



Ca' Foscari  
University  
of Venice

**VENICE SCHOOL  
OF MANAGEMENT**

# Welcome Guide

Year 2024

Onboarding guide

for lecturer and researcher



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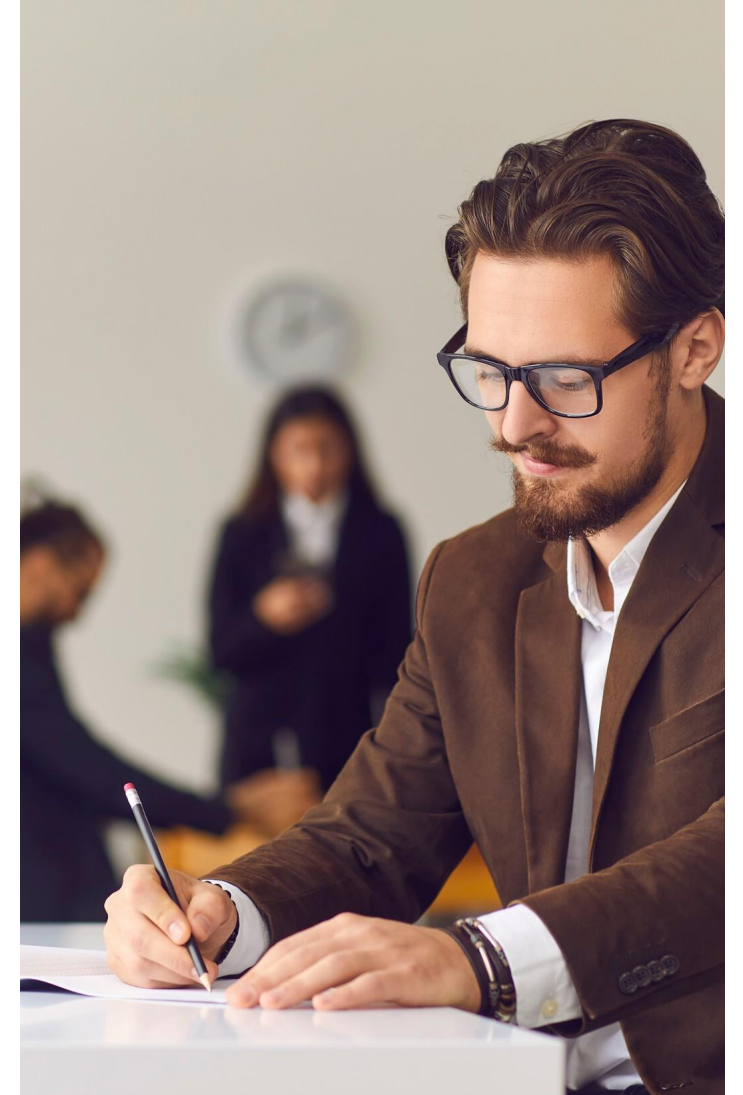




# Welcome on board!

This Welcome Guide is designed as a support for new lectures and researchers. It contains concise and essential information on the School and its functioning.

For further information and details, please note the specific documents that are handed out by the heads of the various departments at the Onboarding meetings.



# Message from the Rector



[WATCH THE VIDEO \[ITA\]](#)

# Il benvenuto della Direttrice



[WATCH THE VIDEO](#)

# Training at Ca' Foscari

Ca' Foscari University invests in the enhancement and **skills development** of lecturers and researchers, which determine the quality and reputation of the University.

Videos, digital content and professional development initiatives are available through an integrated system of continuous training, both for **tenured lecturers** and **new hires**.

You can consult the [portal for lecturer training](#): here you will find information and learning opportunities on the University's three missions. Training is organised as a free opportunity, designed to be responsive both to the needs emerging from the various departments and to the implementation of the University's [Strategic Plan](#).

Guides to e-learning platforms such as Moodle, Panopto and Zoom:

- > [moodle](#)
- > [digital tools guide](#)







# Legacy & Future

Venice School of Management (VSM) traces its roots back to the **foundation of Ca' Foscari University of Venice, 155 years ago (1868)**, as the 'Scuola Superiore di Commercio', the first Business School in Italy and the second in Europe.

