



Ca' Foscari
University
of Venice

www.unive.it

WELCOME TO
CA' FOSCARI
UNIVERSITY OF VENICE
Incoming Students



Who is an Incoming Student?

A student who comes to Ca' Foscari to study through one of these mobility programmes:

- **Erasmus+ including Eutopia/Ecotopia**
- **Erasmus International Credit Mobility**
- **Overseas (bilateral agreements)**
- **SEMP – Swiss European Mobility Programme**
- **Visiting students (free movers)**
- **Incoming double and joint degree students**





How to Book an Appointment

According to your needs, select which type of **appointment** you need and then **log in with your Ca' Foscari credentials**.

If you cannot find an available slot, *it means that they all have already been booked*. Please wait for the next appointment to be available online or write an email.

Please note that appointments will be mainly available online.

[unive.it](http://www.unive.it) > Academics and services > Bachelor's and Master's Degrees > Contacts > Welcome Unit



Area: Educational Programmes and Student Services (ADiSS)

Ca' Foscari, Dorsoduro 3246, 30123 Venice - [map](#)

Access

The staff only receives upon appointment and provides support in both **Italian** and **English**.
Select the **service** you require and **book** an appointment according to the days/times available:

- **appointments** for **students, teachers and international PTA in mobility**;
- **appointments** for **international students** and **Italian students** with an international title who intend to enroll;
- **appointments** at the first arrival in Venice for **permit of stay (group appointment)**;
- **appointments** for the issue or renewal of **permit of stay**;
- **appointments** for **Joint/Double degree** programmes;
- **appointments**  for the **Chinese** front office.



Campuses

HUMANITIES:

- Department of Humanities
- Department of Philosophy and Cultural Heritage
campus.umanistico@unive.it

LANGUAGES:

- Department of Asian and North African Studies
- Department of Linguistics and Comparative Cultural Studies
campus.linguistico@unive.it

ECONOMICS:

- Department of Economics
- Department of Management
campus.economico@unive.it

SCIENCE:

- Department of Environmental Sciences, Informatics and Statistics
- Department of Molecular Sciences and Nanosystems
campus.scientifico@unive.it

TREVISO:

- campus.treviso@unive.it





University buildings



Venezia

Mestre



Porto Marghera

Treviso

Roncade



Find accommodation with the Housing Office

- Regional government residences;
- Private residences;
- Shared private apartments

Contact: housing@unive.it

Webpage: [Housing and Canteens](#)

unive.it > About > Enjoy Ca' Foscari > Housing and canteens





Academic Calendar 2023/2024

The academic year begins in September and ends in August of the following year. It is divided into **two semesters** and, for the Department of Economics (DEC), Humanities (DSU), Management (DMA) and Philosophy and Cultural Heritage (DFBC) the two semester are divided into two more periods.

| FIRST TERM | FIRST TERM EXAMS | SECOND TERM | SECOND TERM EXAMS | FIRST SEMESTER EXAMS |
|--|-------------------------|---|---|-------------------------|
| 11 September – 14 October Possible rescheduled classes: 16 October – 21 October | 23 October – 28 October | 30 October – 9 December Possible rescheduled classes: 11 December – 16 December <i>Bank Holidays: 1 November, 21 November, 8 December</i> | 18 December – 23 December <i>Christmas Holidays: 25 December – 6 January</i> | 08 January – 3 February |

First Semester

| FIRST SEMESTER | FIRST SEMESTER EXAMS |
|--|--|
| 18 September – 23 December <i>Bank Holidays: Bank Holidays: 1 November, 21 November, 8 December</i> <i>Christmas Holidays: 25 December – 7 January</i> | 15 January – 10 February |
| | 15 January – 10 February Possible rescheduled classes: 8 January – 13 January |



