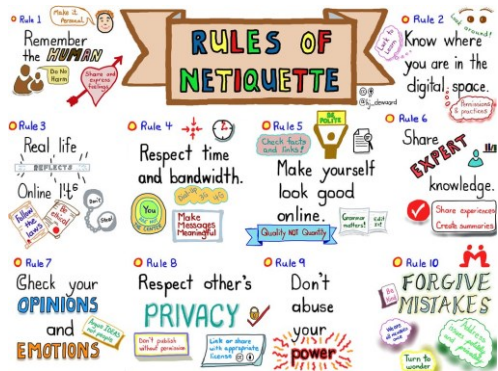




## Overseas Programme



# A few netiquette advice

- 👉 **Please be kind**: use a formal salutation
- 👉 **Don't leave the «Subject» of your email empty**, but please avoid using URGENT
- 👉 If your email has an **attachment**, please **write us what you are sending** «Please find attached...»
- 👉 If you are asking for some information, please be **clear** and, if possible, **keep it short**
- 👉 After writing it, **check the content of your email** to see if it is correct
- 👉 **Don't send us the same email more than once**: it may be confusing and it adds to the high volume of email that we usually receive
- 👉 Always use your **institutional email address** when you write to one of the University account



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## Your contacts at Ca' Foscari/1

www.unive.it

You can address any administrative inquiry regarding the Overseas programme to:

### **International Office – Mobility Unit**

You can find us at Ca' Foscari Main Building, first floor.

Address: Dorsoduro 3246 – 30123 Venezia

T: +39 041 234 7566/8377      F: +39 041 234 7567

**[overseasout@unive.it](mailto:overseasout@unive.it)**

**<https://www.unive.it/pag/12633/>**

**You can book an appointment here: <http://www.unive.it/pag/10594/>**



# Your contacts at Ca' Foscari/2

For all the information about the **academic aspects** of your mobility (contents of the courses / correspondance with Ca' Foscari courses / credit recognition) you shall refer to the **Teaching Committee Coordinator** of your B.A./M.A. Degree Course. You may find the name and contact of the Teaching Committe Coordinator in the webpage of your B.A./M.A. Degree Course.

The image shows a screenshot of the Ca' Foscari website. The top navigation bar includes 'Home', 'Presentazione', 'Iscriversi', 'Studiare', and 'Laurearsi'. The 'Presentazione' menu is open, showing options like 'Scheda del corso', 'Opinioni degli studenti e occupazione', 'Assicurazione della qualità', 'Docenti e organi', and 'Rappresentanti degli studenti'. A yellow arrow points to 'Scheda del corso'. The 'Scheda del corso' page is displayed, showing the course title 'Corso di Laurea Magistrale in Data Analytics for Business and Society'. The 'Referente' field is highlighted with a yellow arrow, showing the name 'Prof.ssa Agar Brugiavini' and her contact information: '(coordinatrice del collegio didattico, ✉ [brugiavi@unive.it](mailto:brugiavi@unive.it))'. Other fields like 'Sede' and 'Lingua' are also visible.

**BEWARE:** some Departments/Course nominated specific Academic Coordinators for Overseas.  
Please check the exceptions in the following pages!



If you are a student at the [Venice School of Management](#), you must contact:

**Prof. Matteo Maria Triossi Verondini:** all the destination (except UK), instructions here: <https://www.unive.it/data/people/21832605/avvisi>

**Prof. Ashraf Khan :** only UK destinations

If you are a student of the BA course in [Economics and Business](#), you must contact:

**Prof. Giulia Iori:** all the destinations

If you are a student of the BA course in [Philosophy, International and Economic Studies](#), you must contact:

**Prof. Giulia Iori:** all the destinations

If you are a student of the BA course in [Conservation of Cultural Heritage and Performing Arts Management](#), you must contact:

**Prof. Elena Rova:** all the destinations

If you are a student of the BA course in [Environmental Sciences](#), you must contact:

**Prof. Fabio Aricò:** all the destinations

If you are a student of the BA course in [Computer Science](#):

**Prof. Alessandra Raffaetà:** all the destinations



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# VSM and graduate programmes

www.unive.it

If you are a student at the [Venice School of Management](#), you must contact:

**Prof. Matteo Maria Triossi Verondini:** all the destination (except UK), instructions here: <https://www.unive.it/data/people/21832605/avvisi>