VSM's mission is to **bridge ideas and people, past and future**, to grant everyone the opportunity to develop the core essence of their own capabilities as responsible citizens, managers, entrepreneurs, and professionals, embracing a hybrid mindset mixing business growth with sustainable development.

Having been **the first Business School in Italy**, VSM has played a significant role in shaping modern accounting and management teaching and research in the country, over the five decades since we launched the **first degree programme in “Economia Aziendale” (Management) in Italy**. Internationalisation, as the key priority of VSM, is reflected in its persistent commitment to infuse a global intercultural perspective into all its activities: teaching, research, and relations with the economic and social environment.

We aim at growing internationally, as a leading Business School, true to our identity as a School belonging to a public University and located in one of the most evocative and fragile cities in the world, **Venice**.

# Mission & Values

*Rooted in the history of Venice, we view our school as a nexus with the world, where teaching, research and engagement with practice respond to global as well as local calls to action.*

*As a public academic institution, we are committed to granting everyone access to the opportunity of achieving a responsible impact.*

*We generate and spread the knowledge needed to reimagine our common future.*

*We promote a hybrid mindset where business growth is intertwined with sustainable development.*

*We serve as a bridge and forge of ideas, to spark the debate on the Grand Challenges of the future.*

## **VSM values:**

Multidisciplinarity - Experiential learning - Ethics, sustainability and inclusion - Research excellence for society - Internationalisation



# Facts & Figures

VSM is currently one of the largest Schools of management founded in Italy:

- **82** - faculty
  - **21** - top and early-career visiting fellows
  - **24** - staff
  
  - **12** - Labs & research centers
  - **4** - Research Observatories
  - **3** - spin-offs
  
  - **3.300** - students population
  - **33%** - non-national students in English-taught programmes
  
  - **23.000 m<sup>2</sup>** San Giobbe Economics Campus (classrooms/ library/ cafeteria/ study areas/ residence)
- **6** - Programmes taught entirely in English (2 bachelor's degrees, 3 master's degrees, 1 PhD programme in partnership with SKEMA Business School)
  
  - **114** - courses taught entirely in English including
  - **16** - Double Degrees in partnership with accredited Schools
  
  - A worldwide network of **more than 50 top Business School partners**
  
  - Over **100** international internships a year
  
  - **International Summer schools** every year in Venice - Harvard, Exeter-HEC, Reading, CBS

# Rankings

**CENSIS Rankings of Italian universities:** 3rd place for Bachelor's degree and 4th for Master's degree programmes in business.

**QS World University Rankings:** Top 300 globally for Accounting and Finance, Top 450 for Business and Management studies.

**THE World University Rankings:** Top 301-400 globally for Business and Economics.

**Shanghai Rankings:** Top 401-500 globally for Management Best Global Universities ranking (U.S. News): 240th in the world for Economics and Business.

**> EQUIS accreditation obtained in 2023**





# VSM Management team

## Dean

Prof. Anna Comacchio



## Deputy Dean

Prof. Marco Tolotti



## Delegates



## Internationalisation

Prof. Elisa Cavezzali



## Communication

Prof. Cinzia Colapinto



## Public engagement & Executive Education

Prof. Marco Fasan



## Research

Prof. Maurizio Massaro



## Teaching

Prof. Anna Moretti

# VSM Management team

## Delegates



### **Orientation & Tutoring**

Prof. Gloria Gardenal



### **Welfare & gender equality**

Prof. Maurizio Falsone



### **Quality Assurance**

Prof. Giovanni Fasano



### **Faculty**

Prof. Giovanni Favero



### **Relations with students**

Prof. Daniela Favaretto





## The Campus & Venice

# Location and contacts

VSM is located at the Economic Campus of San Giobbe in a historic complex for the city of Venice and which, until 1972, was used as a municipal slaughterhouse.