Academic Calendar 2023/2024

Second Semester

| THIRD TERM | THIRD TERM EXAMS | FOURTH TERM | FOURTH TERM EXAMS | SECOND SEMESTER EXAMS |
|--|---------------------|---|-----------------------|-----------------------|
| 5 February – 9 March Possible rescheduled classes: 11 March – 16 March | 18 March – 23 March | 25 March – 04 May Possible rescheduled classes: 6 May – 11 May <i>Bank Holidays: 1 April, 25 April, 1 May, 2 June</i> | 13 May – 18 May | 27 May – 22 June |
| SECOND SEMESTER | | | SECOND SEMESTER EXAMS | |
| 12 February – 18 May <i>Bank Holidays: 1 April, 25 April, 1 May, 2 June</i> | | | 27 May – 29 June | |
| 5 February – 18 May Possible rescheduled classes: 20 May – 25 May <i>Bank Holidays: 1 April, 25 April, 1 May, 2 June</i> | | | 27 May – 22 June | |



Academic Calendar 2023/2024

Bank Holidays

- ❖ 1 NOVEMBER 2023: ALL SAINTS' DAY
- ❖ 21 NOVEMBER 2023: MADONNA DELLA SALUTE HOLIDAY
- ❖ 8 DECEMBER 2023: IMMACULATE CONCEPTION
- ❖ 25 DECEMBER 2023 – 6 JANUARY 2024: CHRISTMAS HOLIDAYS
- ❖ 1 APRIL 2024: EASTER FESTIVITY
- ❖ 25 APRIL 2024: LIBERATION DAY AND ST. MARK'S
 - ❖ 1 MAY 2024: LABOUR DAY
 - ❖ 2 JUNE 2024: REPUBLIC DAY



Learning Agreement and Changes

You need to fill out the Learning Agreement with the list of classes you want to attend in Venice.

You can change it, if you need to delete or add courses.

We highly recommend you to start attending classes **BEFORE** making changes to the Learning Agreement!

If you want to make changes, you have time **until October 9th!**

Please, do not forget to watch the online workshops:

- Learning Agreement workshop for exchange students coming from EU institutions (Erasmus exchange programmes):
14/09/2023 at 2:00 p.m. - <https://unive.zoom.us/j/84074143035>
- Learning Agreement workshop for exchange students coming from NON-EU institutions
- 15/09/2023 at 2:00 p.m. - <https://unive.zoom.us/j/82480815315>





Course Catalogue

To consult the Course Catalogue, you need to:

1. Go to the University's webpage: www.unive.it
2. Click on the **search button**, on the top right of the main page
3. Type '**course catalogue**'
4. Select the page 'Course Search'

The screenshot shows the 'Course search' page. At the top, there is a navigation bar with links: Home, Research, Academics and services, Civic engagement, Global, About. On the right of the navigation bar, there is a language selector set to 'ENG' and a search input field. Below the navigation bar, on the left, is a vertical menu with search options: People search, Structures search, Rooms search, Meeting and event spaces search, and Course search (which is highlighted in red). The main content area is titled 'Course search' and features an 'Academic year' dropdown menu set to '2023 / 2024'. Below this is an 'Advanced search' section with several search criteria: 'Course title / Professor' (text input), 'Period' (dropdown), 'Year of study' (dropdown), 'Educational sector code' (dropdown), 'Level' (dropdown), 'Degree programme' (dropdown), and 'Where' (dropdown). There is also a 'Properties' section with checkboxes for 'Courses for part-time students', 'Online/Blended', 'Courses with sustainable contents', and 'English-taught courses'. A blue 'Search' button is located at the bottom right of the search form. At the bottom of the form, there is a note: 'To start the search, please select the academic year and fill in at least one of the search fields'.

PLEASE KEEP IN MIND TO SELECT THE **2023/24** ACADEMIC
YEAR AND TO RESPECT THE GUIDELINES



Online booklet

Once your Learning Agreement has been approved, you must add the courses to your online booklet in your Personal Area.

Please make sure to do it before the start of the exam session!

