



Welcome to IUAV!

Our reputation as one of the leading and most popular architectural universities in Italy has recently been reinforced by national rankings, where IUAV is classified as one of the top universities in Italy.

We hope that you find the guide both interesting and informative and that it answers many of the questions you have as you start your preparations to come to IUAV. If you do have any further questions at your arrival in Venezia, please contact us.

The International Mobility Office


 [Universita Iuav di Venezia](https://www.facebook.com/UniversitaIuavdiVenezia)

 [@iuav](https://twitter.com/iuav)

 [universitaiuav](https://www.youtube.com/universitaiuav)

 [vimeo](https://vimeo.com/iuav)

www.iuav.it/English-ve/

 [iuav is international](https://www.facebook.com/iuav.is.international)



Welcome Guide for International Students
Spring Semester - Academic Year 2017-2018

1. **International_Mobility_Office** _ Ufficio Mobilità Internazionale
2. **Required_Procedures** _ Cose da fare
3. **Language_Courses** _ Corsi di Lingua
4. **Getting_to_Venezia** _ Arrivare a Venezia
5. **Immigration** _ Immigrazione
6. **Fiscal_Code** _ Codice Fiscale
7. **Accommodation** _ Residenza
8. **Departments** _ Dipartimenti
9. **Branches** _ Sedi
10. **Access_to_the_SPIN** _ Accesso allo SPIN
11. **Archive** _ Archivio
12. **Laboratories** _ Laboratori
13. **Libraries** _ Biblioteche
14. **Internet_Access_Computer_Rooms** _ Internet, Aule Computer
15. **Venice_International_University**
16. **Meal_Card** _ Tesserata Mensa
17. **Canteens** _ Mense Universitarie
18. **Transportation** _ Trasporti
19. **High_Tide** _ Acqua Alta
20. **Health_Services** _ Servizi Sanitari
21. **Medical_Emergencies** _ Emergenze Mediche
22. **Pharmacy** _ Farmacia
23. **Psychological_Consultancy** _ Consulenza Psicologica
24. **Toll_Free_Emergency_Numbers** – Numeri gratuiti di Emergenza
25. **Student_Life** _ Attività Studentesche
26. **Erasmus_Students_Network** _ Network Studenti Universitari
27. **Sport** _ Sport
28. **Theatre** _ Teatro
29. **Glossary** _ Glossario

1. International Mobility Office

The International Mobility Office is located in Campo de la Lana. Regular opening hours: Tuesday, Wednesday and Thursday from 9.30 to 12.30. Extraordinary opening for European and Extra-European students (only from September 15th to October 15th) in the afternoons from 15.00 to 17.00.

Admission only by appointment registering at:

> mobilitastudenti@iuav.it

Other IUAV facilities are listed here:

> <http://www.iuav.it/English-Ve/About-Iuav/maps/index.htm>

2. Required Procedures

Pre-departure checklist: This is a list of some things you may need to think about before leaving for Venezia:

- 1) Your budget: make sure you have enough funds to cover your tuition fees, accommodation costs and living expenses for the duration of your course.
- 2) Money for the first few weeks: it can take several weeks to open an Italian bank account so you will need to bring enough money to cover your initial expenses.
- 3) Your visa: make sure you apply for your visa in advance, leaving plenty of time to ensure that you can arrive at IUAV by your course start date. Non EU students are required to have valid visas that allow them to study in Italy.
- 4) Your official documents: take photocopies of your important documents (passport, visa, etc) in case you lose them in transit or whilst in Italy, and keep these copies in a safe place.
- 5) Your accommodation: IUAV does not provide student housing. Student housing services are provided by ESU www.esuvenezia.it Please contact Mrs. Claudia Grespi claudia.grespi@esuvenezia.it Students are responsible for arranging accommodation in advance.
- 6) Insurance: EU Citizens - The new European Health Insurance Card is a benefit to European citizens who residency temporarily in another member state. The Card gives access to immediate necessary care under the same conditions as nationals of that country. It will replace the paper forms currently in use, such as the E111 for short stays or holidays, or the E128 for study. Students from EU countries should request the Health Insurance Card from their local health authorities. They should note that this Card is being introduced progressively in different countries and that they may still be issued an E111 or E128 under the previous system. **Extra EU Citizens** are required to take out private health insurance before leaving their home country and to obtain a consular declaration regarding its validity in Italy.
- 7) Travel to Venezia: Plan how you will travel from your port of arrival in Italy (for example, Venice International Airport) to your accommodation in Venezia.
- 8) Specific support: make sure you inform either your School Office or the Disability Support Service if you are likely to require specific support or arrangements because of a disability.
- 9) The weather: in Venezia is very variable and September – March can be particularly cold and humid, so make sure you pack clothes which are suitable for all seasons, especially the winter.

