



Useful Guide for PhD Candidates A.Y. 2011-2012

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1. PhD on Science and Management of Climate Change

1.1 ORGANIZATION

The PhD Programme Science and Management of Climate Change is part of the Doctoral [School ChangeS in Global Change Science and Policy](#), a consortium of Italian universities established in 2008 in collaboration with the Euro-Mediterranean Centre for Climate Change ([CMCC](#)), with the aim of promoting and coordinating advanced trans-disciplinary studies on the dynamics of global change, their impacts and the development of related policies.

The PhD Programme is organised in two Streams:

- Dynamic Climatology, at Euro-Mediterranean Centre for Climate Change (CMCC) in Bologna
- Climate Change Impact and Management, at the Department of Economics of the Ca' Foscari University in Venice

Each stream is organized in three terms. During the first year, PhD students will attend twelve 5-credit courses (30 academic hours of lectures, seminars or labs per course). Eleven courses are planned in each of the two thematic streams, and students will choose the twelfth one from the list of courses of the other stream.

The schools organised by the ChangeS Doctoral School are considered as statutory activities of the PhD Programme.

Credits are acquired by attending the courses and passing a final exam. All lectures are given in English.

A PhD Board with members nominated by the Department of Economics and the Department of Environmental Sciences, Informatics and Statistics at Ca' Foscari University and by the CMCC is the main governing body for the PhD Programme. It meets periodically to take decisions about the organisation and functioning of the PhD.

The PhD Secretariat (based at the Department of Economics) is responsible for the PhD management and for the relationships with students.

1.2 HOW TO PRE-ENROL to the PhD SMCC¹

WHEN?

within 7 days from the publications of the shortlist of the qualified candidates on the Ca' Foscari web site (http://www.unive.it/nqcontent.cfm?a_id=89778)

¹ Source: http://www.unive.it/nqcontent.cfm?a_id=65950



WHICH documents?

1. **pre-enrolment form** that can be downloaded at the following webpage:
http://www.unive.it/nqcontent.cfm?a_id=76045
2. photocopy of a **valid Identity Document (ID)**;
3. **receipt of payment** of:
 - a. 1063,62 Euro – (109,00 euro regional tax for financial aid, 14,62 euro for tax stamp, 926,00 euro university tuition fees) - if you are admitted **without scholarship**. The payment can be made in two instalments;
 - b. 123,62 Euro (regional tax plus 14,62 euro for tax stamp) if you are admitted **with scholarship**.

The payment can be made:

- by bank transfer to Ca' Foscari University of Venice following the modalities which will be indicated to the successful candidates

OR

- online at the University website, without any additional cost, by means of Visa or Master Card credit cards, or Bankpass Web:
http://www.unive.it/nqcontent.cfm?a_id=65504

In the case where, after having pre-enrolled, the student does not intend to complete enrolment, the pre-enrolment fee will not be reimbursed.

WHERE?

The application form, filled in and signed by the candidate, the receipt of payment of the enrolment fee and the photocopy of a valid identity document must be sent via fax to the Welcome and Enrolment Office (fax number 0039 (0)234 7969).

IF you do NOT wish to enrol you have to send a declaration in the form of an e-mail to: immatricolazioni.dottorato@unive.it, and you will be replaced by other eligible candidates on the shortlist.

The pre-enrolment and enrolment procedure are responsibility of the Ca' Foscari main office.

After the pre-enrolment

You will have to prepare all the documents for the ENROLMENT, see the next section.



1.3 HOW TO ENROL to the PhD SMCC²

WHEN?

you can enrol from 1st to 22nd August 2011

WHICH documents?

1. [enrolment form](#) (Domanda di Immatricolazione) that can be downloaded at the following webpage http://www.unive.it/nqcontent.cfm?a_id=88042 .
2. a photograph;
3. a photocopy of the **payment receipt** of the enrolment fee;
4. a photocopy of the “**Codice Fiscale**” (i.e. a personal number for tax purposes that you need to live in Italy on a permanent and temporary basis) for those who have it.

