WELCOME DAY!

School of Science
2nd Semester 2018/2019
ADMINISTRATIVE ISSUES
INTERNATIONAL OFFICE @ PALAZZO BO
Via VIII Febbraio 2, Palazzo BO - PADOVA

ERASMUS INCOMING
Irene Occhipinti
+39 049 8273061
Erasmus.incoming@unipd.it

ERASMUS KA107 + Bilateral Agreements
Elisa Zambon
+39 049 8273741
elisa.zambon@unipd.it
By tram (Riviera Tito Livio)
By bus: 2,3,5,11,12,13,14,16,22
By bike: always a good choice.
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
All lessons will take place in the building called ‘Fiori di Botta’, via del Pescarotto, 8


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
ENROLMENT PROCEDURE

• You will complete your enrolment during the specific meeting.

• Date and venue are specified in your Blue Folder (you have received/will receive it at SASSA office).

• During the enrolment meeting you will get your Certificate of Arrival signed and stamped (not today).

• The date stated in your Certificate of Arrival will be 25\textsuperscript{th} February 2019 unless you register at SASSA after 26\textsuperscript{th} February 2019.

• If you haven’t been to Sassa Service yet, PLEASE GO TODAY, between 3 and 6pm (VIA TIEPOLO, 48).
- For all the administrative procedures as a student (study plan, exams registration, etc.) you have an **Uniweb Account**, which has already been activated
- In your **Blue Folder** you have a new username (name.surname@studenti.unipd.it)
- Please **remember to activate your Uniweb profile and set your own password**
- Save the information for recovering your password (3 personal questions)
- Password expires every three months (do not let it expire!)
- Ask for help from Buddies and junior Tutors.
Use the same credentials for:

- **UNIWEB**: exam registration and acceptance of grades
- **Moodle**: sharing course materials and information
- **Webmail**: institutional email account
EXCHANGE STUDENTS

DURING YOUR STAY
LEARNING ITALIAN

- You have at your disposal a free Italian course offered by the 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 **13th March**: please remember to **confirm your participation by 28th February** (note that there is no initial test).

- The course will be included in your transcript of records for 3 ECTS (you can also add it to your LA)

- The CLA also offers movies to rent, a tandem programme, theatre courses and much more.
## ACADEMIC CALENDAR

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<thead>
<tr>
<th></th>
<th>Lectures</th>
<th>Examination/ Registration</th>
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<tbody>
<tr>
<td><strong>First semester</strong></td>
<td>1&lt;sup&gt;st&lt;/sup&gt; October, 2018 to 18&lt;sup&gt;th&lt;/sup&gt; January, 2019</td>
<td>21&lt;sup&gt;st&lt;/sup&gt; January, 2019 to 23&lt;sup&gt;th&lt;/sup&gt; February, 2019</td>
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<tr>
<td><strong>Second semester</strong></td>
<td>25&lt;sup&gt;th&lt;/sup&gt; February, 2019 to 14&lt;sup&gt;th&lt;/sup&gt; June, 2019</td>
<td>17&lt;sup&gt;th&lt;/sup&gt; June, 2019 to 27&lt;sup&gt;th&lt;/sup&gt; July, 2019</td>
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<tr>
<td><strong>(Extra examination period)</strong></td>
<td></td>
<td>(19&lt;sup&gt;th&lt;/sup&gt; August, 2019 to 21&lt;sup&gt;st&lt;/sup&gt; September 2019)</td>
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<tr>
<td>Holidays</td>
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<td>----------------------------------------------</td>
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<tr>
<td>1st November</td>
<td>All Saints</td>
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<tr>
<td>8th December</td>
<td>Immaculate Conception</td>
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<tr>
<td>21st December 2018 to 6th January 2019</td>
<td>Christmas</td>
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<tr>
<td>30° March – 3rd April 2019</td>
<td>Easter</td>
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<td>25th April</td>
<td>Liberation Day</td>
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<td>30th April</td>
<td>Festa Giustinianea</td>
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<td>1st May</td>
<td>Labour Day</td>
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<tr>
<td>2nd June</td>
<td>Republic Day</td>
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<tr>
<td>13th June</td>
<td>St. Anthony’s Day</td>
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<td>15th August</td>
<td>Feast of the Assumption</td>
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COURSES & SCHEDULES

Useful Links

- In Italian  https://didattica.unipd.it/off/2018
- In English  https://en.didattica.unipd.it/off/2018
- Schedules  https://gestionedidattica.unipd.it/Aule/Orario/

Academic offer in English:
https://en.didattica.unipd.it/catalogues
LEARNING AGREEMENT

During the mobility

- If your Home University does not require a specific form, download the Standard European form from our website https://www.unipd.it/en/exchange-students/erasmus-studies-incoming/during-your-stay-erasmus-studies

- Hand in or send by email your LA (signed by you) to your Erasmus officer.

- Once signed by the Academic Coordinator, it will be sent back to your email address. Pay close attention to any comments we might add to the LA!

- We recommend that you change your LA within 30/40 days from the beginning of the Semester however UNIPD does not set a specific deadline (you should also check your Home University rules)

- Take your time in changing your LA and send it only once you are sure about the activities you wish to carry out
LEARNING AGREEMENT
During the mobility

- Remember to write your **name** on the top right

- Please also specify the **code** of each course unit

- Remember to **sign** the LA
STUDY PLAN ON UNIWEB

- 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).

- Refer to Anna or Giulia for support
**Moodle**

E-learning platform, to download course material.

