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SELECTION ANNOUNCEMENT FOR ADMISSION ONTO MASTER'S DEGREES AT THE CA' FOSCARI UNIVERSITY OF VENICE

Y.Y. 2015/2016

Article 1 - Public selection organisation

1. Public selections are organised for admission onto level I and II Master's Degree courses run by the Ca' Foscari University of Venice for 2015/2016. The main features of the courses are listed under the attached profiles, which form an integral part of this announcement.
2. The range of level I and II Master's Degree courses is organised into two different types: Post Lauream Master's and Executive Master's.
3. "Post Lauream" Master's means any Master's which, by integrating academic training with vocational content, aim to help graduates make their first steps in the world of work.
4. "Executive" Master's means any Master's with typically more vocational content, aimed at graduates who have already entered the world of work and require more targeted, specialised training.
5. The Master's Degree courses for 2015/2016 are:

Level I - Post Lauream

- 1) Teaching Foreign Languages
- 2) Digital Humanities
- 3) Economics and Languages of Eastern Europe
- 4) Global Management for China
- 5) Creative development and management of cultural activities

Level I - Executive

- 6) International Business, Arbitration and Tax Law
- 7) Food and wine culture for enhancing and promoting oenogastronomic resources
- 8) Teaching and promoting the Italian language and culture to foreigners (ITALS)
- 9) Consumer Law
- 10) Labour Law
- 11) Environmental and Land Law
- 12) Tourism Economics and Management
- 13) Global economics and Social affairs (GESAM)
- 14) Gulf Enterprises Studies
- 15) IGAMI - Italian Global Approach to Management in India
- 16) Immigration: Migratory phenomena and social change
- 17) Internal Audit
- 18) Sustainability and Carbon Footprint Management
- 19) Science and techniques of prevention and safety



- 20) Sports management and marketing (EBI Master's)
- 21) Sport Business Strategies (SBS)
- 22) Yoga Studies: Body and meditation in Asian traditions
Level II - Post Lauream
- 23) Philosophical Counselling
- 24) Economics and Finance

Level II - Executive

- 25) Characterisation and remediation of contaminated sites
 - 26) Health economics and management
 - 27) Cultural Heritage and Activities Management (Mastère Spécialisé en Management des Biens et des Activités C.)
 - 28) Advanced planning for teaching the Italian language and culture to foreigners
 - 29) Public Administration
 - 30) Strategic Studies and International Security
 - 31) Health and social assessment
6. This range of courses is completed by the Level I Post Lauream Master's in Education and Psychopedagogy for students with sensory disabilities, depending on the 2014/2015 academic year.
7. A Master's course will only begin, unless otherwise specifically indicated, when the minimum number of enrolled students is reached, as specified under the Master's and Lifelong Learning University Regulations. For these purposes, students are enrolled once they have paid their full enrolment fees. In the event that a Master's course does not begin, any enrolment fees already paid will be reimbursed in full.

Article 2 - Admission requirements

- 1. To enrol onto a level I Master's you must already hold at least one of the following university qualifications: university diploma, old system undergraduate degree (pre-Ministerial Degree 509/99), degree.
- 2. To enrol onto a level II Master's you must already hold at least one of the following university qualifications: old system undergraduate degree (pre-Ministerial Degree 509/99), specialist degree, post-graduate degree.
- 3. Students who are just about to graduate may also be admitted onto Master's courses, provided that they earn their qualification within one month, at the latest, from the start of the course. In this case, the enrolment onto the Master's may only be finalised after the valid qualification for admission has been awarded.
- 4. You may not enrol onto a Master's and other university courses. If you are already enrolled onto a university course, you may suspend your studies, if permitted by the applicable regulations, for the entire duration of the Master's, pursuant to the "pre-enrolment" procedures laid down by the University.

Article 3 - Admission application

- 1. The admission application must be filled in and submitted online, failure to do so may result in your exclusion, **starting from 1 April 2015 up to the deadline indicated on the attached individual profile.**

The online admission procedure is divided into two stages:

- a) **registration** on the University website (https://esse3.unive.it/AddressBook/ABStartProcessoregAction.do;jsessionid=1B5E67EE146579E3A6B02450E4F52FD8.jvm_unive_esse3web04?cod_lingua=eng), where you enter your personal details, residency information and, if applicable, domicile status. Once you have registered, you will be assigned a Username and Password so you can log in to the members area to complete the next stage of enrolment; if you already have log-in credentials for the members area (for example, as a former student of the University), go directly to point b);
- b) **filling in the admission application**, log in to the members area and follow these instructions: Student Secretary Services - ESSE3 > Admission test, then choose the type of course (Master's



level I or II) and finally, the course which you wish to enrol on. During the online procedure, you must attach an electronic copy of the following documents:

- self-certification of the valid qualification for admission, using the attached form;
- curriculum vitae;
- photocopy of a valid form of ID;
- any other documents required for admission onto your chosen Master's (see the attached profiles).