## Address

Cannaregio 873 - 30121 Venice (main entrance)

Cannaregio 813/A - 30121 Venezia ('Valeria Solesin' bridge entrance)

[Map](#)

## Contact

**Economics Campus:** [campus.economico@unive.it](mailto:campus.economico@unive.it)

T. 041 234 9206 / 9107 / 9205 / 9208 / 9226 / 9227

San Giobbe main concierge (main entrance)

T. 041 234 9230

## School's spaces and areas

The common areas and lecturers' studios at San Giobbe Campus are open from **Monday to Friday from 8 a.m. to 7 p.m.**

On Saturdays, the main concierge (main entrance) is open from 8 a.m. to 1.30 p.m. To have access at the spaces please make a prior request to [segreteria.management@unive.it](mailto:segreteria.management@unive.it)

## Economics and Management Library (BEC)

Info and opening hours: [www.unive.it/bec](http://www.unive.it/bec)

# School's units

The Technical-Administrative Staff (PTA) of the Department-School supports the teachers  
Staff availability is guaranteed from Monday to Friday, from 8.30 a.m. to 3 p.m.

## School's units

**Administration** - [segreteria.management@unive.it](mailto:segreteria.management@unive.it)

**Activities:** purchasing/ reimbursement/ fund management - [full list](#)

## Educational programmes

[didattica.management@unive.it](mailto:didattica.management@unive.it)

**Activities:** curriculum design/ scholarship and double degree management/  
doctoral student management - [full list](#)

**Research** - [ricerca.management@unive.it](mailto:ricerca.management@unive.it)

**Activities:** research information flows/ research project reporting/ national  
research project design support/ teaching-related project design support, mobility  
- [full list](#)

## Accreditation

[accreditation.management@unive.it](mailto:accreditation.management@unive.it)

**Activities:** international accreditation.

## Communication

[comunica.management@unive.it](mailto:comunica.management@unive.it)

**Activities:** communication and promotion of educational  
programmes, research and Public Engagement activities; support  
for the events' organisation.

## IT Services

Fabrizio Bucella: [fabbuc@unive.it](mailto:fabbuc@unive.it)