Arrival and orientation checklist: This is a checklist of all the things you need to do when you arrive in Italy and during your first few weeks at IUAV:

On arrival:

- 1) Move into your accommodation.
- 2) Contact your family and friends at home so they know you have arrived safely.
- 3) Find out where your local supermarket is and buy food.
- 4) Equip your flat / house with necessary items (kitchen equipment, bedding).

During your first week:

- 1) Complete the enrolment process. Book an appointment with the international office. Please provide the University with a copy of your ID or passport and visa (extra EU students). Also, if you have not done it yet, bring your Application Form, Learning Agreement, Transcript of Records and 2 photos.
- 2) Take part in the University's Welcome Day activities, which run during the week prior to term starting in September.
- 3) Find out how to travel to / from your accommodation to the University campus where your classes will be based.
- 4) Use a map to have a look around the campuses and the city of Venezia and get to know your local area.

- 5) Get your Meal Card at ESU.
- 6) Get your Codice Fiscale requesting it at the "Agenzia delle Entrate" office.
- 7) Open an Italian bank account (if you need to).
- 8) Organize a mobile phone so you can keep in touch with people from home and new friends you meet in Venezia.

3. Language Courses

B1 Italian language (language certificate required). Since most IUAV courses are held in Italian, students should have a good level of Italian. IUAV does not provide Italian language courses.

The Student Mobility Office informs about some Italian language courses offered in Venice where incoming students might apply.

These courses are managed by independent agencies and, since they are not part of the academic offer at IUAV, costs must be paid by the students.

- > www.unive.it/CFSIE (Ca' Foscari School for International Education)
- > www.ladantevenezia.it/en/italian-language-courses/
- > www.istitutovenezia.com/en/
- > www.istitutozambler.com

4. Getting to Venezia

From Venezia International Airport (VCE)

- > www.veniceairport.it/en/transport.html

By boat (Alilaguna – Blue, Orange and Red Lines)

- > www.alilaguna.it/it/linee/mappa

By bus ATVO (Airport Shuttle)

- > www.atvo.it/it-servizio-aeroporti.html

By bus ACTV (Line 5 – AeroBUS)

- > www.actv.it/ifyouarriveatmarcopoloairport

5. Immigration

EU Citizens - If you come from a country belonging to the European Union, you do not need a visa to enter Italy. If you are spending more than 90 days in Italy, you have to register at the local Registry Office:

Anagrafe – Ufficio Soggiorno Cittadini Comunitari
Via Dante 79 - Mestre
T +39 041 274 6451/6452/6583
soggiornocomunitari.terraglio@comune.venezia.it

You need to present the following documents: student id/certificate of enrolment at IUAV; a copy of your health insurance that must cover the entire duration of your stay; a copy of your passport or internationally recognized travel ID; Italian fiscal code (see specific section in this guide).

Extra EU Citizens - If you come from a country not belonging to the European Union, you need to obtain a visa before your arrival in Italy. The visa request must be submitted to the closest Italian diplomatic representative (Italian embassy or consulate). Obtaining a VISA:

- > www.portaleimmigrazione.it
- > toll-free number +39 800 309309 (in English).

More info are available on the website of the Minister of Foreign Affairs:

- > www.esteri.it/visti/index_eng.asp

Once in Italy a Permit to Stay has to be required within 8 days from arrival. In the International Office at Iuav you get a “Kit for Permit to Stay” and after filling it and paying Euros (16+30+70,46) at the Post Office you will obtain a meeting at Questura di Venezia-Ufficio Immigrazione.

6. Fiscal Code

A fiscal code (*Codice Fiscale*) is a personal identity document that lists a 16-digit alphanumerical code required for a series of economic or tax-related activities, such as: signing a housing contract, registering with the Italian Health Service, buying an Italian SIM (cell phone) card.