**Prof. Ashraf Khan :** only UK destinations

If you are a student of the MA course in [Environmental Sciences](#), you must contact:

**Prof. Fabio Aricò:** all the destinations

If you are a student of the MA course in [Computer Science](#):

**Prof. Alessandra Raffaetà:** all the destinations

If you are a student of the MA course in [Cultural Anthropology, Ethnology, Anthropological Linguistics](#), you must contact:

**Prof. Giovanni Bulian:** all the destinations

If you are a student of the MA course in [Environmental Humanities](#):

**Prof. Federica Maria Giovanna Timeto :** all the destinations

If you are a student of the MA course in [Compared International Relations](#):

**Prof. Francesca Antonini** all the destinations

If you are a student of the MA course in [History of Arts and Conservation of Artistic Heritage](#):

**Prof. Jasenka Gudelj** all the destinations





If you are a student of the [Department of Asian and North African Studies](#), you must contact:

- Prof. Raissa De Gruttola, Prof. Sebastian Eicher and Prof. Livio Zanini:** Chinese Language major- email: [mobilita.cina@unive.it](mailto:mobilita.cina@unive.it)  
(Prof. ssa De Gruttola Surname A-E, Prof. Sebastian Eicher Surname F-O, Prof. Livio Zanini Surname P-Z and MA course in Translation and Interpreting, Chinese-English-Italian translation and interpreting)
- Prof. Hyojin Lee:** Korean Language major
- Prof. Elia Dal Corso , Prof. Edoardo Gerlini e Prof. Lauri Kitsnik:** Japanese Language major – email: [mobility.japan@unive.it](mailto:mobility.japan@unive.it)  
(prof. Dal Corso for B.A. program. prof. Gerlini and prof. Kitsnik for M.A. programs, LM20 and LM 40 respectively)
- Prof. Antonella Ghersetti:** Arabic Language Major LICSAAM (LT40) and LICAAM (LM20)
- Prof. Barbara De Poli:** Arabic Language Major LEISAAM (LM40)
- Prof. Daniela Meneghini:** Persian Language major
- Prof. Aldo Ferrari:** Armenian Language major and/or Russian Language Major (LICSAAM – curriculum Eurasia)
- Prof. Marcella Simoni:** Hebrew Language major
- Prof. Matthias Kappler:** Turkish Language major
- Prof. Thomas Wolfgang Peter Dahnhardt:** Hindi Language major
- Prof. Edoardo Siani:** Thai and Vietnamese Language Major
- Prof. Maria Cristina Paciello:** Trans-Mediterranean Studies: Migration, Cooperation and Development
- Prof. Mirella Agorni:** Translation and Interpreting, English-Spanish, English-Italian Sign Language (LIS), Spanish-Italian Sign Language (LIS) specialised translation



## Students helping students!

In your Personal Area in «**Rapporti Finali**» you will find the reports of all the students who carried out an Overseas mobility in the last years. You can read the reports regarding your Host University. You may also find the e-mail addresses of the students, should you want or need to contact them.





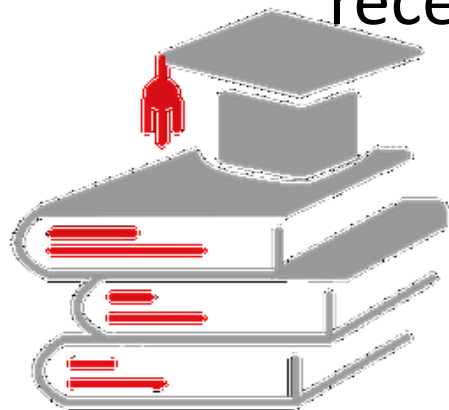


## University fees

Don't forget to pay Ca' Foscari University fees regularly and according to the deadlines!

## Financial Aid

If you hold a Scholarship for Student Financial Aid, you will continue to receive it even if you are abroad.





## If you are about to graduate or if you are enrolled in a Professional Master Programme at 1° or 2° level:



Remember that, before your departure, you must be **regularly enrolled** in a **MA or PhD course** at Ca' Foscari.



