

## Globalization Program

### Regulations for Students of the Globalization Program



#### General

VIU is an International Center for Higher Education and Research. Individual behavior, dress and manners should be respectful of this. As a Venice International University student, you are representing not just yourself, but the university and your fellow students, both current and future. Furthermore, you are an ambassador of your home University and you are expected to behave in respect of the University regulations and code of conduct you are subject to when at home.

VIU is in constant communication with its member Universities and will report any kind of infraction from the regulations.

You will conduct yourself in a proper manner at all times. This includes, but is not limited to:

- Using appropriate written and oral communication in all interactions with all students, faculty and university staff.
- Observing all established safety rules and avoiding unsafe practices.
- Demonstrating honesty, cooperation, integrity, courtesy, and a willingness to learn.
- Engaging in positive, ethical, and legal behavior.
- Accept responsibility and accountability for decisions and actions taken while at VIU.
- Treat all fellow students, faculty, university staff with dignity and respect.
- If you feel victimized by a VIU-related incident (e.g. misrepresentation, unethical activities, sexual harassment, discrimination, etc.), you are to contact VIU-GP office immediately.
- Students from countries outside the European Union must obtain a student visa and residency permit if they wish to study within the VIU Globalization Program. Students who will arrive at VIU without the proper documentation will not be admitted to the program, or will be expelled from the program if it is discovered that the correct visas and permits were not obtained. As the residency permit is not issued immediately, students must hand in to the GP office receipts of the application.

#### VIU facilities

- Smoking is prohibited inside all VIU buildings.
- Students are expected to keep the facilities clean and tidy.

- Repair or replacement of VIU property, including library materials will be charged to the individual responsible for the damage. Students will be charged communally if individual responsibility cannot be determined.
- Use or possession of illegal drugs will lead to expulsion from VIU.



#### Residential facilities

- No guests are allowed in the residential halls.
- No pets are allowed in the residential halls.
- Cooking is strictly prohibited in the residential halls.
- Smoking is strictly prohibited in the residential halls, including individual rooms.
- Noise levels should be kept to a minimum, especially after 10 pm.

#### Academic

##### *Compulsory attendance:*

Attendance is compulsory in all semester courses. Absences may be "justified" only when documented. A doctor's certificate in the event of illness or a certificate from university department in the case of exams in home university must be handed in to the Globalization Program office and they are dealt with in complete confidentiality. The attendance policy also applies to site visits and field trips, which may be scheduled on Fridays.

Students are invited to inform the professor and the Globalization Program office in advance (by email) if they are unable to attend a class.

Cancelled classes and those that fall on Italian national holidays must be rescheduled in order to guarantee the minimum number of contact hours required for the credit recognition procedures in the member universities. These classes may be rescheduled on Fridays and students are notified about it at the beginning of the semester.

Students who miss more than 15% may not be admitted to the final exam. All absences will affect the grade in a course. Students are advised to cover work missed and to demonstrate that they have done so to the professor.

Absences due to travel arrangements during the semester will under no circumstances be considered "justified". There is a mid-term break to allow and encourage students to travel.

##### *Credit/audit:*

The Globalization Program is a credit only program. Globalization Program courses are worth 6 credits in the European Credit Transfer System (ECTS). One credit corresponds to 25 to 30 hours of work.

Auditors are not admitted to GP courses. All students are required to complete all course work (readings, presentations, field trips, papers, exams).

*Changing courses:*

Students can change their choice of courses during orientation week only. Introductory sessions during orientation allow students to meet the professors and discuss their options.



*Dropping courses:*

Students must inform the GP office and the professor if they decide to drop a class.

*Number of courses:*

- Students may take as many courses as they wish
- Students who have been assigned a place in the residential halls on the island of San Servolo or in apartments arranged by VIU are required to complete three courses.
- Students who wish to take Italian for Foreigners must also complete two other full term courses.
- To apply for the Internships and Mobility program: 2 courses is the minimum to apply for destinations worldwide; 3 courses is the minimum to apply for destinations in Italy.
- Furthermore, according to the requirements of your university of origin:
  - 3 courses + Italian for Foreigners is the minimum for students of Duke University
  - 5 courses is the minimum for Erasmus+ scholarship recipients from Tel Aviv University (may include Italian for Foreigners)
  - 5 courses is the minimum for students from University of Exeter (may include Italian for Foreigners)
  - 4 courses + Italian for Foreigners is the minimum for students of Boston College
  - 4 courses + 1 course from the "Venice and Italy" cluster is the minimum for students of Tsinghua University, Global Leadership ProgramAll other students should check the requirements with the International Office of their home university. Minimum requirements may apply.

*Duration of courses:*

Globalization Program courses consist of 36 hours of tuition in class plus 4 hours of other activities at the discretion of the professor. Italian for Foreigners consists of 56 hours of tuition.

*Timetable:*

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

Compulsory attendance will apply to any of 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 by the professor. At the discretion of the professor. Prior notice will be given.

- Classes that have been postponed during the semester (e.g. due to illness of professor or national holidays) will be rescheduled on two precise dates. Prior notice will be given.

The co-curricular activities in general are highly recommended. The longer trips and activities are arranged on Fridays.

#### *Exams:*

The evaluation methods are determined by the professor of each course. Exams may be oral or written, intermediate or final. Students may have to prepare research papers and presentations.

#### *Plagiarism:*

In exams, research papers and presentations is a form of cheating. Students found guilty of plagiarism will fail the course and their home university will be informed. Disciplinary action may be taken also by the home university.

All of the following are considered plagiarism:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

For more information on plagiarism, fair use of sources and proper citation of sources, consult the website [www.plagiarism.org](http://www.plagiarism.org), or discuss any doubts with the Assistant Dean.

#### *Special Arrangements:*

If you request any special arrangement in any course, it must be authorized in writing by the professor of the course and by the Assistant Dean and the Scientific Coordinator of the Globalization Program, Luca Pes and communicated via email to the GP Office. It is the responsibility of the student, not the professor, to obtain the authorization necessary.

For example:

- if your university requires you to write an extended essay in order to receive credit
- if you request an extension on a final essay or paper
- if you request an intermediate or final evaluation that differs in any way from the regular evaluation for that course



I understand and agree with the standards of the Globalization Program as listed in the preceding general and specific statements. I understand if any facet of the code of conduct is not adhered to, I may be at risk of losing academic credit/tuition/certification, or in some other way may be penalized.

This information is also available on VIU website in the “*study>globalization program>admissions>program regulations*” section.