IF you have awarded a scholarship you must also submit:

- a statement regarding your bank account details to be downloaded from the University website at http://www.unive.it/nqcontent.cfm?a_id=76046
- a declaration of registration/non-registration with any other mandatory social security funds to be downloaded from the University website at http://www.unive.it/nqcontent.cfm?a_id=76047

IF you are not an UE citizen you have also to submit:

- original permit of stay and/or original visa. For more information <http://www.poliziadistato.it/articolo/10617/>

IF you have an academic qualification obtained abroad (not Italian degree) you have also to submit:

- authenticated copy of the diploma attesting to the obligatory qualification as admission requirement, with sworn translation into Italian or English and apostil;
- concerning the titles obtained outside the European Union, a “statement of value” issued by the Italian embassy/consulate in the country where the institution issuing the academic qualification is based, certifying that the qualification is valid for registration at a university course – in that country – equivalent to the Research doctorate in Italy.

Note: Foreign citizens being awarded a Scholarship from the Ministry of Foreign Affairs of the Italian Government must submit the relevant certification upon enrolment.

WHERE?

The enrolment documents has to be delivered to the “Welcome and Enrolment Office” – *Ufficio Immatricolazioni e Accoglienza Studenti* - of Ca' Foscari University of Venice, that

² Source: http://www.unive.it/nqcontent.cfm?a_id=65950



is on the first floor at Ca' Foscari University of Venice, Dorsoduro 3246, Venice. To access the desk dedicated to Research Doctorates, students need to make a reservation through the specific online application: http://www.unive.it/nqcontent.cfm?a_id=59424

Contacts: Mrs. Gisella Serena immatricolazioni.dottorato@unive.it

HOW can I submit the documents?

There are 3 different ways to submit the enrolment documents:

1. deliver them **personally** to the "Welcome and Enrolment Office";
2. **delegate another person**, who will need to submit a written authorization on unstamped paper along with the student's identity document (or a copy thereof) in addition to his/her own identity document;
3. **send the documents exclusively by certified letter** with an acknowledgement of receipt to the following address: Università Ca' Foscari – Ufficio Immatricolazioni e Accoglienza Studenti, Ca' Foscari, Dorsoduro 3246 – 30123 Venezia, Italia. In such case, students must enclose a copy of their own identity document with the application and any relevant documents. In case of mailing by certified letter with acknowledgement of receipt, the sending date will be that of the postmark.

After the enrolment

IF you have awarded a scholarship you must register at the [Gestione Separata INPS](#) (i.e. separate management of social security contributions for self-employed workers) by the 19th of September 2011. You can find the form on-line at http://www.unive.it/nqcontent.cfm?a_id=76048. The necessary details of the contracting entity (Ca' Foscari University of Venice) for filling in the forms are following: Università Ca' Foscari Venezia, Dorsoduro 3246, 30123 Venezia, "Codice Fiscale" 80007720271.

IF you have not awarded a scholarship you have to pay the second instalment of tuition fees by the 18th of May 2012.

Note: students enrolled with scholarship who withdraw from the PhD programme after the beginning of the courses, must repay the total sum of the scholarship paid during the same academic year.



1.4 FIRST YEAR

Activities

The first year is mainly devoted to the courses.

The academic year runs from mid September to July, and it is subdivided into three terms: 8 or 9 weeks, approximately in the periods 19/09 – 18/11, 09/01-09/3 and 10/4-/6. In every term four courses are offered with exams (written or oral exams or presentation of a paper) at the end of each course. During the third week of September, PhD students of IMCC stream should attend the **Math Refresher course** offered by the School of Economics of Ca' Foscari, PhD SMCC and Master IMEF.

Requirements

After having completed the enrolment procedures, candidates have to choose which stream attend by sending an email to the [PhD Secretariat](#) in Venice.

Each first-year student is expected to complete at least 360 hours of class activity, organised in 12 courses. By the end of the second term the students have to communicate to the Secretariat the elective course chosen between the courses of the other stream (see 1.10 Deadlines).

Admission to the exams requires that students have attended at least 70% of lectures of each course. To gain admission to the second year, the students must pass all of the exams of the programme. In case such requirement is not met, the PhD Board defines the criteria for admittance or rejects the admittance of the student to the second year. However to gain admission to the third year, the students must pass all of exams of the programme.

Any modification of the programme or of the attendance proposed by the students has to be approved in advance by the PhD Board.

At the beginning of the first year each PhD candidate will be assigned a tutor who assist and orient the work of the students since the initial period. At the end of the courses (end of May), the candidates are required to confirm the assigned tutor or suggest another one to be approved by the PhD Board. Tutors, and in case co-tutor, will be the main reference person(s) of the PhD candidates over the 3-year period. Tutors and Co-tutors can be academics or distinguished researchers in disciplinary fields related to the PhD programme. As research continues, the role of (co-)tutor may be changed upon request of the students or (co-)tutors.

