU/ECTS) may offer the possibility to split the workload in instalments, by sitting so called "partial" exams with reduced programmes. The partial exam is usually scheduled at the end of the first lessons period. The exam will then be completed later, with further tests at the end of the second period or semester. **The course giver will register the exam only when all its parts are completed.** Partial exams are not taken into account in the calculation of merit for any request for tuition fee reductions or participation in open calls for collaboration.

Accessible examinations
Students with disabilities or SLD can take **exams**, **OFAs (Additional Learning Requirements)** and the **certifications** in accessible mode, according to their certified needs. The <u>Inclusivity and disability services</u> will take care of the requests and organise suitable arrangements together with the course giver.

Final paper / Thesis

The drafting of your final paper or thesis represents the concluding moment of your training and academic career as a student, testifying to the skills and knowledge you have acquired, and the experiences and interests you have nurtured during your studies. You are called upon to use these to **shape your study and research activities**. The final paper and thesis are official documents, characterised as **intellectual works of a creative and scientific nature, and are therefore protected by copyright law**[3].

Final paper is the written output required to obtain a Bachelor's degree. **Thesis** is the written research output 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 some cases, an online procedure for the assignment of the thesis advisor and proposal is also required[4]) The minisite of the course **menu Graduation** you will find 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 (layout, work methods). In the final evaluation phase the supervisor can be accompanied by another member of faculty (co-supervisor).

TesiLAb
From time to time, the Guidance and Tutoring Department offers cycles of scientific-academic writing workshops for thesis writing. Don't miss these opportunities to enhance your skills!

Graduation Day
Graduation day is a special moment dedicated to Ca' Foscari undergraduate students to celebrate together the achievement of their Bachelor's degrees. The ceremony takes place in an unparalleled location: **St. Mark's Square**.

Final grade
The final grade is determined by adding, respectively:
> **Bachelor's Degree:**
  • **weighted average** in hundred-and-tenths
  • grade of the final paper (**from 0 to 6 points**, awarded by the supervisor)
  • any **bonuses** awarded ex officio in accordance with the rules updated from year to year
> **Master's Degree:**
  • **weighted average** expressed in hundred-and-tenths[5]
  • grade of the thesis (**from 1 to 8 points** awarded by the examination board)
  • any **bonuses** awarded ex officio in accordance with the rules updated from year to year.
The awarding of **honours** is at the discretion of the academic supervisor or the examination board.

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3. Final paper and thesis guidelines.
4. The online procedure for the final paper and thesis is only available for courses belonging to certain departments. Explanatory pages on the site are given below: Dipartimento di Economia > Tesi di laurea; Dipartimento di Management > Assegnazione relatore e tesi di laurea
5. The weighted average in hundred-and-tenths takes into account all the examinations taken, including the so called supernumeraries. Remember: the weighted average is not the same as the arithmetic average! To calculate your weighted average, you must multiply the grade you were awarded for each of your exams by the corresponding number of credits (CFU/ECTS). Add all these results together, and then divide the total by the mandatory number of credits in your academic curriculum. Honours are not taken into account.

Play an active role in university governance

You can play an active role in the Ca' Foscari community by electing your representatives in the various university governing bodies. Give voice to your interests and demands, or become a student representative yourself. 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 education and active participation in university life. For more information, go to **Statute, rules and regulations** [ITA].

Student associations

Students can organise self-managed educational activities (conferences, seminars, film clubs, magazines, etc.): you can apply for university funding with a group of at least 20 members or with a student association of at least 30 members. **A call is issued** annually. The page also includes a Register of Associations that are currently active.

Questionnaire for enrolled students [ITA]

Participating in governance also means expressing your opinion, not only through your representatives, but also through surveys. Given their importance, surveys must be completed with care and a sense of responsibility. Ca' Foscari issues an annual survey for enrolled students: a form will be available in your Personal Area for approximately three months (mid-January to mid-April), with questions on **why and in what circumstances** you chose to enrol at Ca' Foscari University.

Annual evaluation of teaching and services [ITA]

Enrolled students, with the exception of first year students, are required to complete an annual survey on the teaching, services and overall functioning of Ca' Foscari University of Venice. The annual reports are available online.