The screenshot shows a web browser window with the URL <https://esse3.unive.it/rauth/studente/Libretto/LibrettoHome.csp?sessionId=581CF5F5CAF83212A0>. The page displays a table of academic activities and a navigation menu on the left.

| Year of Course | Academic Activities | Value in credits | Status | AY att. | Grade/assessment | Rec. | Exams | Exam sessions |
|----------------|---|------------------|--------|---------|------------------|------|-------|---------------|
| 0 | LMJ370 - 18TH CENTURY STUDIES | 12 | ⦿ | | | | | |
| 0 | CM1301 - APPLICATIONS OF NANO AND BIOTECHNOLOGY | 6 | ⦿ | | | | | |

Key:
AT/R = Attendance recognized
EA/R = Entire activity recognized
AT/V = Attendance validated
EA/V = Entire activity validated
⦿ = Supernumerary academic activity
📅 = Activity related to a Study Plan
📄 = Activity waiting for a specific approval
📁 = Activity related to a group of activities
⦿ = Planned activity
⦿ = Attended activity
⦿ = Passed activity

The navigation menu on the left includes: Personal Area, Other Programmas, Home, Personal data, Student services, Registrations, Admission test, Pre-enrollment evaluation, State Exams, Enrolment, Exemptions, Self-certification, Payments, Certificates, Language choice, 150 hours, Study grants, Degrees, Study Plan, Study Plan, Career, Booklet, Select Plan, Select curriculum, and Course change. A red arrow points to the 'Booklet' option.



Other Classes

As a Ca' Foscari student, you are also able to attend classes from:

- **School for International Education (SIE)** – cfsie@unive.it
- **Venice International University (VIU)** – student-services@univiu.org





Courses Timetable

<https://www.unive.it> > data ▾ Traduci questa pagina

Course search: Ca' Foscari University of Venice

| Course | Where | University credits | Code |
|--|-------|--------------------|--------|
| MODERN AND CONTEMPORARY HISTORY - <i>philosophy, international and economic studies [LT6]</i> | | 12 | LT9037 |

1. Open the “Course Search” website

2. Find your course and open the page

MODERN AND CONTEMPORARY HISTORY

| | | |
|-------------------------|---|--|
| Academic year | 2023/2024 | Syllabus of previous years |
| Official course title | MODERN AND CONTEMPORARY HISTORY | |
| Course code | LT9037 (AF:445078 AR:251614) | |
| Modality | Blended (on campus and online classes) | |
| ECTS credits | 12 | |
| Degree level | Bachelor's Degree Programme | |
| Educational sector code | M-STO/04 | |
| Period | 1st Semester | |
| Course year | 1 | |
| Moodle | Go to Moodle page | |

3. Open “Timeline” at the bottom

[Professors and degree programmes](#)

[Programme](#)

[Timeline](#)



Exam Registration and Grades

To take exams you have to register online during the due **registration periods, at least 4 days before the exam date!**

Please, mind that *you will receive an email at your Ca' Foscari account (matriculation number@stud.unive.it)* about either accepting or not accepting your exam results.

Do not forget to watch the online “Workshop for all incoming exchange students on completing your study plan and registering for exams” -

12/10/2023 at 2:00 pm - <https://unive.zoom.us/j/87550770333>



How to write *proper* emails to professors

from your institutional email MATRICOLA@stud.unive.it

DOs:

*Dear Professor (use their surname),
Good morning. My name is NAME, matricola
889988, and I'm an exchange student from YOUR
UNIVERSITY. My major is (major).
----- ask them your questions **politely** -----
I look forward to talking to you soon.
Best,
YOUR NAME*

- Formal greetings are important!
- Remember Professors are people too
- If they don't reply immediately, they're most likely busy. Try again later, and be polite!

DON'Ts:

*Hello Prof. (name),
I have a question for u: your question
follows.
Can you let me know please because I'm
busy and I need an answer thanks.
Btw class was great last Thursday, see
you.
YOUR NAME*

- Refrain from using slang or abbreviations; this is a formal email, not twitter dot com
- If you have feedback on the class make sure you address it properly



