



Dear VIU Spring 2020 Students,

please read carefully through the following pages.  
You will find information very useful to plan for the best your stay in Venice.

Our first suggestion is to consult the following pages on the VIU website:

Regulations: <http://www.univiu.org/study/globalization-program/admissions/program-regulations>

On arrival you will be asked to sign a form stating that you have read the regulations. The form is available as a pdf in a box at the side of the page.

#### **IMPORTANT for non-EU students**

**(N.B. exchange program students from Ca' Foscari, IUAV, Padova and Tor Vergata: please refer to your university mobility office)**

A meeting for non-EU students will be held during orientation week (Tuesday, Feb. 18, 9.30 am, classroom 9A). You should bring to the meeting all the documents required for the residency permit. As a non EU student you are **required by law** to obtain a study visa when enrolled in programs that are longer than 90 days. Once you have arrived in Italy you are **required by law** to apply for a Residency Permit (*permesso di soggiorno*).

#### **COURSES AND REGISTRATIONS**

##### **Registration for courses:**

Registration for courses will close on Wednesday, February 19 at 5 pm Italian time.

A maximum of 22 students is admitted to each course. The admission procedure considers preference and date of registration. Most students take 4 - 5 courses. Your university may have a minimum requirement.

VIU has a **compulsory attendance policy** and students are expected to participate actively in class.

**It is not possible to audit courses.** All students are required to prepare readings, take exams and write papers - no exceptions.

Classes are generally scheduled from Monday to Thursday. Many activities, including rescheduled classes and compulsory activities, will be scheduled on Fridays therefore please consider your schedule and consult with your professors before making personal commitments on Fridays.

*Classes missed due to local or National holidays will be rescheduled.* Classes that have been postponed during the semester (e.g. due to illness of professor) will be rescheduled on any other Friday of the term.

#### Note about Italian for Foreigners:



The Italian for Foreigners course consists of 56 hours of tuition (usually classes are scheduled Monday-to Thursday for the first six weeks and then twice a week for the following weeks Monday and Wednesday or Tuesday and Thursday). Before Orientation Week you will take a **placement test online** to evaluate your ability in Italian, if you have studied it before, or your aptitude for languages, if you have not. During Orientation week you will meet with the language instructors for a **brief verbal test**. You will be placed in a group that is appropriate for your level and aptitude. You will always attend the same class in the same time slot during the week.

#### Drop/change policy:

Students can change their choice of courses up until Wednesday, February 19, 2020 at 5 pm Italian time (subject to availability of places).

#### Co-curricular activities:

The co-curricular activities are highly recommended and are part of the academic offer. All day and half day visits and activities are arranged on Fridays. The Co-curricular activities calendar will soon be published on our website.

<http://www.univiu.org/viu-life/co-curricular-program-for-students>

#### *Compulsory attendance will apply to the following Friday activities:*

- Site visits and field trips arranged specifically for the courses. These are arranged on Fridays for logistical reasons.
- Co-curricular activities deemed particularly relevant to a course. Prior notice will be given.

#### Registration for courses at Ca' Foscari University of Venice:

VIU students have the possibility to enroll in one or more courses at Ca' Foscari University of Venice

You can consult the Ca' Foscari webpage to explore the courses you may attend <http://www.unive.it/pag/15612/>.

The registration to courses is possible only online at this page

<https://esse3.unive.it/AddressBook/ABStartProcessoRegAction.do>

Documents needed for the registration: scan copy of high school diploma or bachelor degree certificate, scan copy of visa or residency permit (extra EU students), ID document.

An administrative fee of 16 euros for each course is required in order to receive the final certificate.

## ARRIVAL AND ORIENTATION WEEK

**February 17-21, 2020**

How to get to VIU - check the Campus section of the VIU website:

<http://www.univiu.org/campus-services/how-to-get-to-viu>

Accommodation in apartments provided by VIU and on campus (San Servolo Residential Halls) will be available from February 16. If you are arriving on San Servolo in the evening, you may want to pick up a sandwich in Venice before going to the island because the cafeteria closes at 9 pm.



Orientation Week calendar:

[http://www.univiu.org/images/aauniviu2017/GP/schedules/Spring\\_2020\\_Orientation\\_Week\\_Schedule.pdf](http://www.univiu.org/images/aauniviu2017/GP/schedules/Spring_2020_Orientation_Week_Schedule.pdf)

Orientation activities will take place on **February 17-21**, starting on Monday Feb. 17 at 9.30 am with a Welcome Coffee. In the university main building you will find signs to direct you to the first meeting in the corridor of the main building where VIU offices, VIU classrooms and the reception are located.