Course evaluation [ITA]

Before sitting an exam, all enrolled students are asked to participate in a survey on the corresponding course. Opinions on individual courses help improve teaching. The reports containing the aggregated results of the surveys are available online.

Feedback on available services

When you use a service made available through a help desk, you can leave your online feedback to help us improve it. Services provided by the University are regulated by a dedicated charter [ITA].

Study and career opportunities

The University offers numerous activities and initiatives aimed at enriching your educational journey and individual growth with complementary experiences to your studies.

CLA - University Language Centre

The centre offers language courses and modules to develop specific language skills, taught by native speakers in Arabic, Korean, French, English, Japanese, LIS (Italian Sign Language), Italian, Portuguese, Russian, Spanish, German, and more. The Center also runs test sessions for Additional Learning Requirements (OFA): B1 and B2 English language proficiency. The Centre is also a provider of the IELTS international English certification.

Ca' Foscari Competency Centre

University centre recognised internationally in the study and implementation of competency based methodologies. It organises courses, seminars and workshops (for Ca' Foscari students enrolled in Master's degree courses) for the development of soft skills. Among them: PerFORMARE emotivaMENTE (which includes the Competency lab and the course on Emotional Competencies and Personal Development) and Leadership.

Innovative Learning Labs

Innovative Learning Labs 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, and 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, soft 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 fosters a truly international experience for Ca' Foscari students, and it organises Summer Schools in collaboration with prestigious international universities, such as Harvard. The School, for example, sets up **courses of Italian for foreigners** and courses on the cultural, artistic, literary and historical aspects of Venice and Italy, offered all year round to a variety of users.

Ca' Foscari International College

This university institution is 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, who are offered free accommodation at the Camplus residence in Santa Marta. The College offers a personalised cultural programme that includes specific **interdisciplinary** courses, practical workshops and additional cultural activities aimed at developing

theoretical expertise and specific skills. The two strengths of the College are internationality and multidisciplinarity, and its cultural programme is conducted **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. Make sure you monitor your university email and the university website, so as not to miss any calls or deadlines.
Ca' Foscari is the only Italian university member of **EUTOPIA - European University**, a network of 10 European universities with a shared vision, united to build the University of the future. Thanks to the funding received by the alliance, students will have access to more international opportunities.
In addition, the **Inclusivity Service** collaborates with the International Relations Office and the Career Service Office to promote mobility for study and internships, and assist outgoing and incoming students with disabilities and with SLD who participate in foreign mobility programs promoted by the University. To ask for support please contact **inclusione@unive.it**.

Venice International University
VIU (Venice International University) is an international university consortium based on the island of San Servolo. The consortium offers free, interdisciplinary courses, **held in English** by faculty from partner universities, and organises lectures, intensive seminars and summer schools. Courses taken at VIU can count as elective and extra credits; Ca' Foscari students can also participate in the consortium's international mobility programme.

Venetian Erasmus
Thanks to the agreement entered by **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** hub), students have the opportunity to enrich their studies with training outside their main field, while remaining in Venice.

MOOC (Massive Open Online Courses)
These courses are held entirely online. They envisage an innovative education model, in which participants actively create a stimulating learning community.

Eduopen
Ca' Foscari participates in 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 of charge. Upon completion of the activities, you can acquire various levels of awards or certificates: attendance certificates, verified certificates, Open Badge or university credits (CFU/ECTS).

Student collaborations
The University considers **student collaborators** as a precious resource for improving the quality of its services, and therefore offers students the opportunity to perform dedicated paid **collaboration activities**. Terms and procedures for participation are laid out in the calls that are issued every year for the assignment of such collaboration contracts.

Career Service
The Career Service 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 organised 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 organises 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.

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 available 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 recognised 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 centers** (CAFs) indicated by Ca' Foscari University. You can also obtain scholarships or fees from other organisations (private and public), if you decide to write your thesis or do your research in the specific study area indicated by the call. The reference service to apply for financial aid and scholarships is the **Financial Aid Unit**.

CartaConto Ca' Foscari
All Ca' Foscari students receive the Ca' Foscari CartaConto at the 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 tool 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 Advocate
The Student Advocate 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.

Inclusivity and disability services
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 with 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.