1.5 SECOND YEAR

Activities

The second year is mainly devoted to a period of research and study in a foreign institution. The sojourn abroad may extend in the third year.



Requirements

The evaluation of second-year students is based on three items: 1) progress in their research (presentation of reports or papers); 2) presentations made at seminars; 3) attendance to seminar, workshops, conferences, etc..

To attend and gain the third year, it's compulsory to attend all the courses and pass all the exams.

Prior to departure candidates must obtain the approval from the PhD Board. When abroad, the activity of the student must adjust to the institution he/she is visiting. A student is expected to attend advanced classes, seminars and doing research. A detailed plan is drawn during the first month of residence abroad and must be approved by the Tutor. During their staying students report on their progress to their Tutor.

Upon returning from their sojourn abroad, students are expected to turn in a detailed written report of their activities to the PhD Board. This report is submitted to the Board as part of the evidence on which admission to the third year is decided.

1.6 THIRD YEAR

Activities

Third-year students and later devote most of their time to working on their dissertation. The content and composition of the dissertation should be discussed with and approved by the Tutor.

Typically, a dissertation could be in the form of a single monographic document that argues in defence of a particular thesis and highlights the original contributions of the research performed by the candidate. In this case, the submission should be substantial enough to be able to form the basis of a book or research monograph which could meet the standards of an established academic publisher operating a system of critical peer review for book proposals and drafts.

Otherwise the dissertation can collect independent papers of publishable quality, that is, papers that are complete, original, provide a review of the literature, and are in general fully understandable, with comprehensive introductory and concluding sections. In general, the work should be approximately equivalent in quantity and quality to at least two articles of a standard acceptable to a fully refereed journal. Where candidates have already had portions of their doctoral work accepted for publication in such journals, this is prima facie evidence of an adequate standard. The papers should at least be already submitted to, if not accepted or published yet on international refereed journals.

Requirements

The evaluation of third-year students is based on three items: 1) progress in their dissertation; 2) presentations made at seminars; 3) attendance to seminar, workshops, conferences, etc..

A student entering his/her third year is expected to finalise the identification of the Advisor of the thesis, who normally coincide with the Tutor, by the end September of the beginning



of third academic year. The Board examines and formalises the assignment. Work on the dissertation may be done also with the assistance of co-advisors, e.g. co-tutors, but the Advisor retains full responsibility for supervising the student's progress.

1.7 FINAL EXAM

The Final Exam consists in the defence of the thesis in front of a committee of at least three professors that are not affiliated with the School and who have not been directly involved in the development of the theses. The Examination Committee is identified by the PhD Board and nominated by the Rector.

The main steps taking to the final defence of the thesis follow:

1) **Preliminary presentation of the contents of the thesis and advancement stage**

November :

The PhD candidates must present the preliminary findings of their work at a public seminar, organised by the PhD Programme.

2) **Pre-defence**

Mid June:

Students must deliver a preliminary version of the thesis and present a seminar (pre-defence) with the presence of tutors and co-tutors who will provide a written report about who will report to the PhD Board. The Board deliberates on whether or not the candidate can consider submitting his/her final thesis by the deadlines reported below.

3) **Submission of the official application for the final exam or request for extension**

By the **31st of August** of each year (end of the 3rd year):

Third year students are required to send an official application to be admitted to the final defense of the dissertation "domanda di ammissione all'esame finale" by the end of the 3rd year to Servizio Carriere Studenti, DSSOF offices, Ca' Foscari, Dorsoduro 3246, Venice or via fax to 041 234 7915 (including a photocopy of ID).

Those students who wish to benefit from the extension ("Proroga") of one academic year in order to consign their thesis must write a specific request to the PhD Board by the end of the 3rd year.

4) **Consignment of the advanced draft to the Reading Committee**

By the **1st of October**

The PhD candidates must consign to PhD Secretariat the advanced draft of their thesis (a pdf version). The PhD Secretariat is on charge for the consignment to the members of the Reading Committee.

5) **Report by the Reading Committee to the candidates and the PhD Board**

By the **9th of November:**

The Reading Committee provides his evaluation to the PhD candidates and the PhD Secretariat who will submit their evaluation to the members of the PhD Board.



6) **Consignment of the final draft to the Reading Committee**

By the **30th of November**:

The PhD candidates must consign to PhD Secretariat the final draft of their thesis (a pdf version). The PhD Secretariat is in charge for the consignment to the members of the Reading Committee.