041 234 8757 / +39 337 1047025

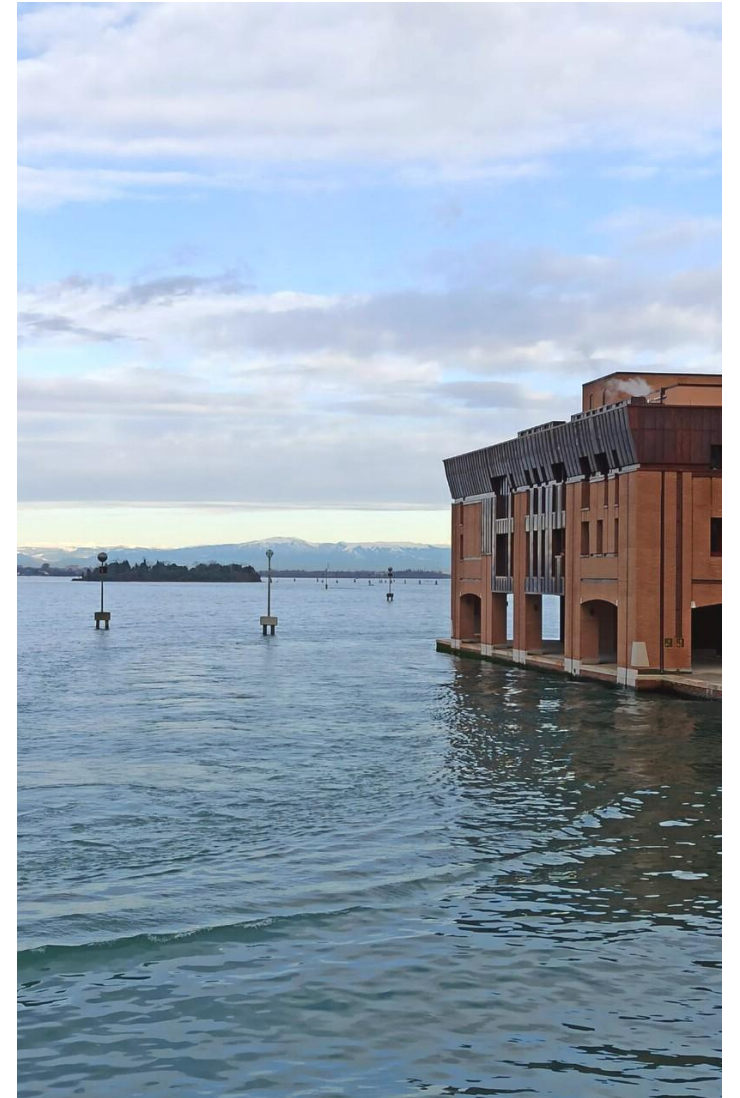


# How to find us

San Giobbe Campus can be reached by:

- **train**, from 'Venezia S. Lucia' rail station and travelling on track 1 in the direction of Mestre;
- **overland** (car/ public transport);
- **water** by waterbus, 'Tre Archi' or 'San Giobbe' stops.

To reach other University's locations, check the [maps](#).



# Public transport

Ca' Foscari encourages the use of public transport through various agreements including:

- **ACTV**, the Venetian network that includes both navigation and the land transport system (buses and trams).
- **Trenitalia**, the national railway network.

All opportunities and facilities for teachers and staff can be found on the [Home-Work Commute page \[ITA\]](#).







## Educational activities



# Educational programme unit

The Education Unit is primarily dedicated to the following major activities:

- Design and planning of the educational offer
- Planning of teaching and management of the PhD programme
- Monitoring of teaching activities
- Scholarship management
- PhD students

[About](#)

[Digital learning tools for lecturers and researchers](#)

# Contacts

The Educational programme unit is coordinated by a delegate of the Dean, who chairs a committee made up of lecturers from the various scientific disciplines and administrative technical staff.

## **Educational programmes committee**

**Anna Moretti** (President), **Elisa Cavezzali** (Delegate of Internationalisation), **Leonardo Buzzavo**, **Francesca Checchinato**, **Marco Fasan**, **Maurizio Massaro**, **Antonio Proto**, **Chiara Saccon**, **Carlo Marcon**, **Massimo Warglien**, **Francesco Zirpoli**.

## **Contacts**

**Educational programme unit:** [didattica.management@unive.it](mailto:didattica.management@unive.it)

Unit Coordinator, **Morena Chicca:** [giada@unive.it](mailto:giada@unive.it)

**International educational programmes:** [international.management@unive.it](mailto:international.management@unive.it)

**Phd:** [phd.management@unive.it](mailto:phd.management@unive.it)



# Organisation of educational activities

## University Account Activation

Each lecturer must have a university account to access the reserved area and online services, as well as to access their personal email. The account must be requested from the day after the date of taking up teaching duties: [information](#).

## Syllabus

The Syllabus must be published within the timeframe set by the university: generally **by May** for first-semester subjects and **by September** for second-semester subjects.

The Syllabus must be agreed with the Course Coordinator.

## Classroom use

From September 2022 Ca' Foscari resumes face-to-face teaching.

## Problems with classroom computer systems?

Contact **ASIT** on 041234/7171 (for software problems) or 6802 (hardware ).



# Organisation of educational activities

## Lessons

The teaching calendar is structured over four periods, from September to May. At the end of each period there is a week for making up missed lectures and a week for exam sessions.

Lesson timetables are defined by the Calendars Department ([didattica.calendari@unive.it](mailto:didattica.calendari@unive.it)) and, for the Digital Management degree course based in Roncade, by H-FARM College ([info.college@h-farm.com](mailto:info.college@h-farm.com)).

Any lesson suspensions must be promptly communicated to the Campus of reference of the course of study and to the Departmental Teaching Secretariat.

Detailed information can be found in the **Education Programmes Regulations** of the various programmes.

## Examinations

Each course has four exam sessions per academic year. Examination dates are set by the Calendars Department ([didattica.calendari@unive.it](mailto:didattica.calendari@unive.it)) and, for the Digital Management degree course, by H-FARM College ([info.college@h-farm.com](mailto:info.college@h-farm.com)).