Alias Career
The University guarantees students who, based on gender, need to choose a name other than the one on their identity documents the possibility to do so, within the University and exclusively in relation to their academic career. We offer a serene study environment, where privacy and personal dignity are protected and which is marked by fair, mutually respectful relations in accordance with Law 164/1982. With our "alias" career you will be assigned a provisional and temporary identity, valid throughout your academic career.

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[6].

Residence San Giobbe
229 beds. A short walk away from the Economics Campus of Ca' Foscari and the Santa Lucia train station. Its facilities include a gym, a lounge area, a study room, laundry facilities, WiFi, cleaning service and linen changing. **A large catering area is open to everyone and offers various meal options, ranging from breakfast to full-board, as well as bar services and aperitifs**.

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

Residence Via Torino
The new university dorm in Mestre, located next to the Science Campus in Via Torino, opened in November 2023. It provides 142 beds and communal facilities, including a gym, video room, reading room, laundry, and kitchens.

Student residences
Ca' Foscari has a number of agreements with residences in the Venetian territory, which offer around 200 places reserved for students from Ca' Foscari. Students can contact them directly.

Housing Office
Service for Italian and international students, as well as international researchers, faculty 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]
This is a free app for students looking for accommodation near the University. The platform displays a list of selected apartments and describes their features. Among other things, you can view photos and check monthly rent rates, availability, and details of the contract. The app also enables you to contact the landlord directly, to request specific information or to arrange a possible visit of the apartment.

Cafeterias
The **ESU Venezia**, the regional agency for student welfare, 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, visit
www.esuvenezia.it
Information on catering reductions in Treviso [ITA]

Experience culture with Ca' Foscari

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

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

Musicafoscari - Choir and orchestra workshops [ITA]
It offers Ca' Foscari University's student musicians workshops for experimental music exploration, and provides the opportunity to meet and interact with internationally renowned musicians. In addition to its ongoing activities, Musicafoscari organizes top quality events such as live concerts and original musical productions centered around composition and improvisation.

Teatro Ca' Foscari [ITA]
The theatre stages a different interesting season every year, 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.

Ca' Foscari also offers chess courses [ITA] at all levels (beginners to advanced) to students, teaching staff, alumni and former personnel, as well as to IUAV's students and teaching staff.

Ca' Foscari Tour
The **40-minute tours** are offered **free of charge** to the general public and to all visitors who wish to enjoy the service. The tours, given in Italian and/or English, explore the history of the university and its headquarters, but also other university sites.

Buddy
The Buddy Programme allows new international first year students to enjoy the support of several experienced Ca' Foscari students and be assisted in their settling-in in Venice.
Buddy facilitates integration within the Ca' Foscari community, especially in the early stages of arrival at Ca' Foscari, helps to practise language skills, and makes the university experience richer and more stimulating.

Uni CleanUp Venice [ITA]
The group was set up with the aim of protecting the local environment, cleaning up waste from the lagoon areas, and making participants aware of the impact our actions (and our sustainable behaviour!) have on the environment. Students who sign up and become part of the team can attend our monthly Clean Up events.

Live in Venice

Venezia Unica City Pass
Venezia Unica is the new City Pass of the City of Venice - a card giving access to public transport, cultural and tourist attractions and many other useful city services.

Acqua Alta
It is the phenomenon of particularly high tidal peaks that occur with significant intensity in the Venice lagoon, leading to flooding in many areas of the city. Occurrences are most common during the autumn and spring periods, under specific meteorological conditions. When there is high water, it is advisable to wear tall rubber boots (other plastic alternatives are less durable and sustainable).
The Venice Municipal Authority Forecast and Tide Warning Centre provides a Warning Service [ITA] and there are various dedicated APPs [ITA] to keep you informed about the tide trends.

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 find a local general practitioner and receive assistance in the new city, students must take up residence and apply to the nearest ASL (Local Health Agency).
Once enrolled in the registry office of the new city, you can choose your general practitioner . The application must be renewed every year until the end of the study period.

If you are an **international student**, see the page: Students: your stay, insurance, transport.

Last update: July 2024

VENETIARVM VNIVERSITAS

PAX TIBI MARCE EVANGELISTA MEUS

IN DOMO FOSCARI

Ca' Foscari
University
of Venice

Value in plurality