Grading System

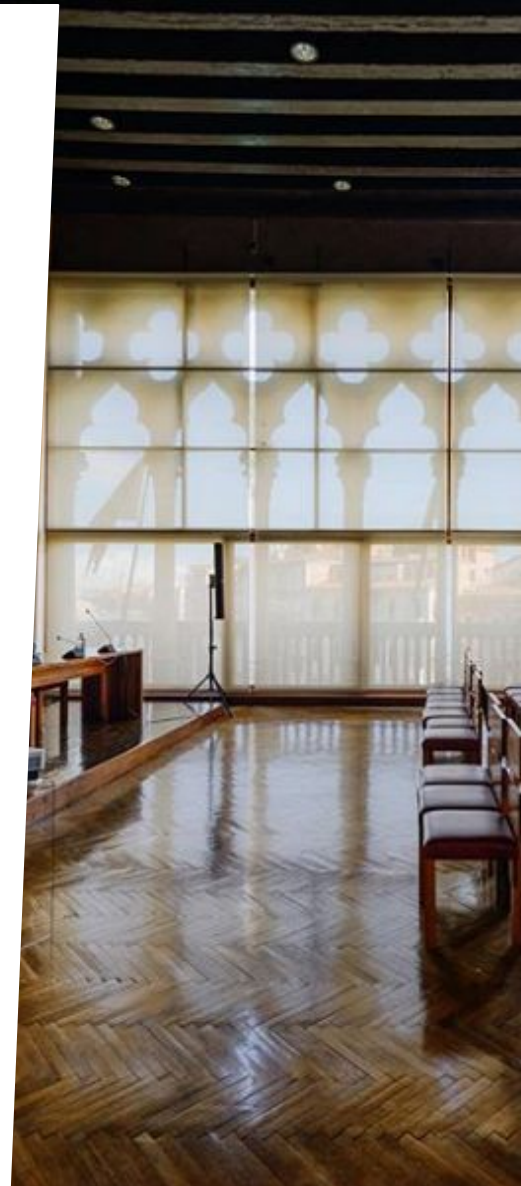
The Italian grading system works on a scale from **18** to **30**. 18 is the lowest passing grade (sufficiency). 30L is the highest grade (30 cum laude).

ONLY if you pass the exam of a course will you obtain the relevant credits. Exams usually give 6 or 12 credits.

If you do not pass an exam, you can retake it! Remember to check your personal email to accept or not the grade!

If you do not pass an exam, this cannot be registered in the online booklet, nor in the Transcript of Records. Therefore, you will not obtain credits.

Please, mind that the end of your mobility corresponds to your last academic activity at Ca' Foscari!





How to access your University webmail and Personal Area

In order to access your institutional email, you need to login by using ***your matriculation number as username*** and your ***personal password***.

The screenshot shows the Ca' Foscari University website. At the top left is the university logo and name. To the right are navigation links: "Prospective student", "Students and alumni" (circled in red), and "Faculty and staff". Below this is a dark red navigation bar with links: "Home", "Research", "Academics and services", "Civic engagement", "Global", and "About". A search bar is on the right. The main content area is titled "Students and alumni" and features a large photo of students sitting on a bench outdoors. To the right of the photo is a vertical menu with three items: "Webmail" (with an envelope icon, circled in yellow), "Personal area" (with a padlock icon, circled in yellow), and "Ca' Foscari Alumni" (with the university logo).

University Library Service

The University Library System, which is made up of various libraries.

The libraries are:

- **CFZ – Cultural Flow Zone** www.unive.it/cfz
- **LIBRARY OF ECONOMICS (BEC)** www.unive.it/bec
- **LIBRARY OF FOREIGN LANGUAGES AND LITERATURES (BALI)**
www.unive.it/bali
- **LIBRARY OF HUMANITIES (BAUM)** www.unive.it/baum
- **LIBRARY OF MATHEMATICAL, PHYSICAL AND NATURAL SCIENCES (BAS)**
www.unive.it/bas

For further info, please visit this [webpage](https://www.unive.it/pag/40453) (<https://www.unive.it/pag/40453>)





Students Societies/Associations

- Ca' Foscari Alumni
- ESN - Erasmus Student Network
- Venice Diplomatic Society
- AIESEC Venezia
- Coro e Orchestra Ca' Foscari
- Invenicement
- MARKETERS Club
- Femminismi contemporanei
- Rosmini
- Gesshin
- Ca' Foscari for SDGs
- Culturit
- UDU - Venezia
- JEVE
- Radio Ca' Foscari





University services and opportunities

Ca' Foscari Web Radio

Collaborate with the radio or complete an internship for the production of radio programmes to earn ECTS/CFU!