Examinations are recorded electronically and a **digital signature is required**. Information on signing in the **personal area** > online request/renewal of digital signature. Clarification or information: write to [verbatel@unive.it](mailto:verbatel@unive.it).

Contact the Course reference Campus for troubleshooting problems relating to exam registration list management; assistance or information; problems relating to exam registration.

# Organisation of educational activities

## Office hours

According to the University Regulations, lecturers receive at least **80 hours per year**.

The Department Council has defined the following common guidelines on the subject: **at least 2 hours of office hours per week**, indicating a fixed day or a monthly calendar (with at least 4 receptions). Due notices must be published on their webpage via the **personal area > office hours**.

The office hours can only be suspended if the lecturer is on (authorised) mission, on sabbatical leave, on sick leave, on maternity leave. If you are unable to come on the scheduled day, another office hour must be arranged within the week (with advance notice and due notice).

The office hours must be held throughout the year, except during the University closure periods and during the summer period from 30 June to 30 August, unless otherwise required by teaching requirements.

The office hours must be entered following the procedure indicated in the **teaching guidelines**. News about the reception should also be published on your web page: **personal area > office hours**.

## Dissertations

In view of the large number of students, the School has established an **internal online procedure** for assigning a thesis advisor.

Full professors must follow the procedure and will be enabled to do so by the Teaching Secretariat.

On the [Thesis supervisor assignment](#) page, you will find all the indications on the procedure and the application's internal timetable, and you can also consult the **Thesis Guide**, which is also available to students.

# Communication of educational activities

All teaching activities involving external guests must be reported to the departmental communication contact persons.

To report them, please fill in the form: [bit.ly/ospiti-in-aula-NEW](https://bit.ly/ospiti-in-aula-NEW)  
At least 10 days before the event, in order to give the activities proper visibility.

For requests that cannot be referred to the form, please write at  
[comunica.management@unive.it](mailto:comunica.management@unive.it)

**The University communication materials** and guidelines are available by following the path: personal area > Communication > Communication tools.

**School communication materials and guidelines** for correctly explaining School affiliation are available in the Drive: 'Area amministrativa di Dipartimento > [Materiali per la comunicazione](#)'







**Research**

# Research Unit

Innovation and entrepreneurship, internationalisation and work, new technologies and digitalisation, organisation and accounting. Our approach is openly multi-disciplinary with a focus on economics and finance, history and society, law and IT.

The internal structure dedicated to Research, the **Research Unit**, is mainly concerned with the following macro-activities

- Research information flows
- Support for the design of national (PRIN, FIR, etc.) and European (INTERREG, ESF, etc.) research projects and their reporting
- Support for the management and design of projects related to teaching, mobility (e.g. Marie Curie, Alfa), for the internationalisation of the educational offer and reporting on the same

[About](#)

[University's research activities](#)

# Contacts

The research unit is coordinated by a delegate of the Dean, who chairs a committee consisting of lecturers appointed by the Dean.

## Research Committee

**Maurizio Massaro** (President), **Sara Bonesso**, **Anastasia Giakoumelou**, **Massimiliano Nucci**, **Maurizio Falsone**, **Giovanni Fasano**, **Monica Plechero**, **Matteo M. Triossi Verondini**.

## Contacta

**Research Unit:** [ricerca.management@unive.it](mailto:ricerca.management@unive.it)

Unit Coordinator, **Alessandra Cagnin:** [cagnin@unive.it](mailto:cagnin@unive.it)





# Organisation of research activities

## Research products archive

Research products must be uploaded by the authors in a special institutional catalogue called ARCA (Archivio Ricerca Ca'Foscari).

## Evaluation and research funding

Various forms of research funding are provided:

- ADiR fund
- proofreading fund
- conference fee fund;
- submission fee fund.

All details can be found in the document received by the Research Department at the onboarding stage.

## Research prizes and mentions

In December of each year, three research prizes and mentions are awarded.

## VSM Lectures

a series of seminars on the latest research related to management studies. Lectures are given by internationally renowned scholars from prestigious foreign universities.

There are 2 calls per academic year. The invited speaker meets the PhD students at the end of the seminar.