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# Your mobility through steps: timeline

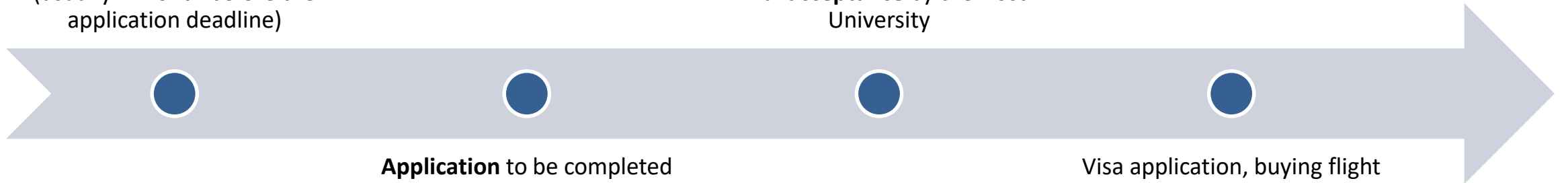
**Nomination** to be made by  
Ca' Foscari International  
Office

(usually 1 month before the  
application deadline)

**Final acceptance** by the Host  
University

**Application** to be completed  
by the student following the  
instructions received from  
International Office

Visa application, buying flight  
tickets, pre- departure  
documents and **departure**





## Key Words for the application/1

**Nomination Letter:** the International Office prepares it. If you are required to submit it along with the application, please send us an email. The digital copy usual suffices. Should you need the hard copy of the letter, please send us an email.

**Reccomendation Letter:** you shall ask it either to one of the professors of your BA/MA/PhD course who knows you or to the Overseas Academic Coordinator.

**Coordinator** (or **Student Exchange Coordinator / Program Coordinator / Institutional Coordinator**): either **Speranza FRESIA** or **Elena BERGAMIN**. Please use office details if you are asked for our contacts (you might be asked for email address, address, phone number, etc.).

**Academic Coordinator:** the professor in charge of the Overseas Programme (either the Coordinator of the Teaching Commette or the Professor specifically nominated by the Department).



## Key Words for your application/2

**Bank Balance Certificate:** usually issued by your Bank. It must state the **financial availability** (either yours or your sponsor's who usually is a parent) needed to cover the expenses during your mobility period. Should the Bank not issue the letter, you may use the **Bank account balance** (either yours or your sponsor's who usually is a parent). Remember to translate into English the key words ("account holder", "balance", etc.).

**Official Transcript of Records:** you may find it in your Personal Area under *Certificati*. We can sign them (only for the Overseas Programme) and there is no need for the revenue stamp. If you need to attach it to an online application, please send us the certificate via email and we'll send it back to you scanned and signed. Should you need the hard copy of the letter, please ask us for the letter once you come into the office to deliver the hard copy of the application to be sent to the Host University via courier. Some Universities may ask for the original version of the documents (in Italian for example).

**Official Certificate of Enrollment:** see above.

**Degree Certificate:** see above.





## The mobility period at the Host University:

- 📌 **must be completed** according to the academic calendar of the Host University;
- 📌 it is strictly **forbidden to take exams at Ca' Foscari or to obtain the final degree during the mobility period**;
- 📌 It must **not be interrupted**;
- 📌 if you carry out the mobility in the **second semester, it cannot be extended**.

### Attention:

- 📣 **The mobility period cannot be brought forward or postponed in order to participate in Ca' Foscari University of Venice exams or degree session!**



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## Passport and Visa

- ✿ Make sure your passport is valid. It must be valid for at least **6 months** after your return.
- ✿ If you are travelling to the Russian Federation, it must be valid for at least **18 months** after your return;
- ✿ In order to get the Visa, you must obtain the Letter of Acceptance from the Host University (it can also be named: Admission Letter, Acceptance Letter, Certificate of Eligibility, etc.).
- ✿ For more information please visit: <http://www.viaggiasesicuri.it>

## Health Insurance

- ✿ Before departure please make sure to have your mobility period covered by a good **Health Insurance**.
- ✿ For **detailed information on each country**, please visit the website of the [Italian Ministry of Health](#).

## Permit of Stay

**If you hold a non EU-citizenship**, the Welcome Unit will assist you in renewing the permit of stay before the departure, if necessary. Please contact the Welcome Unit as soon as possible at [immigrationteam@unive.it](mailto:immigrationteam@unive.it). The process can take up to a few months.



You may find all the documents related to your mobility at [www.unive.it/overseas](http://www.unive.it/overseas) «**Departure, Stay and Return**»





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**Learning Agreement**



## What is it?

**The Learning Agreement is a very important document. It allows you to have the exams taken abroad recognized in your Ca' Foscari record.**

The Learning agreement is a chart in which you will have to write down:

- The titles and the number of credits of the exams you'll take abroad
- The titles and the number of credits of the Ca' Foscari exams that will be recognized.