**Uniweb**

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

Click on «ACCEDI A MOODLE CON SINGLE SIGN ON (SSO)» (on the top left)
To subscribe and download the course unit material, a password (Chiave di iscrizione) might be set by the Professor. You should ask the Professor directly!
• 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

• It is mandatory to sign up for exams using your Uniweb account even if a professor asks you to sign up on Moodle
• You can sign up only during the “Sign up session”: usually between 10 and 4 days before the exam (please do not wait until the very last day!)

• **Exam session (Second Semester):** between 17th June, 2019 and 27th July, 2019

• If you take a “pre-appello” (i.e. the professor allows you to take the exam in advance, outside the official session) you STILL have to **sign up in Uniweb** for one of the official dates of the exam!

• Check the “**sign up session**”: REFER ONLY TO UNIWEB FOR THE OFFICIAL EXAM DATES > EXAMS (*BACHECA ESAMI*)
EXAMS - BACHECA ESAMIN

www.unipd.it > click on UNIWEB

Mentor&Me, un progetto Unipd che accompagna nel mondo del lavoro

Il progetto consente a chi studia di avere come guide professioniste e professionisti del mondo del lavoro, così da approfondire i possibili percorsi di carriera e le competenze oggi richieste dal mondo del lavoro, e ricevere supporto nelle scelte professionali.
Click on **EXAMS**, then on **EXAM SESSIONS BOARD**
Select the **DEPARTMENT**, the **DEGREE COURSE**, the **COURSE UNIT** and the **TEACHER** (information available on our website https://en.didattica.unipd.it/off/2018)
List of the **APPELLI (dates of the exam):** two ‘appelli’ (dates) per course unit per exam period

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<thead>
<tr>
<th>Insegnamento</th>
<th>Periodo Iscrizioni</th>
<th>Date e ora del turno</th>
<th>Tipo</th>
<th>Docenti</th>
<th>#Iscr.</th>
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<tbody>
<tr>
<td>[GIM0013134] BANKING LAW</td>
<td>31/05/2019 - 16/06/2019</td>
<td>20/06/2019 - 11:00</td>
<td>Orale</td>
<td>DE POLI MATTEO</td>
<td>0</td>
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<tr>
<td>[GIM0013134] BANKING LAW</td>
<td>28/06/2019 - 14/07/2019</td>
<td>18/07/2019 - 11:00</td>
<td>Orale</td>
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<tr>
<td>[GIM0013134] BANKING LAW</td>
<td>16/08/2019 - 01/09/2019</td>
<td>05/09/2019 - 11:00</td>
<td>Orale</td>
<td>DE POLI MATTEO</td>
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<tr>
<td>[GIM0013134] BANKING LAW</td>
<td>31/05/2019 - 16/06/2019</td>
<td>20/06/2019 - 09:00</td>
<td>Orale</td>
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GRADERS

- IMPORTANT: if you do not sign up for the exam, the professor will not be able to register your grade.

- 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 grade will be visible in **UNIWEB - EXAM RESULTS BOARD**

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!

Your ToR will not include any **failed exams**: should you need a certificate of failed exams, please refer to the Professor in charge directly!!
EXTENSION OF THE MOBILITY PERIOD

- Go to the International Office (Palazzo Bo) to get the application for the extension
- Sign it and have it signed by your Departmental Coordinator in Padova first and then by your Home University
- Once fully signed, send it by email (erasmus.incoming@unipd.it) to the International Office (Irene)
- Inform Sassa Service that you will require an extension for your accommodation (if you are staying in University residences)
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 e-mail to your Home University unless you pay the *marca da bollo* (revenue stamp) for a personal hard-copy.

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

2. **Final survey** (Exchange students on Uniweb / KA107 EU Survey): take the confirmation 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: [http://www.unipd.it/en/node/1314](http://www.unipd.it/en/node/1314)
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?”
USEFUL TIPS

CANTEENS

➢ To eat in any of the University canteens **YOU HAVE to register online** [www.esupd.gov.it](http://www.esupd.gov.it) (online services) and you will receive a QR code

➢ Find more information in your Blue folder


Prices for exchange students: €4.60 «primo or secondo» (one plate), €5.70 «primo and secondo» (two plates)

➢ Note that San Francesco Canteen will be closed until this summer

➢ For any issues, refer to [dirittoallostudio@esu.pd.it](mailto:dirittoallostudio@esu.pd.it)
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.

SPECIALIST SERVICES at the University of Padova

- Gynecology Service
- Andrology Service
- Psychological Assistance Service (S.A.P.)
- Psychiatric Consultancy Service (S.C.P.)

LIBRARIES and STUDY ROOMS

All students can access all 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
WIFI CONNECTION

- Eduroam: [https://www.ict.unipd.it/servizi/servizi-utenti-istituzionali/eduroam/modalita-di-accesso-eduroam](https://www.ict.unipd.it/servizi/servizi-utenti-istituzionali/eduroam/modalita-di-accesso-eduroam)

SPORTS


➤ Cus Padova http://www.cuspadova.it/
RESPECT THE ENVIRONMENT

Bike culture

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

Selective waste

- [http://www.padovanet.it/dettaglio.jsp?id=2409#.VeA0pPntlBf](http://www.padovanet.it/dettaglio.jsp?id=2409#.VeA0pPntlBf)
GROUPS AND ASSOCIATIONS

Erasmus students Network

http://www.esnpadova.it

University

https://www.unipd.it/associazioni

City

http://visualizza.provincia.padova.it/portale.php?MODULO=48&azione=visDati
USEFUL TIPS

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/

JEWISH 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
THANK YOU FOR YOUR ATTENTION!