Coordinator: Prof. **Massimiliano Nuccio** - [massimiliano.nuccio@unive.it](mailto:massimiliano.nuccio@unive.it)

## Working papers series

Working papers and Research Notes are the two series in which ongoing research is presented in preliminary form.

Coordinator: Prof.ssa **Daria Arkhipova** - [daria.arkhipova@unive.it](mailto:daria.arkhipova@unive.it)

Further detailed information can be found in the complete document provided by the Research Department at the onboarding.

## Open Access

The Athenaeum Library System helps cafoscarini authors (lecturers, researchers, PhD students, postdoctoral fellows and PTAs) with open access publication costs for monographs and articles in journals (APC-Article Processing Charge).

# Contracts, grants and research fellowships

## Assegni di ricerca

### [University regulations](#)

Type of grants:

- **Area grants:** the announcement defines the area/SSD. The candidate submits a project. The SSD on which to call is identified by the Research Committee using ADiR data.
- **Project-based grants:** the call is published on a defined project. The committee assesses the candidate's profile.

**Annual call for co-funding grants:** there is a specific call for co-funding grants on specific projects. The award criteria are defined in the Departmental Regulation on research grants.

### [Calls for lectures and researcher](#)

## Research grants

Grants for research activities must be funded entirely by external funding, including from more than one source and/or made up of savings from other external funding.

## University fund for the support of research and internationalisation activities

The fund incentivises and supports various research and internationalisation activities developed at the University.

# Research Lab & centres

The Labs & Research Centres encompass research areas not only of economics, management and finance, but also legal and social issues, as well as quantitative analysis and the development of new models and decision-making tools.

[School regulations for the activation, financing and reporting of laboratory activities \[ITA\].](#)

## Research areas:

Arts and culture management; innovation in the automotive industry; banking and finance; business history; business performance analysis and accounting; data analysis and digital transformation; industrial relations; innovation and entrepreneurship; business internationalisation; labour law; marketing, business networks; new business models and sustainability; human resources organisation and management and leadership; soft skills development; strategic innovation; sustainability management.





