WELCOME GUIDE
for Incoming
Erasmus Students

Academic Year 2012/2013
“The real voyage of discovery consists not in seeking new landscapes but in having new eyes”

Marcel Proust

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Servizio Relazioni Internazionali
International Relations Office

Opening times:  from Monday to Friday  from 10 am to 1 pm
      Tuesday and Thursday  also from 3 pm to 4.30 pm
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ABOUT THE UNIVERSITY OF PADOVA AND ITS HISTORY

1. Schools and degrees

The University of Padova is a state university, as most universities are in Italy. There are almost 63,000 students on a total population of about 300,000 inhabitants. There is no campus system.

Our relations with other academic institutions and research centres all over the world, from America to China and Australia, are extremely active through exchanges of students, teachers, information and publications.

At present the University of Padova consists of thirteen schools: Agriculture, Economics, Education, Engineering, Humanities, Law, Medicine and Surgery, Pharmacy, Political Sciences, Psychology, Sciences, Statistics and Veterinary Medicine.

Beginning with the academic year 2001-2002 a new University Education System has been introduced in Italy, which includes a 1st cycle Bachelor's level degree course (180 ECTS credits), a 2nd cycle Master's level degree course (120 ECTS credits) and a 3rd cycle Doctoral degree course (three full years). The distinction of what in the past was a single four or five year degree plus doctoral degree into the three cycles structure is the most important piece of news. Besides, according to the new system, universities can offer out-of-mainstream qualifications/degrees: an after-Ba short specialisation course, vocationally oriented (at least 60 ECTS), an after-Ma short specialisation course, vocationally oriented (at least 60 ECTS), an after either Ba or Ma short specialisation course, academically oriented (usually less than 60 ECTS) and a Long Specialisation degree course, professionally oriented (min. 2 max. 5 years).

This reform has also adopted the notion of academic or formative credit, which actually coincides with the well-known ECTS credit, promoted and supported by EU. The credit is a measure of the hours of student's work, comprehensive of teaching activity in classroom, practice, individual study and other activities. According to our legislation, each credit is given by 25 work hours, 10 of which are of teaching activity in classroom and practice. For each course year, 60 credits are globally provided, perfectly according to the ECTS system. Besides credits, each one of the course units, which altogether form a given study course, is also characterized by the content type, as it must be classified into one of the scientific-disciplinary sectors (that is disciplines groups, about 350), which should cover all the academic knowledge.

2. Name of the institution and its motto

The Università degli Studi di Padova is the second oldest University in Italy and its traditional name is il Bo ("the Ox"). This name goes back to three possible different origins, which are not mutually exclusive. The first is the most commonly quoted:

- the place where we now see the oldest part of the central building of the University, which hosts the Aula Magna, the Anatomical Theatre and several Halls, was occupied in the 14th century by a hotel named Hospitium Bovis, whose sign was an ox;
- that same place, on the side of Via Cesare Battisti, was earlier occupied by the butcher shops of the town (together with wood, silk shops and so on; all these shops were within easy reach by means of the nearby canal);

- a family whose name was Capo di Vacca (Head of the Cow) used to live where later on the University premises were built.

The motto of the University is:

UNIVERSA UNIVERSIS PATAVINA LIBERTAS

(Paduan freedom (is) total, complete, general, for everybody).

3. The University of Padova in short

The University of Padova is one of the most ancient universities in Europe. Juridical, theological, philosophical and medical studies were fostered in the medieval town of Padova before the ground was prepared for the official birth of a permanent university, which took place on September 29th, 1222 (St. Michael's Day). The first professors and students came from Bologna, the only Italian city that can boast an older University. At that time their academic freedom was seriously threatened there, whereas the Paduan government was liberal, the town was commercially very active and wealthy, the natural environment - fertile plain and green hills all around - was ideal. Italian and foreign students were numerous from the start. Not even events such as Ezzelino da Romano's tyranny, Papal or imperial hostility, wars or plagues, could prevent the institution from flourishing over the centuries.

The Paduan civil authorities, powerful noblemen (the Carrara family) and local bishops extended their protection and patronage to the University, which was set up as a self-governing corporation of scholars, with its own regulations.