You can request a Fiscal Code at Venice-Campo S. Angelo “*Agenzia delle Entrate*”, the government agency responsible for the authorization of fiscal codes. Or you can request it at the closest Italian Embassy or consulate, the same you can submit the Visa request to.

You will be asked to complete the necessary paperwork, remember to bring your Passport and the student ID card and certificate of registration that will be given you by the international office when you'll register.

Agenzia delle Entrate
San Marco 3538, Campo S. Angelo, Venezia
Tel . +39 041 271 8111
dp.venezia.utvenezial@agenziaentrate.it

7. Accommodation

In order to make the most of your time in Venezia, it is important to feel secure and comfortable in your accommodation. International students are often concerned about where they will live. Don't panic. There is a variety of accommodation available. Firstly, you need to decide what type of accommodation you wish to live in. IUAV does not directly provide student housing. Students are responsible for arranging accommodation in advance.

ESU: Students residences are managed by a company called ESU that is IUAV's official residential accommodation partner and preferred provider. They provide places for students, and offer a range of accommodation facilities.

> www.esuvenezia.it

> claudia.grespi@esuvenezia.it

PRIVATE ACCOMMODATIONS: See pinboards located in the Tolentini and Cotonificio Buildings where students share info about available housing opportunities. Looking for accommodation in the private-sector might seem quite daunting at first.

Always view your accommodation before making any payments or signing a contract. When choosing private accommodation, you are strongly advised to visit a number of properties before making a final decision.

Checklist when viewing private accommodation:

7. Location: Is the property within walking distance of the University or is it on a regular boat or bus route?
8. Price: Is the property within your budget? Are bills included?
9. Safety and security: Are the locks strong? Is there a lock on your door? Are there smoke detectors and does the property have a current Gas Safe certificate? (IUAV's insurance does not cover the loss or theft of your personal belongings, additionally, landlords and landladies are not liable for the loss or theft of your personal property. You are therefore advised to take out an insurance policy that has immediate effect from the date you move).
10. Furniture and facilities: Is the room big enough for you and your belongings? Do you have adequate furniture, i.e. a bed, desk, chair and storage space? What facilities are in the kitchen? Is there a washing machine or will you need to use a launderette?
11. Sharing with other students: If possible, try to meet the other housemates before you move in.

Always ensure arrangements are agreed in writing. Read the contract (especially the small print) before signing it. Ensure you get a copy of the contract. Verbal agreements are not legally binding. Check the length of the contract and ensure that you are happy to commit for the full contract period.

If you sign a contract for a fixed period you must adhere to the terms and conditions and pay rent for the entire duration of the contract. Occasionally the contract contains a break clause, which will allow you to hand in your notice before the tenancy has ended. However this is rare and it is advisable to check what

you will be liable for if you move out early. Bring sufficient money to cover rent and expenses for the first few weeks. It is likely you will be asked to pay a deposit and one month's rent before you move in and there can often be delays when opening bank accounts.

Always get a receipt for any monies paid to landlords or agents. It should describe what the money is for, how much it is, the date it was paid and, in the case of deposits, whether it is refundable or not. Other accommodation options may also be found on:

- > www.venezia.bakeca.it
- > www.subito.it
- > www.kijiji.it

8. Departments

Organization

- > www.iuav.it/English-Ve/About-Iuav/Iuav-today/index.htm

Architecture, Construction and Conservation

- > www.iuav.it/English-Ve/faculties1/architectu/index.htm

Architecture and Arts

- > www.iuav.it/English-Ve/faculties1/arts-and-d/index.htm

Design and Planning in Complex Environments

- > www.iuav.it/English-Ve/faculties1/regional-p/index.htm

9. Building locations

All IUAV sites are listed here:

- > www.iuav.it/English-Ve/About-Iuav/maps/index.htm

10. Access to the SPIN

A guide about registering on the SPIN (IUAV Online Portal) and about how to enroll for final exams:

- > <http://www.iuav.it/English-Ve/Internatio/guidelines/Instructions-for-SpIn.pdf>

11. Archive

> Archive presentation

- www.iuav.it/English-Ve/Internatio/guidelines/Archivio-Progetti-presentation.pdf

> Profile

- www.iuav.it/English-Ve/About-Iuav/libraries/archives/index.htm

12. Laboratories

Labs support the educational activities of the various faculties and degree programs as well as the more in-depth analysis of specific topics for undergraduate and master theses and PhD dissertations. The labs are expertly staffed and outfitted with modern equipment.