Activities will include orientation to San Servolo and campus facilities, orientation in Venice (banks, supermarkets, post office etc.), meeting with non-EU students regarding residency permit, Italian for Foreigners oral test, Opening Ceremony, and co-curricular activities to give the students the chance to get to know each other. [Attendance to the Course Presentations and the Opening Ceremony is compulsory for all students.](#)

## BEGINNING OF CLASSES AND WEEKLY SCHEDULE

Courses start on **Monday February 24**

The Weekly Schedule is available on VIU website:

[http://www.univiu.org/images/aauniviu2017/GP/schedules/Spring\\_2020\\_weekly\\_schedule.pdf](http://www.univiu.org/images/aauniviu2017/GP/schedules/Spring_2020_weekly_schedule.pdf)

## FACILITIES ON CAMPUS

### [VIU Front Office and Reception](#)

**VIU Front Office** can be found along the main corridor (turn left after the main entrance. You should reach the office for issues related to the program, card, computer facilities, co-curricular activities, Mac Lab and wi-fi. Opening hours of the front office: Monday to Friday, 9 am-5.25 pm (closed for lunch 1.30 pm-2.30 pm).

### **San Servolo Servizi Metropolitani Reception**

Students who will be accommodated on campus can pick up the key to their room in the residential halls at the San Servolo Servizi reception (first office on the right, after the main entrance). This is not a VIU office. The residential facilities are managed by a services company called *San Servolo Servizi Metropolitani*. The reception staff is responsible for all issues related to accommodation. The reception staff is available from 8.30 am to 7 pm. There is a 24-hour guardian

service. The guardians can help you if you get locked out of your room or for very urgent issues.

#### Students in the program

There are approximately 120 students from the VIU member Universities (including other foreign students on Erasmus exchange programs) enrolled in the program.

#### Library

The resources in the reading room on campus are limited. VIU purchases one copy of each of the required texts for the courses. These texts will be available for one-day loans.

Most professors will provide course packs and make them available online through their Course blogs.

Students will have access to the libraries of the Venetian Universities, and public libraries in Venice.

We also suggest you to check your home university remote access for electronic resources, e-books, online papers etc.



#### Student card, Computing and Internet Access

The **VIU Student Card** is a multifunctional magnetic key that provides access to the Mac Lab, library loans and photocopying / scanning facilities.

VIU card is issued with a credit of € 3. Once the credit is over, you can recharge the card at the VIU Front Office (minimum charge €5). The cost of a one page photocopy/print is € 0.05 black and white and € 0.12 color. VIU copying and printing machines also work as scanner. Scanning is free but, in order to access the scanning function, you must have a credit of minimum 10 cents on your VIU card.

VIU has a highly advanced **Apple Mac Computer Lab** for integrating digital technologies in the academic courses. The 3D modeling, visualization, and mapping technologies installed enable students to engage with questions of change over time and dynamic process in urban and rural environments. The programs available include 3D modeling using Google SketchUp, 3D acquisition using Photogrammetry, interactive mapping with Google Earth, Scalar, and the basics of ARCGIS related to Google Earth. Access is granted to VIU Student Card holders only.

A **Reading Room** area in the Mac Lab is accessible 24 hours a day to students with the VIU Student Card. A wireless connection is also available in the Reading Room area and in zone 9, where all VIU classrooms are located.

On the ground floor (in zone 7) there is another **PC Room** open to all VIU professors and students, 24 hours a day. PCs are connected to the Internet and have Microsoft Office programs installed. There are also work stations for laptops and wifi is available. Students must not save their files on the hard drives of the computers in the reading room. You should save them on USB memory sticks or send them to yourself by email. Any files saved on the computers will be deleted.

**Wi-fi Internet is available and free in the rooms of the residential halls**, but the connection is not on the VIU network (it is San Servolo Servizi wifi).

**VIU's elearning platform-** [elearning.univiu.org](http://elearning.univiu.org) - (Moodle) is where professors upload materials, resources and assignments for their courses. Access is restricted

to registered students. You will receive the login and password at the VIU Front Office, together with your VIU Student Card and wifi password.

#### Cafeteria / Mensa

There is a cafeteria (canteen) on the island. It is open every day for breakfast, lunch and dinner.

Opening hours: 7.30am–10am, 12pm-2.30pm, 7.00pm - 9.15pm

The prices are € 9 for breakfast and € 13 for a full meal, which includes first course + second course + side dish or salad + bread + fruit or yogurt.

VIU students paying in cash can have the following discounts for reduced menus by showing their VIU student card at the cash desk:

##### Reduced menu

6.50 € (first course **or** second course, side dish or salad, bread, drinks)



#### Bar/Café

In the main building there is a café, which sells beverages, croissants, toasts, sandwiches and salads and some basic products for personal hygiene like toothbrush, toothpaste, soap. It is open from 8 am until 6.45 pm.