The students were organised in nationes, divided into two groups: the cismontanes or Italians, and the ultramontanes or foreigners. They were governed by two Rectors, elected every year from among the scholars and by their votes only. For more than a century jurists formed the main body of the University. In 1360 a separation took place between the school of jurisprudence (Civil and Canon law) and the group of Liberal arts teachers (Medicine, Philosophy, Astrology and literary subjects, Grammar, Rhetoric and dialectics), giving birth to the Universitas juristarum and the Universitas artistarum.

At first, professors were elected annually by the student body; but from 1445 onwards they were appointed and remunerated by the public authorities.

After 1404, when Padova peacefully surrendered to Venetian rule, the University enjoyed more and more protection and privileges. It rose to great splendour due to the number of students attending from every part of Italy and Europe, and because of the excellence of its professors. This favourable situation was to last until the 18th century. The Venetian Senate had the Studio di Padova reformed and reorganised in 1517, after the War of Cambrai. This was cleverly done, always with great tolerance even on religious matters. Professors were granted unlimited freedom in their teaching and no race or creed was banned from the Padova Studio. The University could rightly add to
its coat of arms the famous motto *Universa universis patavina libertas*. Padova became the only *Studium* of The Most Serene Republic of Venice.

The first Botanical Garden in the world was founded in Padova in 1545; through it several new plants (including the potato) were brought to Europe from the New World.

In 1797 Napoleon "sold "the Venetian Republic to the Austrians. During Austrian domination, Padova - though restricted by circumstances - kept to its ideals of freedom by becoming a centre of political struggle against foreign rule. After the annexation of Venetia to Italy, our University continued its glorious traditions in many ways.

4. Eminent alumni

Throughout these centuries many professors - scientists, jurists and literati - made Padova University a centre which irradiated culture all over Europe. Many scholars came from all over Europe and often started their own cultural institutions on their return home. To name a few: Nicolaus Copernicus - Polish astronomer; Pietro d'Abano - physician and philosopher; Marcantonio dalla Torre - Leonardo da Vinci's anatomy instructor; the Flemish Andreas Vesalius -anatomist; Girolamo Fabrici d'Acquapendente - he set up a permanent anatomy theatre in 1594 and the theatre is still there today; Galileo Galilei – physicist, mathematician, astronomer and philosopher; Giovanni Battista Morgagni - the founder of Pathological anatomy; William Harvey – the discoverer of the circulation of the blood; Count Giovanni Dondi – professor of Humanities and Petrarch's friend; Pier Paolo Vergerio, humanist; Elena Lucrezia Cornaro Piscopia - the first woman in the world to graduate in a university, in 1678; the English Thomas Penketh - professor of Theology; Vittorino da Feltre - lecturer in Rhetoric; Demetrius Chalkondyles - Athenian professor of Greek; Melchiorre Cesarotti – poet and translator; Pietro Bembo and Torquato Tasso - poets; Erasmus from Rotterdam - theologian and humanist; Franciscus Skarina - the father of Bielorussian literature; the Polish poets Klemens Janicki and Jan Kochanowski, Ugo Foscolo - poet; Giuseppe Tartini, musician and composer; Giacomo Casanova, traveller, author and seducer and many others.

The founder of the modern experimental method, Galileo Galilei, was a Paduan professor from 1592 on. As he asserted, these were "the best eighteen years of my life".
PRACTICAL INFORMATION FOR FOREIGN STUDENTS

1. How to reach Padova

Padova can be easily reached by train with direct connections from most European countries: the nearest and the most important connections are Milano Centrale (230 km), Verona P.N. (80 km), Venezia-Mestre (30 km) and Bologna (120 km).

The nearest airports are Venezia (35 km), Treviso (60 km), Verona (80 km), Bologna (120 km) and Milano (230 km).

2. Climate

The climate is continental, with great extremes of temperature. Bring suitable clothing with you. During the winter months (November to February), temperatures may be as low as -5 degrees and it is sometimes foggy. Spring is sunny and often warm. Summer may be hot and humid. The average temperature ranges between 0 degrees in Winter and 30 degrees in Summer.