7) **Report by the Reading Committee to the candidates and the PhD Board**

By the **10th of January**:

The Reading Committee provides his evaluation to the PhD candidates and the PhD Secretariat who will submit their evaluation to the members of the PhD Board.

8) **Final evaluation of the candidate's thesis** (15 days prior to consignment)

By the **15th of January**

The PhD Board evaluates the thesis on the advice of the Reading Committee.

9) **Consignment of the thesis**

By the **31st of January**

The student must consign the final thesis according to the rules stipulated by Ca' Foscari (see: [autoarchiviazione tesidottorato procedura guidata.pdf](http://www.unive.it/media/allegato/Formazionepostlauream/Dottorato/AddendaLineeGuidaTesi.pdf) available at <http://www.unive.it/media/allegato/Formazionepostlauream/Dottorato/AddendaLineeGuidaTesi.pdf>)

Documentation to be consigned to the PhD Secretariat in Venice:

- 1 paper version of the thesis signed by the tutor and the coordinator of the PhD Programme;
- abstract of the thesis written both in Italian and English;
- declaration/disclaimer of proof of upload of the electronic version of the thesis to be bind ("liberatoria");
- documentation proving the uploading of the electronic version of the thesis.

A paper copy of the thesis must be also sent to each member of the Evaluation Committee.

10) **Final exam**

March

Final Exam: the final exam consists in thesis defense in front of a final committee of at least three professors that are not affiliated with the school and who have not been directly involved in any way with the thesis. The Evaluation Committee is chosen by the Faculty Council on proposal of the PhD Board. The contact person dealing with queries about the final exam is:

Dott. Renato dalla Chiesa

Divisione Servizi agli studenti e Offerta formative, Ph. +39 0412347529; Fax. +39 0412347915; E-mail: chiesa@unive.it



1.8 EUROPEAN DOCTORATE

The European University Association (formerly known as the Confederation of European Union Rectors' Conferences) has drawn up a common “European doctorate” label. This designation can be added to a national doctorate which was obtained fulfilling the following four conditions regarding co-supervision, assessment by an international jury, multilingualism and mobility of the graduate:

1. The PhD thesis defence will be accorded if at least two professors from two higher education institutions of two European countries, other than the one where the PhD thesis will be defended, have given their judgement concerning the manuscript.
2. At least one member of the jury should come from a higher education institution in European countries, other than the one, where the PhD thesis will be defended.
3. Part of the defence must take place in one of the official languages, other than the one(s) of the country, where the PhD thesis will be defended.
4. The PhD thesis must partly have been prepared as a result of a period of research of at least one trimester spent in another European country.

The PhD Programme requires (and makes sure) that Conditions 1, 2, and 3 are fulfilled. Upon successful completion of their studies, students who also fulfil Condition 4 will also be awarded the “European Doctorate” certification.

1.9 ADDITIONAL INFORMATION ON ADMINISTRATIVE REGULATIONS

Courses and Exams

Class activities: candidates are expected to complete class activities during their 1st year. Details about the academic programme including course syllabi, timetables, seminars, etc. are provided at the PhD web site at <http://venus.unive.it/phd-climate-change>. Candidates shall check the website for updates on regular basis.

In case candidates need to postpone one or more courses to the 2nd year, s/he must present via email her/his formal request to the PhD Secretariat indicating the reasons for postponing the course. The Secretariat will submit the request to the PhD Board. **To attend and gain the third year, it's compulsory to attend all the courses and pass all the exams.**

Modification of the programme: candidates wishing to modify their research or study programme, must obtain formal approval from the PhD Board. In order to do that, they must present a request to the PhD Secretariat.



Academic Calendar 2011-2012:

12 Sept 11	16 Sept 11	Math Refresher Course	1 week
19 Sept 11	18 Nov 10	I term Courses	8/9 weeks
21 Nov 11	5 Jan 11	Winter Session Exams and Reading time	4 weeks
24 Dec 11	6 Jan 12	Christmas break	2 weeks
09 Jan 12	09 Mar 12	II term Courses	8/9 weeks
12 Mar 12	5 Apr 12	Spring Session Exams and Reading time	4 weeks
10 Apr 12	08 Jun 12	III term Courses	8/9 weeks
06 Apr 12	09 Apr 12	Easter break	1 week
11 Jun 12	29 Jun 12	Summer Session Exams	3 weeks

Tutors and co-tutors

First year candidates will be assigned a tutor at the beginning of the year. Candidates will confirm or suggest tutor (and co-tutors) different from the one assigned by the 31st of May .

