WELCOME!

1st Semester 2019/2020
INTERNATIONAL OFFICE @ PALAZZO BO
Via VIII Febbraio 2, Palazzo BO - PADOVA

- ERASMUS INCOMING
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LOCATION

School of Science
Via G. Jappelli, 1
35121 Padova

Erasmus Office School of Science
Alessandra Miola
Via Jappelli, 1 (II floor)
Mon-Tue- Wed: 10 am – 1 pm
Intro School of Science

HISTORY

• From 1399 to 1806 it belonged to the University of the Artists
• Since 1873 till 2013 it has been called the Faculty of Mathematical, Physical and Natural Science
• In 2013 it became the School of Science

DEPARTMENTS

• Biology
• Chemical sciences
• Geosciences
• Physics and Astronomy
• Mathematics
• Statistical Sciences
Department of Biology

All lessons will take place in the building called ‘Fiori di Botta’, via del Pescarotto, 8

Map of the building: http://www.biologia.unipd.it/index.php?id=676

Buses: 7, 10, 18

Bike: always a good choice 😊
Department of Chemical Sciences

Via Marzolo, 1 and via Loredan, 6


Labs: via Marzolo, 1

How to get here:

- Buses: 4, 9, 14, 15, 24
- Bike: always a good choice 😊
Department of Geosciences
via Gradenigo, 6

More about all the classrooms: https://www.geoscienze.unipd.it/planimetrie-edificio
Labs: http://147.162.183.151/laboratori/lista_laboratori

How to get here:

Buses: 9, 15 (via Belzoni) - 7, 10, 18 (via Venezia)

Bike: always a good choice 😊
Department of Physics and Astronomy

- Main building: via Marzolo, 8  ➔  Buses: 4, 9, 14, 15, 24
- Paolotti: via Belzoni, 7  ➔  Buses: 9, 15
- Polo didattico: via Loredan, 10  ➔  Buses: 4, 9, 14, 15, 24
- Ex Rizzato: vicolo osservatorio, 3  ➔  Buses: 2
- Astronomic observatory in Asiago ➔  By bus (SITA) or by car

Bike: always a good choice, but perhaps Asiago is too far

http://www.dfa.unipd.it/index.php?id=112
Department of Mathematics

- Torre Archimede: via Trieste, 63  ➡️ Buses: 4, 9, 14, 15, 19, 24, 55
- Paolotti: via Belzoni, 7  ➡️ Buses: 9, 15

Bike: always a good choice

http://www.math.unipd.it/it/dipartimento/sedi/
Department of Statistical Sciences

Via Cesare Battisti, 241

Buses: 4, 14, 19, 24, 55

Bike: always a good choice

https://www.stat.unipd.it/studiare/il-campus-di-santa-caterina
ADMINISTRATIVE ISSUES
There you receive your Student ID card (badge) and the Blue Folder

Inside the Blue Folder:
- registration number (MATRICOLA)
- new USERNAME to access Uniweb and Moodle
- Payment slip (MAV) of €24.50 for administrative costs and University insurance for accidents

**ATTENTION!!** - If you don’t pay the contribution of €24.50, your enrolment will be cancelled and you will not be able to sign up for exams.

- **UNIWEB**: The password is the one you have set in the Application Form. It expires every 3 months.

To recover your password: [https://uniweb.unipd.it/Home.do](https://uniweb.unipd.it/Home.do)
Update your Uniweb personal profile

Add your Italian mobile phone number, if you have one, and your address in Padova:

- Enter Uniweb and click on «Home» in the top right corner sandwich menu
- Click on «Master data»
- Click on «Edit residence details» in the Residence section

Personal record

On this page you can find information about personal details, permanent address (residence) and domicile. You can change

<table>
<thead>
<tr>
<th>Residence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country</td>
</tr>
<tr>
<td>Town/City</td>
</tr>
<tr>
<td>Postcode</td>
</tr>
<tr>
<td>Part of town/city</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>n°</td>
</tr>
<tr>
<td>Valid from</td>
</tr>
<tr>
<td>Telephone n°</td>
</tr>
<tr>
<td>Domicile coincides with residence</td>
</tr>
</tbody>
</table>

[Edit residence details]
• **DO NOT CHANGE THE RESIDENCE ADDRESS!**
• On the last question **click on «N»** to add the Domicile section
• Click on Next
• Complete the Domicile section with your **address in Padova** and your Italian **mobile phone number**, if you have one (if not, write the number you are using here).
• **Click on Next and it’s done**
The "codice fiscale" is a personal code made up of numbers and letters. It is released by Agenzia delle Entrate and it never expires.