Attention:

- The courses you'll choose must be consistent with your Ca' Foscari's Study Plan.
- The Host University might apply some restrictions on the choice of courses.

**Attention:** even if the Host University requires a different kind of Learning Agreement, you must complete Ca' Foscari's Learning agreement → it contains all the relevant details of credits transfer!





## How to fill in the LA

### Exams:

- Browse the Host University website and look for equivalence between the courses offered by the Host University and your Ca' Foscari courses;
- Discuss the courses with the Academic Coordinator and have them approved by having the Learning Agreement signed.
- Once at the Host University, have the Learning Agreement signed by the Host University and send it to [overseasout@unive.it](mailto:overseasout@unive.it)



## How to fill in the LA

### Exams/2:

- If the course you choose replaces **one of the courses in your Study Plan**: in OC you must write the title of the course you'll take abroad, while in EC the title of the equivalent course at Ca' Foscari.
- If the course you choose does not have an equivalent and you want it to be **included in the free credits** (12 ECTS): in OC you must write the title of the course you'll take abroad, while in EC «*free credits with original title*».
- If the course you choose is part of the **extra credits**: in OC you must write the title of the course you'll take abroad, while in EC «*extra credits with original title*».



# How to fill in the LA for thesis research

If you want to write your thesis abroad:

you must already have discussed the thesis with the professor in charge at Ca' Foscari > Your thesis supervisor must be available to assist you while you are at the Host University.

**BEWARE:** thesis research only is not possible: you must take at least one exam! Not all the Host Universities are open to thesis research.

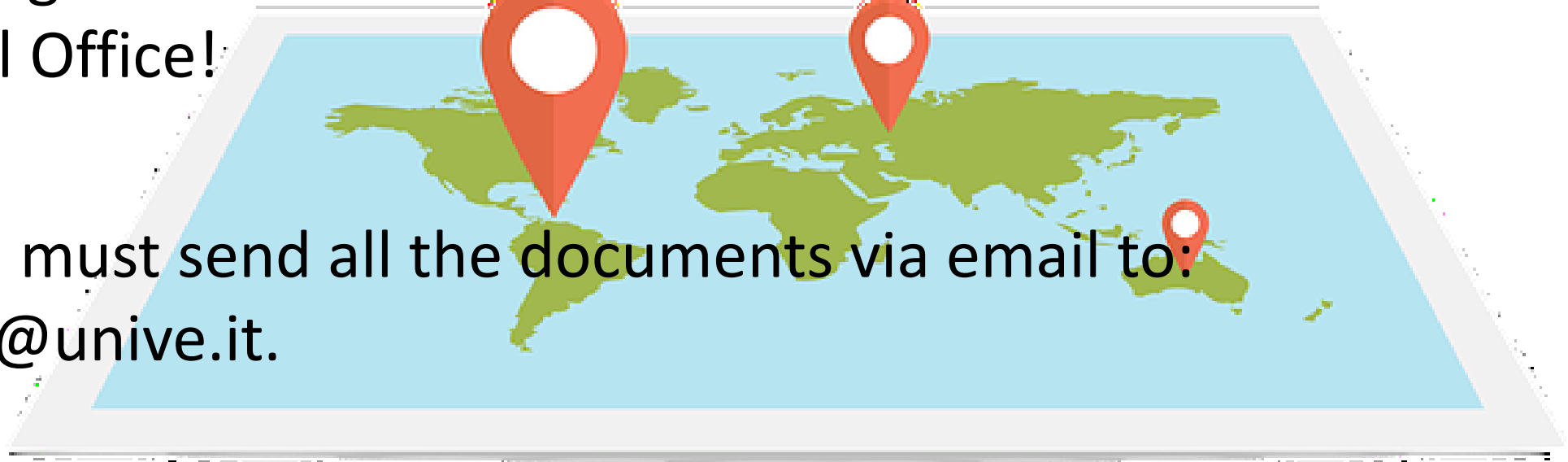




## Once you arrive at the Host University

Have both the **Confirmation of Arrival** and the **Learning Agreement** signed and send them back to Ca' Foscari International Office!