Zattere al Pontelungo, Dorsoduro 1392

<https://www.unive.it/pag/34507/> // rcfvenezia@radiocafoscari.it

University Sports Centre (CUS)

CUS offers students the chance to participate in a variety of sports (judo, aerobics, volleyball, basketball, tennis and more). There are facilities for rowing, sailing, kayaking, golf, horseback riding, climbing and swimming.

PLEASE NOTE: Contact CUS to find out which activities are offered this semester!

Fondamenta dei Cereri, Dorsoduro 2407

www.cusvenezia.it // venescus@unive.it

T +39 041 520 0144

University Theatre (CUT)

CUT Shylock collaborates with the University for innovative initiatives on cultural, social and environmental issues. It hosts visiting shows, organises experimental workshops and projects involving Italian and international students.

PLEASE NOTE: Contact CUT to find out which activities are offered this semester!

Palazzo Badoer, Rio Terà San Polo 2549

www.cut.it // info@cut.it

T +39 041 524 1647



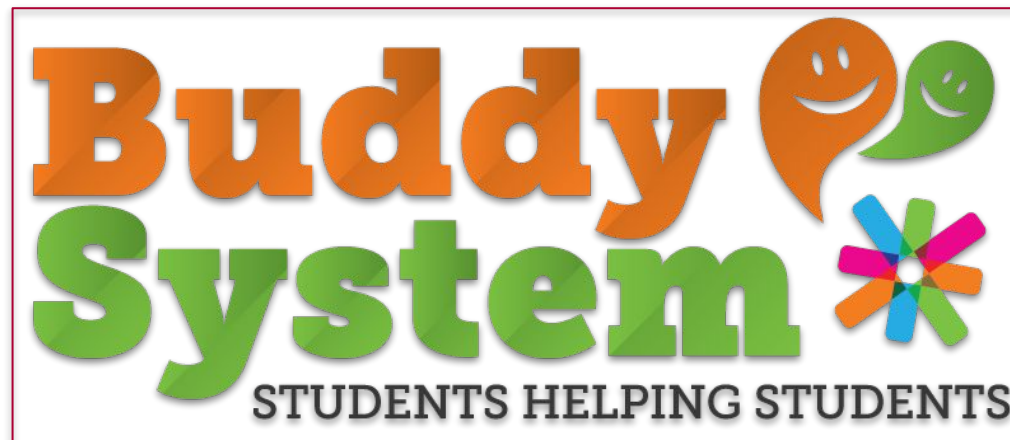
Buddy Programme

WHO IS A BUDDY?

A “Buddy” is a Ca’ Foscari student who acts as a mentor to international students by facilitating their integration into university and city life. A Buddy will help you become familiar with university courses, and various locations and services associated with life in Venice and its cultural environment.

HOW TO FIND A BUDDY?

Write an e-mail to buddy@unive.it



Apps for Venice and Ca' Foscari



MyUniVe: check time and place of your lessons and exams, book a seat in the library



- **EasyPlanning:** book your seat in the library (compulsory!)

Apps for Venice and Ca' Foscari



CheBateo?: check
timelines of Venetian
waterbuses



AVM Venezia: find
information about
transports and
parking



hi!tide Venezia:
keep an eye on
High Tides
forecasts

Italian Residence Permit

Non-EU citizens staying more than 3 months in Italy must apply for a **Residence Permit** (*Permesso di Soggiorno*), even if they have a long term visa.

How to request the residence permit:

- [Checklist](#) with procedure step-by-step and mandatory documents;
- [Instructions](#) on how to fill in the application form;
- [Frequently asked questions](#).

→UNI-QUEST HELP DESK!

Available by [appointment](#) on Tuesday from 9.30 until 12.30
@ Ca' Foscari main building, Dorsoduro 3246 ground floor

Do not forget to watch the online “Immigration Workshop” on
28/09/2023 at 10:

<https://unive.zoom.us/j/84139630540>





CartaConto

- The **CartaConto** is your **student ID** and you can use it to **access University services**, such as:
 - access University libraries and request books;
 - make photocopies;
 - get student discounts (where available) in public transport, museums, ...
- Ca' Foscari has an **agreement with Gruppo Crédit Agricole Italia**, therefore, if you wish to, you can **activate it as a prepaid card** and use it to make and receive payments.
- You will receive an email by the Immigration Team with all instructions on how to collect it.