You might need it for the following reasons:
- to rent an apartment
- to open a bank account
- to reset your Uniweb password

You received the “codice fiscale” via email some time ago.
This is the template of the Arrival Certificate used by UniPD. It will be sent to you via email shortly. You should forward it to your Home University to prove your arrival.

The date stated in your Certificate will be 23rd September 2019 unless you register at SASSA after 23rd September.

If you haven’t been to Sassa Service yet, PLEASE go there as soon as possible (VIA TIEPOLO, 48)

If your Home University requires its own form, please stay here till the very end of the meeting, we are going to sign it for you!
Does your Home University require its own ARRIVAL CERTIFICATE?

NO

Forward to your Home University the Certificate of Arrival that you receive via email by our International office.
Does your Home University require its own ARRIVAL CERTIFICATE?

YES

Please fill in the form of your Home University as follows:
• Name, Surname, Home University / Institution
• Host University / Institution: UNIVERSITÀ DEGLI STUDI DI PADOVA
• Erasmus code: I - Padova01
• Arrival date: 23rd September 2019
• DO NOT SIGN THE FORM!! We will sign the certificate for you.

Please form an orderly queue in order to get the certificate signed.
Visit our website for administrative procedures: http://www.unipd.it/en/erasmus-studies-semp

- On your arrival
- During your stay
- At the end of your stay

Erasmus desks and contacts: https://www.unipd.it/en/desks-and-contacts
EXCHANGE STUDENTS

DURING YOUR STAY
Italian language courses

Level from pre-A1 to C1

First Italian course with us is free of charge
<table>
<thead>
<tr>
<th>Open to</th>
<th>from 14th October 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erasmus PLUS</td>
<td>✓</td>
</tr>
<tr>
<td>Erasmus PLUS action KA107</td>
<td>✓</td>
</tr>
<tr>
<td>Erasmus Mundus</td>
<td>✓</td>
</tr>
<tr>
<td>Bilateral agreement</td>
<td>✓</td>
</tr>
<tr>
<td>Student enrolled at the University of Padova</td>
<td>✗</td>
</tr>
<tr>
<td>Professor, researcher</td>
<td>✓</td>
</tr>
<tr>
<td>PHD students</td>
<td>✓</td>
</tr>
<tr>
<td>European Voluntary Service (SVE) at the university of Padova</td>
<td>✓</td>
</tr>
<tr>
<td>Scuola Galileiana</td>
<td>✓</td>
</tr>
<tr>
<td>LLM, LCM and MZL students</td>
<td>✓</td>
</tr>
</tbody>
</table>

Sign up by 2 October on cla.unipd.it
You have at your disposal a free Italian course offered by CLA. [http://cla.unipd.it/en/courses/italian-courses/biannual-courses/](http://cla.unipd.it/en/courses/italian-courses/biannual-courses/)

The course will start on **14th October**: please remember to sign up by 2nd October and to confirm your participation from 7th to 11th October (there is no initial test).

The course will be included in Exchange students’ transcript of records for 3 ECTS

CLA offers also movies for rent, a tandem programme, theatre courses and much more.
Biannual Italian courses

The last step

From 7th to 11th October

you have to:
- **confirm** your application
- **choose** one of the available courses according to your language level and your timetable preferences

Get ready! Courses will start on 14th October
Students’ office opening hours:
Monday to Friday
9:30 am – 1:00 pm
During the mobility

- **Download** the form from the website for your programme.
- You can also use the template of your Home University.
- Hand in your learning agreement to your Erasmus officer (us).
- Once signed, it will be sent to your email address.
In order to know who is your departmental coordinator (in charge of the LA approval), have a look on your **Confirmation of Arrival** or on the Provisionally accepted incoming students list:

http://www.unipd.it/en/erasmus-studies-semp

To find out their contact information visit the Rubrica:

http://www.unipd.it/rubrica
✓ Corsi Integrati: it’s compulsory to take all the modules!
At Unipd you’re not asked to “sign up” for the course units in order to attend lectures, but it is compulsory to fill in the on-line study plan before sitting the exams (ONLY SEMP and ERASMUS+ students).