Co-tutorship (co-tutelle) agreements: Ca' Foscari University of Venice has signed several cooperation agreements with foreign universities. PhD candidates can benefit from these agreements through co-tutorship programmes. She/He will draw up and defend her/his thesis under the joined supervision of a tutor from Ca' Foscari as well as a tutor from a foreign university.

For further details please write to the [PhD Secretariat](#).

Study period abroad

Duration: 6 months up to 12 months

When: 2nd year.

Procedure: prior to departure candidates must obtain the approval from the PhD Board. Candidates' proposals must be presented via email to the PhD Secretariat who will be in charge of submitting their request to the PhD Board. Candidate must give full details on: duration (*from...to...*); name of the hosting institution; activities that s/he will carry out.

A detailed written report must be submitted to PhD Secretariat within 30 days of the doctoral student's re-entry in Italy.

PhD candidates with scholarship: they can benefit from the increase of the scholarship for a period of no more than 12 months.

- Prior to departure:

Candidates must send to Scuola Dottorale di Ateneo - Graduate School – San Sebastiano - Dorsoduro 1686 - 30123 Venezia (by person, via fax 041 234 7379 with a copy of ID or at graduate.school@unive.it with a copy of ID) the following documents:



- the Italian version of **Form A** duly compiled, specifying **the dates** of the period abroad; (http://www.unive.it/media/allegato/Formazionepostlauream/Dottorato/ModuloA_elevazioneborsa.pdf)
 - a signed copy of “round-trip” travel documents or a letter of self certification, if using own means of travel e.g. car, or where return tickets are not available at the time.
- Upon returning:
within 30 days from the date of entry in Italy, candidates must present **Form B** duly compiled (http://www.unive.it/media/allegato/Formazionepostlauream/Dottorato/ModuloB_elevazioneborsa.pdf).

Note: where the student needs *to extend his/her stay abroad*, **Form C** must be compiled and sent to DSSOF **well in advance** (http://www.unive.it/media/allegato/Formazionepostlauream/Dottorato/ModuloC_elevazioneborsa.pdf).

Exemption from University fees: please note that candidates who spend a study period or carry out either research, specialization or training activities at International Universities or Research Institutes abroad up to 12 months, are exempted from paying the university fees. This exemption will be applied in direct proportion to the duration of the period of research spent abroad and the corresponding amount of fees paid will be reimbursed, at the conclusion of each academic year. The PhD student has to submit the request for the reimbursement of fees to the DSSOF offices within 30 days from his/her return to Italy.

Reimbursement of expenses: the PhD programme refunds travel/accommodation/food costs - **up to EUR 500.00** - to those students who carry out research activities, courses of specialization or training activities at International Universities or Research Institutes. In order to obtain the reimbursement candidates must:

Prior to departure:

- write to the PhD Secretariat a request of reimbursement specifying the dates and the activities that they will carry out abroad

Upon returning:

- compile and hand in the module “Request of reimbursement” (the PhD Secretariat will provide students with the modules upon request);
- hand in to the PhD Secretariat all the receipts of payment (travel expenses, boarding pass, accommodation expenses, etc.)

Please note that this is a non recurring allowance (una tantum).

Reimbursements

The PhD programme covers travel expenses for courses’ attendance. PhD candidates enrolled to DC stream or to IMCC stream who attend compulsory courses in Venice or Bologna will be reimbursed at the end of the term. Candidates must sign and hand in to the PhD Secretariat the module for the request of reimbursement along with all the travel documents (train/bus tickets). The PhD Secretariat will provide students with the modules upon request.



How to obtain a certificate

Certificates concerning student's career such as:

- withdrawal from studies
- degree certificate
- exemption from university fees for disabled students

can be obtained from the university website accessing the intranet (use the username and the password given to you at the enrolment step).

Certificates of enrolment indicating place, duration of the courses, amount of the scholarship are issued by Ca' Foscari Student Administration Offices located at Ca' Foscari main building. The responsible person is Mr. Renato Chiesa (chiesa@unive.it). Arrange an appointment with Mr. Chiesa and remember to hand in a *marca da bollo* – stamp duty (14.62 EUR)!

Certificate of enrolment is required when applying for the extension of the residence permit in Italy.

Certificates of attendance and/or exams passed are issued by the PhD Secretariat.