During this stage, you will be asked to enter the valid qualification for admission onto your chosen Master's (do not enter any higher level qualifications which you may have). The information required includes: the type of qualification, the University that awarded the qualification, the name of the course, the date it was awarded, the grade obtained, the date you enrolled on the University System (SU) (meaning the date when you first enrolled to an Italian university; if you do not remember the exact date, just put down the 1st October of that year).

You will be able to amend your details and/or add/delete your attached documents even after you have filled in the online application, provided that the deadline has not expired on the attached individual profile. The files must be in JPEG or PDF format and must not exceed 5 MB.

2. At the end of this procedure, you will receive an e-mail confirming the submission of your Master's admission application.
3. **You will be excluded from selection if you fail to meet the deadline indicated for submitting an admission application.**

Article 4 - Selection procedure

1. The selection procedure for each Master's will be based on the methods and times indicated in the attached profiles.
2. The results of the selection procedure will be published on the University's website by the date indicated under each Master's profile.
3. The publication of the selection results is for notification purposes only.

Article 5 - Enrolment fees, subsidies and loans

1. Enrolment fees may be divided into two instalments at most. The amounts and relative deadlines can be found in the attached individual profiles for the Master's courses.
2. Please see the attached individual profiles for any Master's where supporting institutions/companies pay part or all of the enrolment fees for a particular course.
3. Thanks to its special arrangements with major banking institutions, the Ca' Foscari University of Venice can offer the option of payment in instalments under different loans. For more information, please see http://www.unive.it/nqcontent.cfm?a_id=10184.

Article 6 - Enrolment

1. Successful Master's applicants may be excluded if they do not register via the special online procedure by the dates indicated under the individual profiles, then log in to the members area with their same credentials used when filling in the admission application and follow these instructions: Student Secretary Services - ESSE3 > Enrolment > Enrolment to courses with an admissions test. During this stage, applicants must upload an attachment of:
 - a passport-sized photo (JPEG format);
 - a copy of a valid form of ID;
 - self-certification of the valid qualification for admission, using the attached form.
2. At the end of the enrolment application, you will see the "Payments" button. The payment of the first instalment and the €16.00 stamp duty can be paid (unless otherwise indicated) by:
 - MAV on demand;
 - Visa or MasterCard credit card.
3. In order to accept your place, you must submit your enrolment application and pay any fees owed. Failure to do so could result in your exclusion.
4. If you have not organised your own enrolment by the due date, you will be considered withdrawn.
5. Your enrolment will be finalised by the relevant back office for your course within 15 working days from the final enrolment date. Each student will receive an enrolment memo via e-mail containing their log-in credentials (student number and password) for the University's computer and intranet services.



Article 7 - Selection reopening

1. In the event that the minimum number of students required for the Master's to begin is not reached, the selection procedure will be reopened just once, according to the timeframe indicated in the individual Master's profile.
2. In the event that the minimum number is reached for the Master's to begin but there are still free spaces, the selection and the relative enrolment procedure may be reopened just once, according to the provisions indicated in the attached individual Master's course profiles.