Through this procedure you can add the course units listed in your approved Learning Agreement to your Online Booklet.

You will be able to sign up for exams and to record the grades only if the course units are already included in your Online Booklet.

For specific instructions on how to best fill in your Study Plan on the online ‘Uniweb’ platform, please download our guide.

At a later stage, you will receive a reminder about this procedure from the International Office (erasmus.incoming@unipd.it).
EXTENSION OF THE MOBILITY PERIOD

- Go to the **International Office** (Palazzo Bo) to get the application for the extension or write an email to Erasmus.incoming@unipd.it
- **Sign** the extension form and have it signed by your **Departmental Coordinator** in Padova
- Send it via email to your Home University
- After **your university** counter-signs the application for approval, send the file via email to the International Office in Padova
- **Inform Sassa Service** that you will require an extension for the accommodation (if you are staying in a Hall of Residence)
EXCHANGE STUDENTS

AT THE END OF YOUR STAY
Three steps to conclude your Erasmus stay:

1. Transcript of Records (request form online [www.unipd.it/relint/en](http://www.unipd.it/relint/en)). It will be sent by email to your Home University.

2. Final interview (Exchange students on Uniweb / KA107 EU Survey): take the receipt to Palazzo Bo in order to get your …

3. …Confirmation of Stay (International Office, Palazzo Bo) by appointment ([www.unipd.it/relint/en](http://www.unipd.it/relint/en))

Find more precise information at this link: [https://www.unipd.it/en/exchange-students/erasmus-studies-incoming/end-your-stay-erasmus-study](https://www.unipd.it/en/exchange-students/erasmus-studies-incoming/end-your-stay-erasmus-study)
EDUCATION:
COURSES, SCHEDULES, EXAMS
### ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>Semester</th>
<th>Lectures</th>
<th>Examination/Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First semester</strong></td>
<td>30th September 2019 - 18th January, 2020</td>
<td>20th January, 2020 to 29th February, 2020</td>
</tr>
<tr>
<td><strong>Second semester</strong></td>
<td>2nd March– 12th June, 2020</td>
<td>15th June– 18th July, 2020</td>
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<tr>
<td>Holidays</td>
<td></td>
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<td>----------------------------------------------</td>
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<tr>
<td>1st November</td>
<td>All Saints</td>
<td></td>
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<tr>
<td>8th December</td>
<td>Immaculate Conception</td>
<td></td>
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<tr>
<td>21st December 2019 to 6th January 2020</td>
<td>Christmas</td>
<td></td>
</tr>
<tr>
<td>11th April – 14th April 2020</td>
<td>Easter</td>
<td></td>
</tr>
<tr>
<td>25th April</td>
<td>Liberation Day</td>
<td></td>
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<tr>
<td>30th April</td>
<td>Festa Giustinianea</td>
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<tr>
<td>1st May</td>
<td>Labour Day</td>
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</tr>
<tr>
<td>2nd June</td>
<td>Republic Day</td>
<td></td>
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<tr>
<td>13th June</td>
<td>St. Anthony’s Day</td>
<td></td>
</tr>
<tr>
<td>15th August</td>
<td>Feast of the Assumption</td>
<td></td>
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</tbody>
</table>
You can attend courses in any other Department/School

- Academic offer in English: https://en.didattica.unipd.it/catalogues
Moodle

E-learning platform, to download courses' educational material.

Uniweb

Web platform, to enrol for exams, accept grades and get the credits for the final transcript of records.
EXAMS

- It is mandatory to sign up for exams using your Uniweb account.
- You don’t have to sign up for classes, but you do for exams. Do not forget to subscribe!
- Erasmus+ and SEMP students will NOT be able to subscribe without their Study Plan on Uniweb.
- Check the registration period: usually between 10 and 4 days before the exam (please do not wait until the very last day!)
- Exam periods: please see the academic calendar.
- Two ‘appelli’ (dates) per course unit per exam period.
- In case of doubts, please contact your Buddy, the Erasmus Office of the School or the Tutoring Service.
A grade between 18 (min) and 30 (max) means you have passed the exam.