Health insurance

Non-European students can decide to either enroll the National Health System or purchase a private health insurance.

The **Italian National Health Service** will guarantee you the same services as Italian citizens. Here there is a [checklist](#) explaining in detail the registration procedure, for further info also check our [Students: your stay, insurance, transports](#).

A **private health insurance** is also accepted, but you must inform yourself about registration procedures. Keep in mind that it must meet the following requirements:

- it must be valid in Italy;
- it must cover the risk of illness and accident;
- it must be made out in your name;
- it must be valid until the end of your stay.

European students holding the the [European Health Insurance Card \(EHIC\)](#) are covered by the Italian National Health Service for all basic healthcare.

Tax code (codice fiscale)

- The Italian *Codice Fiscale* is personal for every individual and it consists of a code of 16 alphanumeric characters;
- The *Codice fiscale* is valid only if released by the Italian Embassy/Consulate or by Agenzia delle Entrate (Italian Revenue Agency);
- The tax code you received on University **is only provisional, it is not the official one**;
- It is compulsory to **register accommodation contracts, open bank accounts, and receive scholarships or payments in Italy.**

 **agenzia entrate**

CERTIFICATO DI ATTRIBUZIONE DEL CODICE FISCALE

| | |
|--|---|
| CODICE FISCALE RSSMRA80A14H501E |  RSSMRA80A14H501E |
| COGNOME ROSSI | |
| NOME MARIO | |
| COMUNE (O STATO ESTERO) DI NASCITA ROMA | PRC R |
| DATA DI NASCITA 14/01/1980 | |
| DATA 21 APRILE 2021 |  |
| IL FUNZIONARIO  | UFFICIO CONS.GEN. D'ITALIA - LONDRA |



Ca' Foscari
University
of Venice

Welcome Guides exchange students

www.unive.it

Scan the QR code to see the new Welcome Guide for
2023/24 academic year:

English



Italian



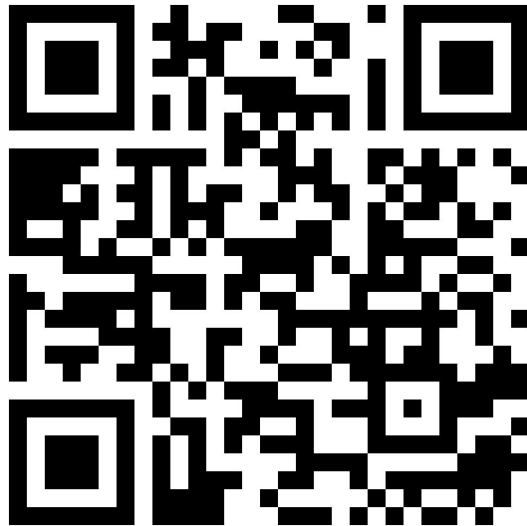


Ca' Foscari
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Register for picking up your welcome kit

www.unive.it

Scan the QR code to fill out the registration form:





Ca' Foscari Social



facebook.com/cafoscar



facebook.com/groups/cafoscarinternational



twitter.com/cafoscar



instagram.com/cafoscariversity

instagram.com/studentlifeinvenice - studentlifeinvenice@unive.it



linkedin.com/school/cafoscar



youtube.com/youcafoscar flickr.com/cafoscar



flickr.com/cafoscar



telegram.me/cafoscar Scopri tutti i nostri social



www.unive.it/radiocafoscar

How to reach the Welcome Unit

Joint and Double Degrees:

jointdegree@unive.it
Dott.ssa Alessia Pelella
T. 041 234 8106

Erasmus+, Eutopia/Ecotopia

ICM, SEMP, Overseas
Dott.ssa Ketti Borille
incoming.mobility@unive.it
Visiting Students
incoming.visiting@unive.it
T. 041 234 7013

Immigration procedures

Dott.ssa Anna Masciotra
immigrationteam@unive.it





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www.unive.it



THANK YOU FOR
JOINING US!