3. Transports in Padova

Padova is quite a small town and therefore the easiest way to get around is by walking or cycling. It is very easy to buy a used bicycle. For those who want to take advantage of the "APS Mobilità" public bus service (a ticket costs Euro 1.20), we suggest the monthly bus season ticket which costs about Euro 24.00 a month. It can be obtained from "APS Mobilità", by presenting a photo and a certificate of student status prepared by International Relations Office of our University.

For more info: http://www.apsholding.it/mobilita/

4. Post offices

Post offices are usually open from 8.30 am to 2 pm (1 pm on Saturdays). The Central Post Office (Corso Garibaldi, 25) remains open until 6.30 pm (Monday to Saturday). Stamps can be also purchased at the tobacconist's.

5. Banking

Most banks are open Monday to Friday, from 8.20 am to 1.20 pm, and from 2.35 pm to 3.35 pm. In order to open a bank account you need a fiscal code which can be obtained at

Tax Office (Agenzia delle Entrate), Via Turazza, 37 tel. 049 791 1501
Tax Office (Agenzia delle Entrate) Via Vergerio, 29 tel. 049 803 3511

Opening hours Monday to Friday from 8.30 to 12.30 am and Monday and Wednesday also from 3 to 5 pm.

For the code, you need to show a copy of your registration to the City Hall and a declaration of your Erasmus status.
6. Health

If you need medical assistance, you must have your TEAM card, issued by your country's Health Service, or an health insurance, before coming to Italy. If you are in urgent need of hospital care, go directly to the nearest hospital, to Pronto Soccorso (Emergency Ward), taking your TEAM card with you. If you need other medical services you must get the green form called carnet della salute from:

Info: ULSS 16  
via Scrovegni 12 - 35131 Padova  
phone: 049 8214050  
Opening hours: 8.30 am to 1 pm

A file in your name will be opened at this office and there will be a list of doctors available there. The green form contains one set of coupons used to obtain services and one set of coupons for prescriptions, specialist examination, hospitalisation and so on.

During the night, on Saturday afternoons and holidays, or in an emergency, dial 118 or Guardia Medica (tel. 049 880 8325), or go to the nearest hospital.

7. First-night accommodation

For those who arrive in Padova outside reception hours (Monday to Friday 9 am– 1 pm and 3 pm– 6.30 pm), SASSA Service suggests the following list of cheap or moderately expensive first-night places to stay:

**Youth Hostel "Città di Padova"**  
budget accommodation in the city centre - near Prato della Valle  
via Aleardi, 30 - 35122 Padova  
telefono 0039 049 8752219  
fax 0039 049 654210  
e-mail ostellopadova@gmail.com  
book on-line: www.hostelbookers.com  
Internet: www.ostellopadova.it

**Casa a Colori**  
budget accommodation near the city centre  
Via del Commissario, 44 Padova  
Tel: 049/680332  
www.casaacolori.org

You can find more temporary accommodation solutions at the website www.turismopadova.it

8. Worship

There are groups of students at the University who meet regularly to pray together. There is also a Taizé group active in the town and surroundings.
In Padova there are many Catholic churches. The following faiths have places of worship: Jewish, Islamic, Christian Evangelical, Methodist Evangelical, Pentecostal Evangelical.
UNIVERSITY GENERAL INFO

1. Academic Calendar 2011-2012
Academic year 2012-2013 starts on October 1\textsuperscript{st}, 2012
Lessons start October 1\textsuperscript{st}, 2012

Holidays
Christmas holidays: December 20\textsuperscript{th} 2012 to January 5\textsuperscript{th} 2013
Easter holidays (spring break): March 29\textsuperscript{th} to April 3\textsuperscript{rd} 2013
"Giustinianea" celebrations: April 26\textsuperscript{th} 2013
Summer holidays: July 29\textsuperscript{th} to August 17\textsuperscript{th} 2013
Patron Saints’ days:
- Treviso: April 27\textsuperscript{th} 2012
- Padova: June 13\textsuperscript{th} 2012
- Rovigo: November 26\textsuperscript{th} 2011
- Vicenza: September 8\textsuperscript{th} 2012