### LIVING IN VENICE

#### Monthly boat pass

During orientation you will receive an **ACTV** application form to be filled-out and given back to the ticket office at the bus station (Piazzale Roma) in order to get your *Venezia Unica* card and a student monthly boat pass. This pass will allow you to use the boat public service (all routes) and the bus service on the Lido Island and Mestre.

For students (under 26 years old) the first month costs 45 euro (administration charge of 20 euro + 25 euro monthly pass), subsequent months cost 25 euros. Over 26s pay full rates (administration charge of 100 euro + 37 euro monthly pass).

A full price single fare without ACTV card is 7.50 euro, while the reduced rate with your ACTV Card is 1.50 euro. For further information visit

<http://actv.avmspa.it/en/content/mobility-services>

#### Money

Travellers Cheques are quite expensive to cash and the exchange rate is not favourable to the dollar. The best value is probably withdrawing cash from a credit or debit card, but check with your bank what the charges are for international withdrawals as the rates vary greatly depending on the account you hold.

It is a good idea to arrive in Italy with some Euro in cash. Credit cards are widely accepted in shops and restaurants (with the exception of smaller businesses). Public offices (eg. post office) generally do not accept credit cards.

#### Money you will need during the first week

- Deposit for Residential Halls on San Servolo island: if you are staying on campus you are required to pay a 200 euro cash of deposit and 20 euro cash for the

“Venice Tourist Tax” when you check in at San Servolo Servizi Reception. This deposit is returned to you in cash on departure.

-Deposit for apartments: if you are staying in a VIU-arranged apartment you will be asked a 350-375 euros deposit to be paid in cash at the check in.

- Monthly boat pass: 45 or 137 euro

- Residency Permit for non-EU students: around 170 euro

- Health Insurance if you choose to purchase it in Italy: 71 euro (WAI-Welcome Association Italy)

- Xerox copies-Course packs: more and more professors prefer to post the readings weekly via blog but you may need to print or photocopy documents for the first classes or for the residency permit application. The cost of a one page photocopy/print is € 0.05 black and white and € 0.12 color.



### Receiving packages from family and friends

You can have post sent to you at VIU. The mail is distributed at the VIU front office. **We strongly suggest that you provide the following information to any family or friends who may send you packages during your stay.** If anyone is sending you a package from outside the European Union please note that the package must include a *proforma invoice*. This is basically a list of the contents, and their estimated value. DO NOT put down the real purchase value of the items. You will be charged import tax by customs. You should put a nominal value on these items which in total does not exceed 55 US dollars. The text of the *proforma invoice* could be something like this:

#### *Proforma Invoice:*

Package No. (or AWB or any other reference)

Sent to: Joe Smith

Address:

Telephone no.

From: Sam Jones

Address:

5 t-shirts \$ 10

3 pairs socks \$ 4

2 CDs (used) \$ 4, etc. etc.

The contents of this package are the personal used property of *name*, a U.S./Israeli/Japanese/Korean citizen, who is currently studying in Italy. These goods are not for resale and will be returned to the U.S./Israel/Japan/Korea in May 2020.

It is not a good idea to send packages with any kind of electronics, whether used or not, medicines or food.

### Weather in Venice

By the time of your arrival, it will still be cold in Venice (5-10 °C) therefore you will need warm clothes. By the end of March it will start to get warmer and you will need lighter cloth, the temperatures in May are between 20-25 °C. It often rains in Venice, be aware of that when packing.

### Things to bring with you:

- 4 passport size photos for residency permit request (white background)

- photocopy of passport (included all blank pages)

- complete copies of your insurance policy (if it is not in English, please request an

English version to your insurance company).

- certificate of acceptance (VIU invitation letter) with official stamp of embassy/consulate that issued VISA
- credit card
- adaptor plug (when necessary)
- laptop (if you don't have one you can use the pc rooms)
- camera
- memory key / flash drive
- hangers (item suggested by past semester students)
- hairdryer (not provided in the campus)



If you are travelling from outside the European Union, you should be aware that there are restrictions on what you can carry on board on EU flights. See check the flight companies' list of prohibited items.

How to contact students who have studied at VIU in the past

VIU Facebook page: <https://www.facebook.com/VeniceInternationalUniversity>  
and also our alumni group: <https://www.facebook.com/groups/univiu/>

In addition, an informal Facebook group will soon be created for the Spring 2020 Term.

We hope you will find this information useful: please write us at [student-services@univiu.org](mailto:student-services@univiu.org) for any other queries you might have.

Looking forward to meeting you soon in Venice!  
With kind regards,

*Globalization Program Office staff*  
Cristina Di Gioia and Francesca Zennaro