# Research Lab & Centres



**11 PROFESSIONAL MASTER & EXECUTIVE EDUCATION**

**3 SPINOFFs - 4 OBSERVATORIES - 2 ACCELERATORS**

**ERASMUS+ PROJECTS WITH INTERNATIONAL PARTNERS BOTH CORPORATE AND UNIVERSITY**

**PNRR/ HORIZON/ PRIN RESEARCH PROJECTS WITH INTERNATIONAL PARTNERS BOTH CORPORATE AND UNIVERSITY**





## Public Engagement

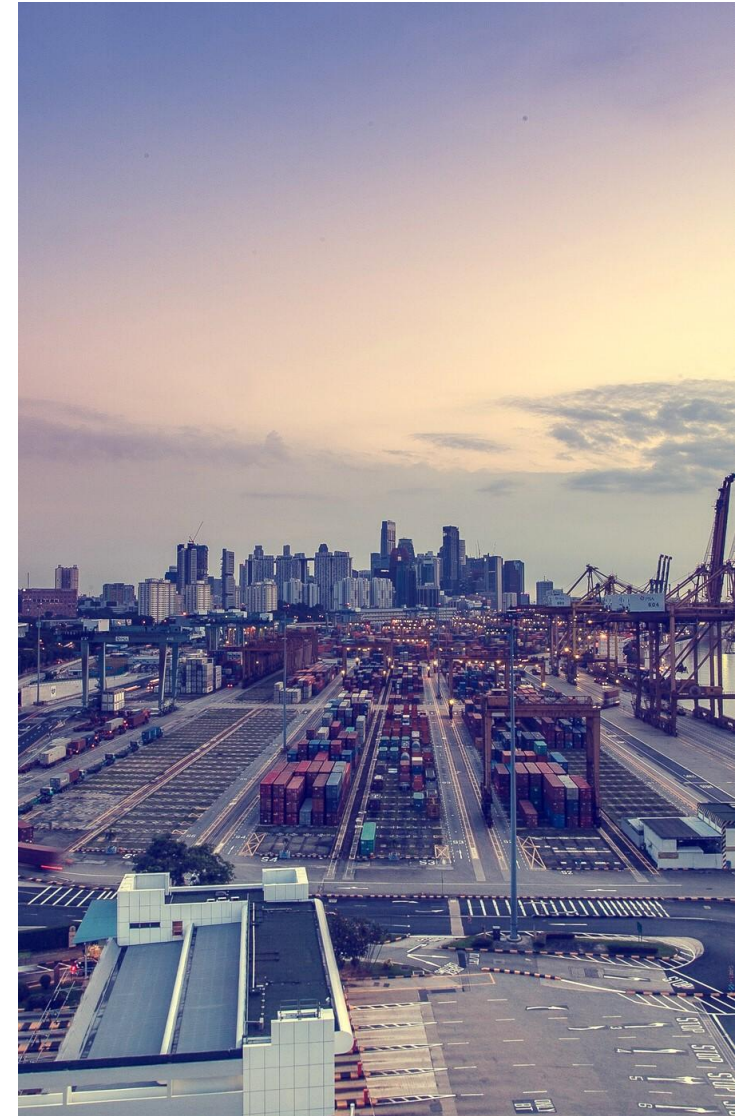


# Public Engagement

The School is also involved in Public Engagement initiatives with the aim of enhancing knowledge and disseminating good management practices also outside the academic world:

- We collaborate with companies and corporations in the creation of training programmes, also tailor-made, and in applied research and consultancy;
- We promote **stakeholder** and **public engagement events**;
- We promote the birth and growth of university **spin-offs**.

[Public Engagement activities](#)







# Events & Activities Communication

## Communication Materials

All School communication materials can be found in the Drive: '[Area amministrativa di Dipartimento](#)' > cartella 3. Materiali di comunicazione'.

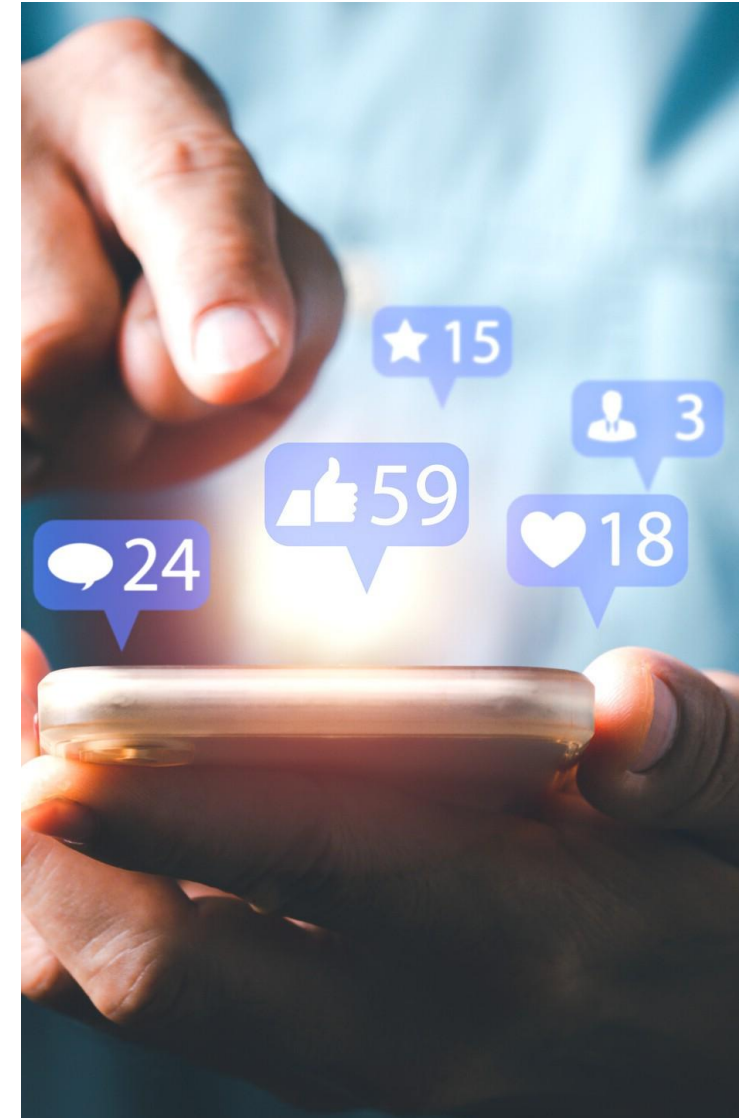
Here you will find: links for reporting guests in the classroom, the vademecum with times and methods for reporting activities, the logo, the letterhead, the template for slides, and all other useful materials.