Trimesters and semesters
Classes are organized either in semesters or in trimesters, depending on regulations that applies to the specific class. Every single class can begin/end in different dates within common intervals; please ask the Faculties’ staff for precise instructions. These are the common scheduled dates

Trimester system - academic year 2012-2013
First trimester:
Classes: October 1\textsuperscript{st} 2012 to December 7\textsuperscript{th} 2012
Winter exams session: December 10\textsuperscript{th} 2012 to January 12\textsuperscript{th} 2013

Second trimester:
Classes: January 14\textsuperscript{th} to March 16\textsuperscript{th} 2013
Spring exams session: March 18\textsuperscript{th} to April 6\textsuperscript{th} 2013

Third trimester:
Classes: April 8\textsuperscript{th} to June 15\textsuperscript{th} 2013
Summer exams session: June 17\textsuperscript{th} to July 27\textsuperscript{th} 2013
Extra exams session: August 19\textsuperscript{th} to September 21\textsuperscript{st} 2013

Semester system - academic year 2012-2013
First semester:
Classes: October 1\textsuperscript{st} 2012 to January 26\textsuperscript{th} 2013
Winter exams session: January 28\textsuperscript{th} to March 2\textsuperscript{nd} 2013

Second semester
Classes: March 4\textsuperscript{th} to June 15\textsuperscript{th} 2013
Summer exams session: June 18\textsuperscript{th} to July 28\textsuperscript{th} 2013
Extra exams session: August 19\textsuperscript{th} to September 21\textsuperscript{st} 2013

2. Student workload and examinations
Italian students are given a great deal of freedom and are responsible for their own
progress. The tutor system has been proposed only recently and in some degree courses it still has to be fully implemented. Attending lectures and laboratories will keep students busy for approximately 10 hours per week (this may vary according to the schools). Students have to study on their own in order to take examinations. Examinations may be written or oral and can usually be taken three times a year.

3. ECTS credits
According to the Italian Law and to the decision of our Academic Senate (“Senato Accademico”), 1 CFU (Formative University Credit) is equivalent to 1 ECTS (European Credits Transfer System) credit. One CFU generally corresponds to 25 hours of workload per student, time for individual study included.

The average workload of a full-time student is conventionally fixed at 60 CFU per year.

The evaluation grading system goes from 18 to 30. The highest possible grade is 30 cum laude which corresponds to excellent. Some modules and activities are evaluated with the positive assessment “Idoneità” which means that the exam/module has been passed.

4. Attendance of Lecture Courses
You are kindly invited to introduce yourself to the teachers in charge of the modules you have chosen to attend. Please do this as soon as possible, so that they can give you advice or any other useful help. In particular, inform your tutor about any problem connected with life as a student in Padova.

Students looking for information about their schools and study courses can visit the following websites:

Agricultural Studies  http://www.agraria.unipd.it
Economics            http://www.economia.unipd.it
Education            http://www.scform.unipd.it
Engineering          http://www.ing.unipd.it
Humanities           http://www.lettere.unipd.it
Law                  http://www.giuri.unipd.it
Medicine and Surgery http://www.medicina.unipd.it
Pharmacy             http://www.farmacia.unipd.it
Political Sciences   http://www.scipol.unipd.it
Psychology           http://www.psicologia.unipd.it
Natural Sciences     http://www.scienze.unipd.it
Statistics           http://www.statistica.unipd.it
Veterinary Medicine  http://www.veterinaria.unipd.it

or address requests to the Erasmus co-ordinators or Erasmus Faculty Officers.

Please refer to this page:

http://www.unipd.it/en/erasmus-llp-programme-0
5. Courses held in English

Please refer to this page:

http://www.unipd.it/en/erasmus-llp-programme-0
STUDENT SERVICES

1. Insurance

As soon as students arrive in Padova, they must pay Euro 8.50 to the University, through a payment at the Bank, as insurance. This payment covers any accidents that may occur on the way from your house to university, while attending lectures, or in an ESU canteen while having your meal. For more information, please refer to http://www.unipd.it/en/sites/en.unipd.it/files/ModBonifico_assicurazioniInfortuni_CassadiRisparmio%5B1%5D.pdf

2. Canteen

Every Erasmus student can obtain a canteen card issued by ESU (the regional authority runs several hostels and canteens). This card gives access to seven ESU canteens with a fixed price of about 4.00 Euro per meal. For more information please refer to http://www.esu.pd.it/it/ristorazione/Pagine/default.aspx

3. Access to University Libraries

As far as access to libraries is concerned, Erasmus students enjoy the same rights as Italian students. Each library may establish an "ad hoc" procedure in order to ensure that books are brought back safely (e.g. deposit, letter from the person responsible for the mobility exchange, and so on).