Article 8 - Qualifications obtained abroad and rules for foreign citizens

1. Italian and foreign citizens who hold a qualification obtained abroad are also eligible to submit applications for Master's courses, provided that their qualification is equivalent to the level, duration and content of the Italian academic qualification required for admission to the course. Nevertheless, the Teachers' Board will assess the suitability of the qualification for enrolment onto the Master's.
2. When submitting an admission application, referred to previously under Article 3, citizens with a qualification obtained abroad and non-EU citizens must provide:
 - a diploma supplement or, **for qualifications obtained outside the European Community**, a copy of their diploma translated and authenticated in Italian or English, together with a "certificate of equivalence of qualification" from the competent Italian diplomatic/consular representative for the country where the institution is based that awarded the qualification;
 - curriculum vitae;
 - photocopy of a valid form of ID;
 - any documents required for admission onto the chosen Master's.
3. Non-EU citizens residing abroad must submit their Master's admission application directly to the University, following the procedures indicated and within the deadlines stipulated in the attached individual profiles, together with the aforementioned documents.
4. If candidates cannot produce a "certificate of equivalence of qualification" within the application deadline, they will be placed under "provisional" admission for the selection procedure and, if successful, they must submit the necessary documentation when enrolling.
5. The University will announce the selection result to the competent representatives so they can subsequently finalise the documentation required for enrolment onto the Master's and also issue the necessary entry visa valid for the duration of the course.
6. Once they have filled in the online enrolment application, described above under Article 6, citizens who obtained their qualification outside the European Union and non-EU citizens must finalise their enrolment by going in person to the International Welcome Desk (welcome@unive.it; booking required: <http://static.unive.it/prenotazioni/p/welcome?lang=en>), located on the ground floor of the Ca' Foscari main campus (Dorsoduro, 3246 - 30123 Venice), before teaching starts, to present originals of the following documents:
 - a copy of the diploma certifying the qualification required for admission, translated and authenticated in Italian or English;
 - a "certificate of equivalence of qualification" from the Italian diplomatic/consular representative of the country where the institution is based that awarded the qualification, which must prove that the qualification they hold is valid in the country where it was obtained for enrolment onto an academic course of a similar level as this Master's.
 - entry visa.
7. Candidates may be asked at any time to supplement their submitted documentation in order to verify their eligibility.

Article 9 - Attendance and withdrawal from studies

1. Attendance of the various taught classes on the Master's course is compulsory for enrolled students; justified absences are permitted within the limits established by each course (see the attached individual profiles). If you fail to meet your attendance obligations, you will be excluded from the final exam and will not obtain a qualification.
2. Students may request to be withdrawn from their studies at any time. This request cannot be revoked and must be submitted to the Post Lauream Career Department (Ca' Foscari University of Venice - Dorsoduro, 3246 - 30123 Venice) by using the special form available on the University's website.
3. Withdrawal from the course does not exempt you from payment of any further fee instalments.
4. Any enrolment fees already paid will not be reimbursed under any circumstances.



Article 10 - Issue of qualification

1. Students who have attended the classes, performed the work placement and passed the mid-term and final exams will be awarded the qualification of a **level I or II Master's Degree** and issued with the relevant diploma.

Article 11 - Credit recognition

- 1 Students who enrol on degree or post-graduate degree courses after having obtained their level I or II Master's qualification may be awarded with training credits, prior to checking the eligibility with the course content, which can replace part of the teaching planned for the degree course.
- 2 The maximum number of recognisable credits is set for each course under its teaching regulations and, in any case, may not exceed 60 credits either for a degree or post-graduate degree. However, it is up to the competent teaching body to assess, on a case by case basis, the eligibility of the course content from the Master's with that of the course where the training credits are being asked to be recognised.

Article 12 - Enrolment on individual modules

1. Certain Master's courses allow students to enrol onto individual modules for a limited number of places.
2. To enrol onto individual modules, students must meet the same requirements set for admission to the relevant Master's.
3. Students can enrol by filling in the form on the University's website and following the on-screen instructions. The form and the relevant documentation should be sent to: Università Ca' Foscari Venezia - Settore Carriere Post Lauream - Dorsoduro, 3246 - 30123 Venezia, or handed in person to the desk, subject to prior booking: <http://static.unive.it/prenotazioni/p/postlauream>.
4. Attendance is compulsory. Only students who have an attendance record of at least 70% for the training in an individual module will be admitted to the final exam, unless otherwise indicated.
5. Students enrolled onto the module who pass the final exam will be issued with a certificate attesting to the number of credits acquired and the relative SSD.
6. Enrolment for individual modules will remain open until the places are filled.
7. If candidates enrolled onto an individual module decide to complete the training course and obtain the Master's diploma during following years, the Teachers' Board will assess whether they are exempt from attending the modules already successfully completed.

Article 13 - Privacy

1. Pursuant to Legislative Decree No 196 of 30 June 2003 ("Personal Data Protection Act"), the University shall only use the personal data provided by students for completing the enrolment and course procedures or for institutional purposes.

Article 14 - Final provisions

1. For all matters not expressly covered by this selection announcement, please refer to the Master's and Lifelong Learning University Regulations, issued by R.D. No 893 of 19/10/2011 and amended by R.D. No 64 of 13/02/2012, by R.D. No 400 of 19/07/2012, by R.D. No 316 of 16/04/2013 and by R.D. No 525 of 02/07/2013, which can be viewed at: http://www.unive.it/nqcontent.cfm?a_id=5532.

Attachments: 33

- 1-32 Master's Profiles
- 33 Self-certification declaration of qualification

Venice, 27 March 2015

The Rector
Prof. Michele Bugliesi



Università
Ca' Foscari
Venezia

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