They do research and other work in the fields of photography, representation, surveying, topography, cartography, geographic information systems, petrography, building materials analyses, technology, earth sciences, geophysics, building sciences, building techniques, and environmental engineering physics.

Laboratories presentation:

> www.iuav.it/English-Ve/Internatio/guidelines/LabSystem.pdf

Profiles:

> www.iuav.it/English-Ve/About-Iuav/lab-system/index.htm

13. Libraries

Libraries presentation:

> www.iuav.it/English-Ve/Internatio/guidelines/Libraries-presentation.pdf

All IUAV libraries and services are listed here:

> www.iuav.it/English-Ve/About-Iuav/libraries/libraries/index.htm

Online Catalogue:

> <http://sbd.iuav.it/>

14. Internet Access, Computer Rooms

Wireless connection Fi connection is available in every University building. All accredited IUAV users can access the wireless network and internet services (SPIN) IUAV. When opening a new browser an authentication screen will appear. UserID and Password used on the SPIN are used to access the WiFi system and e-mail. Any issue arising can be reported to: servizi.informatici@iuav.it

- fully-equipped computer labs at various locations
- scanning and plotting work stations
- student email and web space
- online management of student registrar services
- test center for certifying computer skills and the European Computer Driving License (Ecdl)
> helpdesk@iuav.it

15. Venice International University

IUAV students, including Erasmus students, can also enroll in the courses that are offered each semester by Venice International University - VIU, the international center for advanced education and research located in the island of San Servolo. All courses at VIU are held in English. Beware that the beginning of the terms at VIU are slightly different from IUAV and courses generally start before the beginning of the session at IUAV.

> www.univiu.org

16. Meal Card

The ESU of Venice issues meal cards granting access to the Venice universities dining services at reduced prices.

To get your meal card:

> *Residenza San Tomà, San Polo*
2843 Mon, Thu 3 p.m to 5 p.m.
Tue, Wed, Fri, 9.00 a.m. to 1 p.m.

17. Canteens

> *Mensa Rio Novo, Fondamenta Rio Novo, Dorsoduro 3647*

> *Mensa Interaziendale "Food&Art"*
Campo Junghans, Giudecca 487-487/B

Light meals are also available at *Santa Marta* and *Tolentini* buildings and at *Crociferi* student housing facility.

18. Transportation

The city provides an excellent public transport network serving the University and surrounding areas.

Once you have enrolled, you can buy a term-time boat, tram and bus pass at a discounted price. After your “immatricolazione” that is the registration at IUAV you’ll be issued a student ID card. Your student status allows you to request the card for all transportation services (Boat/Bus/Tram) within Venezia. The card may be requested at the “Hello Venezia” office located in Piazzale Roma.



“Hello Venezia” office is open from 6.30 a.m. to 08.00 p.m.

Timetables and prices:

> www.actv.it/en/movinginvenice/waterbusservicetimetable

19. High Tide (Acqua Alta)

Acoustic signals alert people of the inflow of water into the lagoon and on the town and platforms are organized to allow passages without rubber boots which however are necessary when the high tide is higher than 120 cm.

> www.comune.venezia.it/maree/

20. Health Services

EU Citizens - The new European Health Insurance Card is a benefit to European citizens who residency temporarily in another member state. The Card gives access to immediate necessary care under the same conditions as nationals of that country. It will replace the paper forms currently in use, such as the E111 for short stays or holidays, or the E128 for study. Students from EU countries should request the Health Insurance Card from their local health authorities. They should note that this Card is being introduced progressively in different countries and that they may still be issued an E111 or E128 under the previous system.

Non EU Citizens - Non-EU citizens are required to take out private health insurance before leaving their home country and to obtain a consular declaration regarding its validity in Italy.

21. Medical Emergencies

If you require emergency medical assistance (e.g. because of an accident), you should go directly to an Emergency Department at the local hospital. The main Emergency Department in Venezia is at the “Ospedale Santi Giovanni e Paolo”. How to reach the hospital:

> http://www.aulss3.veneto.it/index.cfm?action=mys.page&content_id=631

To call an ambulance, or if you are in need of immediate medical attention, dial **118** (toll free) from any telephone in Italy. An ambulance should only be used in an emergency.