Suspension period from the Doctoral course

On request, it is possible to suspend registration from the doctoral course for a duration of one year for the following reasons: parental leave, serious illness, serious and proven family motives.

The competent office – DSSOF – will provide you with further details and important deadlines.

Contacts: Student career office Ph. 041 234 7529 or Fax. 041 234 7915.

Doctoral extension

Doctorate candidates who request to extend the consignment of their final thesis by 6 or 12 months must pay a fee of EUR 100.00. The request for extension must be presented, with the necessary documentation by the end of the 3rd year to the Student Career Office.

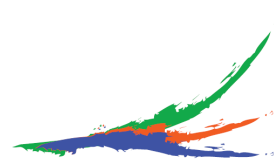
Withdrawal from the Doctoral course

In the case of withdrawal from the programme, candidates must inform the PhD Board about their intention as soon as possible. Instructions on the procedure are given by the Student Career Office.

Note for PhD candidates with scholarship: in the case of withdrawal from the course, the instalment of the scholarship, where there was an interruption in the participation at the university, will not be paid. In cases such as exclusion, withdrawal or early discontinuation, the revocation of the scholarship is possible along with all instalments paid in the same



Doctoral School
ChangeS
Global Change Science and Policy



PhD Programme in
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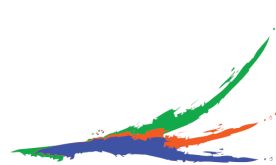


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academic year. That is, candidates with scholarship who withdraw from the programme after the beginning of the courses, must repay the total sum of the scholarship paid during the same academic year.

PhD Board meetings

PhD Board meetings are usually held every two months (typically, February, April, June, September and November). Candidates who wish to submit a request/proposal/enquiry (concerning their study program, period abroad, tutor choice, *co-tutelle* etc.) shall contact the PhD Secretariat **well in advance**.



1.10 DEADLINES a.y. 2011 - 2012

Activity	September 2011	October 2011	November 2011	December 2011	January 2012	February 2012	March 2012	April 2012	May 2012	June 2012	July 2012	August 2012
1st year students (27° cycle) Elective course option (PhD Secretariat)							By 1 st					
1st – 2nd – 3rd year student Tuition fees: Second instalment (Ca' Foscari)									By 18 th			
1st year students shall confirm (or not) the assigned tutor (PhD Secretariat - PhD Board)									By 31 st			
3rd year students (25° or 24° “in proroga” cycle) Preliminary presentation												
3rd year students (25° or 24° “in proroga” cycle) Pre-defence										Mid June		
2nd year student (26° cycle) detailed report on the activities done (PhD Secretariat – PhD Board)											Late July	
3rd year students: Submission of official application for the final exam or request for extension (Ca' Foscari)												By 31 th - end of 3 rd year



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Activity	September 2012	October 2012	November 2012	December 2012	January 2013	February 2013	March 2013	April 2013	May 2013	June 2013	July 2013	August 2013
3rd year students: Consignment of the advanced draft of the thesis to the Reading Committee (PhD Secretariat)		By 1 st										
3rd year students: Report by the Reading Committee to candidates and the PhD Board (PhD Secretariat)			By 9 th									
3rd year students: Consignment of the final draft of the thesis to the Reading Committee (PhD Secretariat)			By 30 th									
3rd year students: Report by the Reading Committee to candidates and the PhD Board (PhD Secretariat)					By 10 th							
3rd year students: Upload of the electronic version of the thesis (www.unive.it)					By 31 st							
3rd year students: final exam												



1.11 RULES OF CONDUCT

Graduate students are expected to exhibit the high level of personal and academic integrity and honesty required to all members of an academic community as they engage in scholarly discourse and research.

Students engaging in research must be aware of and follow university policies regarding intellectual and financial conflicts of interest, integrity and security in data collection and management, intellectual property rights and data ownership, and necessary institutional approval for research with human subjects and animals.

In practical terms, students must not cheat on examinations, and deliberate plagiarism is of course prohibited. Students also should not submit the same paper to more than one class. Plagiarism includes buying, stealing, borrowing, or otherwise obtaining all or part of a paper (including obtaining or posting a paper online); hiring someone to write a paper; copying from or paraphrasing another source without proper citation or falsification of citations; and building on the ideas of another without citation.

Failure to observe these rules of conduct will result in serious academic consequences, which can include dismissal from the university.