**Beware:** you must send all the documents via email to:  
[overseasout@unive.it](mailto:overseasout@unive.it).





# Changes to the Learning Agreement

You will be allowed to change your Learning Agreement **within 30 days** from the beginning of classes at the Host University: fill in the form **Changes to the LA**, have it signed by the Host University and by the Academic Coordinator and send it to [overseasout@unive.it](mailto:overseasout@unive.it).

**DEL:** for all the courses you want to **remove** from the LA

**ADD:** for all the courses you want to **add** to the LA

**Beware:** only the courses that change must be included in the form. If a course does not change from the LA, it must NOT be included in the Changes.





# Changes to the Study Plan

You can change your Study Plan while you are abroad.

**Only for the courses in the LA (free credits and extra credits in particular):**  
the **credit recognition form** can be used to **change your Study Plan**,  
regardless of the deadlines set for the compilation.







## Before Departure

### Confirmation of Departure

Once your Overseas is over, have the **Confirmation of Departure signed** by the relevant office of the Host University and send it to [overseasout@unive.it](mailto:overseasout@unive.it).

### Transcript of Records

Once the Exchange Program is over, some Universities will issue the Transcript of Records/Academic Transcript to the student directly. Others will send it to Ca' Foscari International Office, either via email or via regular post.



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**Once you are back you must send via email:**





## WHAT

- ✓ Learning Agreement and Change to the Learning Agreement (if any);
- ✓ Confirmation of arrival and departure;
- ✓ Final Report
- ✓ Transcript of Records (if issued to you by the Host University);
- ✓ Receipts of expenses
- ✓ Credit Recognition Form

## WHEN

As soon as possible and no later than:

- ✓ **June 30** if you carry out your mobility in Semester 1
- ✓ **November 15** if you carry out your mobility in Semester 2

## HOW

- ✓ via e-mail to [overseasout@unive.it](mailto:overseasout@unive.it). Hard copies are not needed.



## Credit Recognition

Fill in the **Credit Recognition Form** and give it to **Ca' Foscari Academic Coordinator**, along with the **LA**, the **Changes** (if any) and the **Transcript of Records** (you might be asked to meet him/her at office hours or to send the documents via email, depending on the Coordinator). The Coordinator will complete the **credit recognition form** (with marks and signature).

Once we'll receive the Credit Recognition Form, either from you or from the Academic Coordinator, we will forward it to the **Student Administration Unit** and your **academic record will be updated**.

The Credit Recognition Form must be sent via email to [overseasout@unive.it](mailto:overseasout@unive.it).

**We cannot perform either the credit recognition and the reimbursement if we do not receive the Credit Recognition Form.**



## Rules for reimbursement

You will not receive a scholarship, but you will receive a reimbursement in order to cover part of what you will spend during the exchange.



The reimbursement, which is issued only once, may vary from € 500 to € 980, depending on your destination.



A further bonus (from € 125 to € 245, depending on the destination) will be granted to students who will obtain the recognition of at least 12 Ca' Foscari credits.

Please refer to the file «**REIMBURSEMENT**» which you will find at: <https://www.unive.it/pag/12633/>

**REMEMBER**: the reimbursement will be performed exclusively on your Carta Conto. It will be your responsibility to check that the Carta Conto is regularly activated before departure. The reimbursement will be performed at the end of the exchange period, **only upon submission of all the documents related to the mobility.**



**BANNED**

## REMEMBER

- ✓ Recognition of **partial exams** is **not allowed**. Only complete exams can be recognized.
- ✓ Recognition of exams which are **not included in your Learning Agreement** or in the Changes to the LA (thus not agreed upon with the Academic Coordinator) is **not allowed**.
- ✓ Recognition of exams **not included in the Transcript of Records** is **not allowed**.





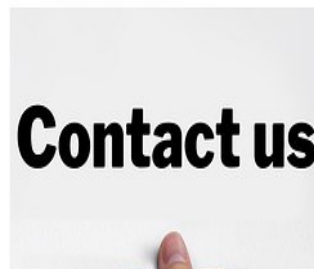
Upon your return you will be sent a link to complete the «**Final Report**».

The report will be an extremely useful resource both for the students who will decide to carry out their mobility in the following years and for us, to get to know better our Partner Universities.





While abroad, please refer to the [Overseas webpage](#). Should you have any **doubt, inquiry or issue** please contact the Mobility Unit of the International Office!



**Contact us**

**International Office  
Mobility Unit  
T 041 234 7566/8377  
overseasout@unive.it**

**<https://www.unive.it/pag/12633/>**