## Contacts

For any information, requests or verification of posters, classroom reservations, please contact: [comunica.management@unive.it](mailto:comunica.management@unive.it)

## Follow us on social media!

[LinkedIn](#) - [Instagram](#) - [Facebook](#) - [Youtube](#)





# Contacts

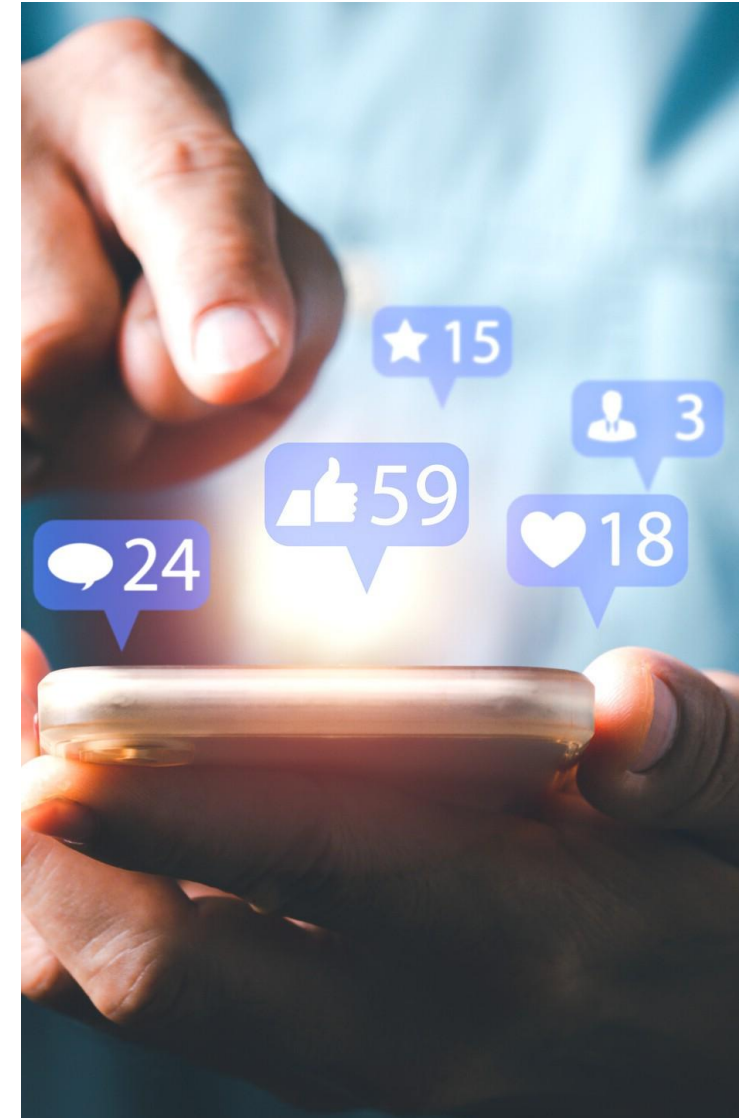
For any doubts or need for discussion, we leave you the references of

## **Maurizio Falsone**

Delegate of the Department for Organisational Welfare - [maurizio.falsone@unive.it](mailto:maurizio.falsone@unive.it)

## **Documenti e materiali di Dipartimento**

You can find the vademecum, minutes of the Council and Department Council, etc., in the Drive: [Area amministrativa di Dipartimento](#)







Ca' Foscari  
University  
of Venice

**VENICE SCHOOL  
OF MANAGEMENT**

# Thank you

for bridging ideas with us