Any student is required to obtain an approval from his Co-ordinator before taking any job involving any form of teaching or research activity at the University of Venice. Any other job, including teaching positions (or teaching assistantships) elsewhere must be approved by the Board.

1.12 CLASS REPRESENTATIVES

Each class should elect a class representative at the beginning of the academic year. The class representative is designated to file complaints on behalf of the class or provide assistance in matters of general interest to the class. For this purpose, a class is defined as a cohort of students at the same level of seniority in the same programme; e.g., there should be one representative for each year.

Two students are elected as representatives in the PhD Board.

1.13 E-MAIL, INTERNET ACCESS

E-mail Address

Upon enrolment, students obtain an account at the University of Venice. This account provides an email address studentIDnumber@stud.unive.it, some disk space for setting up the personal webpage, and access to the electronic library of the University of Venice.

All the official communication by the offices of Ca' Foscari (not PhD Secretariat) are sent to the address studentIDnumber@stud.unive.it.



All students are required to provide the Secretariat with their e-mail address, which is published on the Students' webpage.

It is the students' responsibility to inform the Secretariat of changes in their email address.

Internet access

PhD students can have access to the wi-fi connection in the San Giobbe area. Otherwise they should contact the Secretariat, in order to be assigned personal username and password to access to the computer resource of the Department of Economics. For further details regarding available computer facilities at Ca' Foscari University please visit http://www.unive.it/nqcontent.cfm?a_id=10381.

Students taking the stream on "Dynamic climatology", should contact the CMCC administration to have access to the Internet from the CMCC premises in Bologna.

1.14 STUDYING ITALIAN AT CA' FOSCARI UNIVERSITY

The [University Language Centre \(CLA\)](#) offers daytime and evening courses for the teaching of foreign languages and Italian to foreigners. The available language courses are: English, French, German, Spanish and also Italian for foreign students.

It is located at the [Faculty of Humanities](#), San Sebastiano.

Next courses:

Italian for foreign students

I term: **26/09/2011 – 09/12/2011**

II term: **09/01/2012 – 16/03/2012**

III term: **02/04/2012 – 01/06/2012**

Enrolment procedures:

In order to enrol to the I term courses, students are required to pre-enrol online from 10th of September to 13th of September at <http://claonline.unive.it/>

Click on Enrol -> flag "Studenti dell'Università Ca'Foscari in regola con le tasse" -> click next -> flag "corsi di dottorato di ricerca con sede amministrativa a Venezia" -> click next -> fill in the fields your data

Normally Italian courses for foreign students cost 100.00 EUR.

In order to enrol to the II term courses, students are required to pre-enrol online from 10th of December to 13th of December at <http://claonline.unive.it/>



2. Documents Required to ENTER Italy and LIVE in it

*It is important to remember that this is just a **general outline**, because the procedures of visa application are subjected to change on a regular basis and therefore it is extremely important for you to check for updated information when you collect the documents.*

For non EU Students:

Applications for Visas are found at the nearest available Italian embassy.

Applications are to be completed and reviewed prior to leaving the country, and should be researched as soon as possible as it is possible for the issuing of a visa to be delayed.

Procedures of a visa application are also subject to change on a regular basis and therefore make it increasingly important for it to be completed well in advanced to leaving the country.

Documents required

One passport size photograph;

One application form duly completed and signed at the Consulate;

Passport valid three months over planned stay in Italy

A letter of acceptance from school or University in Italy indicating place, duration of the course and dates of attendance;

A letter addressed to this Italian Consulate, stating that you own private means of support.

If you are a recipient of financial aid, please submit a statement

A letter from your bank indicating your account number, financial status, and balance. The letter must be signed by a bank official

Flight reservations (round trip)

Time required to issue visa:

Average 2 days, up to 12 days; varies depending on nationality

What is the cost of a visa?

Fees for the processing of visa applications (expressed in Euro):

Single fee for all Schengen visas: € 60

National visas for long-term stays (type D) € 105

On the basis of the existing Visa Facilitation Agreements with the UE, the visa applicants of the following Countries will be charged 35 euro, for the type A, B and C visas only:

Ukraine, Russian Federation, Macedonia, Bosnia-Herzegovina, Serbia, Montenegro, Albania and Moldova.

The following categories of third country applicants are exempt from payment of the visa-application handling fee:

- students (short- and long-term stay);
- children under 6 years of age (short-term stay);
- relatives up to the fourth degree of kin of EU citizens (short- and long-term stay);
- researchers as defined by recommendation 2005/761/EC of 28.09.2005



- some categories of beneficiaries envisaged by Art. 6 of each EU Visa Facilitation Agreement.