It is possible to reject a grade within 7 days from the publication of the results.

The registration in the booklet is not automatic: the professor has to confirm the grade in Uniweb and register it.

Check that all your exams have been registered on your online booklet (libretto online) before the end of your mobility.

Your ToR will be based on what is written in your booklet at the end of your stay!
USEFUL TIPS
HOW TO GET IN CONTACT WITH A TEACHER

- http://www.didattica.unipd.it/
- Write the teacher’s surname in the website’s search engine
- Click on the teacher’s name which appears next to the course title
- Visit the teacher’s page where you will find all their contact information and their office hours.
The relation between teachers and students is pretty formal in Italy.

Please remember to use the courtesy form (LEI) if you are speaking or writing in Italian.

e.g. “Buongiorno professoressa Bianchi, sono uno studente Erasmus di Coimbra, posso chiederle un’informazione?”
WIFI CONNECTION

- Eduroam: https://www.csia.unipd.it/servizi/servizi-utenti-istituzionali/eduroam
LIBRARIES and STUDY ROOMS

All students can access all the University libraries and study rooms.

University Library System: http://bibliotecadigitale.cab.unipd.it/en/
http://catalogo.unipd.it/F?func=find-b-0
Study Rooms: http://www.unipd.it/en/services/study-and-multimedia-facilities
CANTEENS


- In order to access, you should download the QR code from your PORTALE STUDENTI in Esu website

- Prices for exchange students: €4.60 first or second, €5.70 first and second
SPORTS


➤ Cus Padova http://www.cuspadova.it/

GETTING AROUND

https://www.unipd.it/en/discovering-padova/getting-around
RESPECT THE ENVIRONMENT

Bike culture

- http://www.goodbikepadova.it/
- http://www.lamentecomune.it/
- https://lastazionedellebiciclettepadova.wordpress.com/
- http://mobilitycenter.comune.padova.it

Selective waste

- http://www.padovanet.it/dettaglio.jsp?id=2409#.VeA0pPntlBf
EU Citizens living in Italy are eligible for public health care, producing the EHIC (or TEAM) card issued by their respective country of origin.

The EHIC makes the holder eligible for urgent and necessary health care, with direct access to health care structures.

Should you need medical assistance, please consult a General Practitioner or family doctor first, chosen from the lists posted in all health care districts.

https://www.unipd.it/en/healthcare
SPECIALIST SERVICES
at the University of Padova

➢ Gynecology Service

➢ Andrology Service

➢ Psychological Assistance Service (S.A.P.)

➢ Psychiatric Consultancy Service (S.C.P.)
GROUPS AND ASSOCIATIONS

International Students

http://www.esnpadova.it

University

https://www.unipd.it/associazioni
LEISURE

- https://ilbolive.unipd.it/
- http://www.padovaeventi.org/
- http://www.padovaoggi.it/eventi

DISCOVER PADOVA

- http://www.unipd.it/universita/patrimonio-artistico-culturale
- https://www.musei.unipd.it/en
- http://www.discoverpadova.com/
- http://madtrip.co/explore/padova
- http://padovacultura.padovanet.it/it/musei
PRACTICING YOUR RELIGION

CATHOLIC CHURCHES
HTTP://WWW.DIOCESIPADOVA.IT/

JEWSH COMMUNITY
26, Via Piazze – Padova

EVANGELIC CHURCH
6, Corso Milano – Padova

GREEK ORTHODOX CHURCH
C/o Chiesa di San Clemente, Piazza dei Signori - Padova

ROMANIAN ORTHODOX CHURCH
Via Vigonovese 71 - 35127 Padova

EVANGELIC CHRISTIAN CHURCH
Via Pietro Martire Vermigli – Padova

ISLAMIC ASSOCIATION - LA MOSCHEA DI PADOVA
156, v. Ponte Vigodarzere - Padova
This presentation is available online

Web site School of Science

https://www.unipd.it/en/erasmus-and-other-exchange-programmes
THANKS FOR YOUR ATTENTION!

International Office Staff

Università degli Studi di Padova