22. Pharmacy

Medication may be bought in a local "Farmacia". According to the law medication often require a written recommendation by a doctor that should give you a prescription. You will need to take the prescription to a local chemist or pharmacy where you will be issued with the medication.

23. Psychological Consultancy

The Centre for Guidance and Psychological Consultancy (CUORI) at ESU offers students a private space in which to talk about themselves, for their views on personal uncertainties and difficulties, when you want to better understand what is going on or when things do not go your way.

The Psychological Consultancy Service is staffed by professional psychologists and it is open to all IUAV students. The service is free of charge. Info are available on ESU Venezia website (Home -> Servizi -> Orientamento e Consulenza psicologica):

> www.esuvenezia.it

24. Toll Free Emergency Numbers

- > 112 European Emergency number
- > 113 Police
- > 115 Firemen
- > 118 First Aid
- > 1522 Women's Safety

25. Student Life

> www.iuav.it/English-Ve/Internatio/students-s/index.htm

26. Erasmus Students Network

The Erasmus Student Network (ESN) provides international mobility students from over the world with opportunities of cultural understanding and self-development based on the principle "Students Helping Students."

>  *Esn Venezia*

>  *MeetAMate*

27. Sport

Sporting activities are managed by CUS Venezia:

> www.cusvenezia.it

28. Theatre

Centro Universitario Teatrale di Venezia:

> www.cut.it/index.html

29. Glossary

Appello d'esame = Exam date; Each courses includes at least 3 calls in which the related exam can be taken. The dates of the various exams are grouped into sessions which are organized for specific times of the year. The main exam sessions are usually held in January/February, May/June and September. Moreover, for courses occurring in the first period (at the end of the course) or in the 2nd or 3rd call period, exams can also be taken in November and in March.

Anno Accademico = Academic Year; The academic year usually begins in September and ends in August/September of the following year. Each academic year is divided into two terms each. The duration of each term is approximately three month (weeks of lecture plus 1 week of extra/rescheduled lectures).

Codice Esame = Each single course at IUAV has a specific identification number. It is important to know the exact code number of the exam to insert it in your career and to register to the final exam.

Credito Formativo CFU = University credit; Conventional measures of the workload undertaken by a student. A student can acquire 60 university credits per academic year ECTS is the European Credit Transfer and Accumulation System 1 ECTS = 1 CFU; In Italy 1 CFU = 25 hours (10h in the class + 15h work at home).

Esame = Exam; For every exam passed, students are awarded a defined number of credits according to the courses followed and quantitative evaluation. The exam may be written or oral , or both. Italian evaluation grading system goes from 0 to 30 e lode. The minimum grade to pass an exam is 18. Registration to the exams is mandatory and students should register on the informatics system (SPIN) 14 to 4 days prior to the date of the examination.

Iscrizione al Corso = Course registration.

The international office will send you a form to be filled in with the name of the course and the code within the first month of stay.

Laboratorio Integrato = Workshop. Made of 3 or 4 courses which will end with a single, cumulative, final exam comprehensive of all the 3/4 courses.

Laurea Triennale = Bachelor degree (undergraduate) 1st cycle - 3 years.

Laurea Magistrale = Master degree (graduate) 2nd cycle - 2 years.

Master di Primo Livello = Master 1st level. Specializing scientific course of continuous high training dedicated to students who have earned at least a bachelor's degree (Laurea Triennale). Provides specialization and continuing education in specific fields. This course is at least one year long.

Master di Secondo Livello = Master 2nd level. Specializing scientific course of continuous high training dedicated to students who have earned at least a master's degree (Laurea Magistrale). Provide knowledge and skills for specific professions. This course is at least one year long.

Matricola = Student personal ID number; A number that identifies each student and that is given when a students enroll at the university.

Seminario = Short extra-curricular workshop or lecture.

Tirocinio = Internship. Please contact: tirocinio@iuav.it

Viaggio Studio = Fieldtrip. Some fieldtrips can be registered as an exam (grade+ECTS) only when it is expressly stated that it is possible to acquire ECTS.