Where to apply for a Visa?

List of Italian embassies:

http://www.esteri.it/visti/rilascio_eng.asp

For EU Students

Documents required in order to enter Italy are:
a valid passport / ID card

Essential to stay in Italy

Within 8 days of arriving in Italy registration with the Questura (police) is necessary in order to obtain a [permit of stay](#). The relevant documents for this are:

- a. codice fiscale;
- b. valid passport or any other equivalent travel document bearing an entry visa, if required;
- c. photocopy of your passport or another valid travel document bearing an entry visa, if required;
- d. 4 recent and identical passport-size photographs;
- e. a €14.62 electronic revenue stamp you can buy at any tobacconist
- f. enrollment letter from the university
- g. documentary proof of a stable financial situation

Venetian Police Headquarters (i.e. "Questura di Venezia")

[Immigration Office of the Venetian Police Headquarters](#)

Marghera, via A. Nicolodi 21, 30175 Venice

Tel. +39 041 271 5767 +39 041 271 5767

E-mail: immig.quest.ve@pecps.poliziadistato.it

Opening hours:

from Monday to Friday 8.30 AM - 9.30 AM: for receiving the progressive number that gives access to the office;

from Tuesday to Friday 8.30 AM - 9.30 AM and on Wednesdays 3 PM - 4 PM: only withdrawal of ready stay permits.

To reach the "Questura" from Venice take the bus No. 6/ (departure from "Piazzale Roma" at minutes 10-30-50 of every hour) and get off at the second stop of "via Rinascita".



3. Studying in Venice

Finding Accommodation

The most practical solution to finding appropriate housing for a lengthy period of time is to book a hotel or hostel, both are in abundance and reasonable prices are available if booked in advanced, for up to 3 to 7 days, in which case it is possible to find the availability of housing from a perspective within Italy. This allows personal viewing of the accommodation and time for an individual to get to know possible house and room mates. Student accommodation information is available in abundance mainly within the university buildings, information such as posters and leaflets. However there are a few internet sites to take into consideration that are also extremely important in helping with the accommodation search:

1. <http://www.bakecaannunci.net/>
2. http://www.studentsville.it/student_rooms_venice.htm
3. <http://venezia.bakeca.it/>
4. <http://www.easystanza.it/>

Where to sleep the first nights:

[Ostello della Gioventù – Giudecca](#) (Island)

Tel. +39 041 5238211

Fax +39 041 5235689

[Suore Canossiane – Giudecca](#) (ONLY FOR WOMEN – Christian Religious Institute) Tel. +39 041 5222157

Vaporetto-boat n. 82 to “Giudecca”, boat-stop “PALANCA”. You have to book at least the day before the arrival

Suore Canossiane – San Trovaso (ONLY FOR WOMEN) Tel. +39 041 2409711
for 34 people; for a short stay (few days).

ARCHIE’S – Strada Nuova (vaporetto stop: S. Marcuola), Cannaregio, S. Leonardo 1814/B
Tel. +39 041 720884, only for foreigners, males and females.

Student Support

Ca' Foscari university offers various forms of economic support to students enrolled in bachelor's and master's degree courses:

- scholarships and grants;
- special student loans;
- total or partial exemption from university fees;



- “Collaborazioni 150 ore” (jobs within the university allocated to students for a total of 150 hours during the course of the year. Please note that a good knowledge of Italian is a pre-requisite);
- allowances for disabled students.

For more information about taxes and the possibility of obtaining economic aid, please visit: http://www.unive.it/nqcontent.cfm?a_id=10182

Libraries

Economic Library of Economics “G.Luzzato”

Students of PhD in Science and Management of Climate Change have free access to Economic Library services at San Giobbe Campus (www.unive.it/bec) by showing the Ca' Foscari card.

The Centre of European Documentation (CED) has been moved to the Library of Economics and offers users publications and documents that have been produced by European Union Institutions, facilitated access to EU data bases (CELEX, Eurostat, etc.) and specialised bibliographic-documentary research facilities and Union documents.

A complete list of Ca' Foscari libraries and electronic resources available can be found at: http://www.unive.it/nqcontent.cfm?a_id=10386

4. Studying in Bologna

Students interested in taking the DC stream will attend classes at CMCC headquarters in Bologna. For information concerning accommodation and living in Bologna please contact the [CMCC Secretariat](#).