For more info http://www.cab.unipd.it/

4. Medical Assistance for Unipd Students

Foreign students must apply for a health certificate at the ULSS 16 office in Padua in order to benefit from any form of National Health Service treatment. Once obtained, this certificate affords the student the same standard of medical cover and treatment as an Italian student resident in the city.
Info: ULSS 16
via Scrovegni 12 - 35131 Padova
phone: 049 8214050
Opening hours: 8.30 am to 1 pm

Emergency Doctor:

When the doctors' surgeries are closed, medical assistance is guaranteed by the Emergency Doctor Service, from 8.00 p.m. to 8.00 a.m. on weekdays, and from 10.00 a.m. on Saturday to 8 a.m. on Monday.
Phone: +39 049 8808325

Gynaecologist's surgery:

The University, in conjunction with the Department of Gynaecological Studies and Reproductive Research, has founded the Elena Lucrezia Cornaro Piscopia surgery for gynaecology and obstetrics. This service is available to university students only and offers free pap tests to over 25s.
Info: "E. L. Cornaro Piscopia" surgery
via Giustiniani ,3 - 35128 Padova
Visits to be booked.
Psychological Assistance Service (S.A.P.)
The S.A.P.-D.S.A. (Psychological Assistance Service for study and learning difficulties) is a point of reference for any students who encounter such difficulties during their studies. This service, set up by the ESU in association with the University, provides counselling so that students can play a productive role in University life and reap the benefits of their studies.
The S.A.P. also provides invaluable information and support regarding at-risk activities such as sex, smoking, alcohol and drugs. Furthermore, the ESU organises periodic preventative education meetings at its residences, entitled Well-being without risk.
Info: S.A.P.
via Belzoni, 80 - 35121 Padova
phone: +39 049 8278454
e-mail: sap@unipd.it

Psychiatric Consultancy Service (S.C.P.)
The Psychiatric Consultancy Service was set up by an agreement between the ESU and the Department of Psychiatric and Neurological Science in order to offer students expert advice on psychological or personal problems, difficulties or unease. Consultation consists of three diagnostic or evaluative sessions, plus one session based on the structured interview method. Sessions are on a weekly basis, and at the end of the course, the S.C.P. offers a brief series of therapy or recommends organisations that can offer students additional advice.
Info: S.C.P.
via Giustiniani, 2 - 35128 Padova
phone: +39 049 8213830
e-mail: crisi.studenti@unipd.it

For more information please refer to http://www.unipd.it/en/services/health-sports-and-recreation

5. Students with special needs
University personnel and civil service volunteers provide disabled students with assistance and escort service.
Disabled students are guaranteed the following services: escort service to lectures, study halls, the library, appointments with professors, seminars, examinations, lunch, and anywhere else for administrative purposes such as registering exams, booking appointments with professors and requesting general information; specialised tutoring, in collaboration with the individual faculties, aimed at developing effective study methods.
Individual needs evaluation (such as more time, software support, etc.) at examinations or preliminary admission tests is provided upon the student's request.
Access to specific short or long term international exchange programmes and assistance with ordinary European exchange programmes, as LLP/Erasmus, are also provided.

For more info:
Disability Office
via Portello, 25 - 35100 Padova
phone: +39 049 8275038 - fax -39 049 8275040
e-mail: serv.disabilita@unipd.it

http://www.unipd.it/en/special-needs-0
6. Italian language courses

University Linguistic Centre (CLA) will organise language courses at three levels: beginners, elementary and intermediate, according to the needs of students. The levels offered are from A1 to C2 of the Common European Framework of Reference for Languages of the Council of Europe. An advanced course may be organised upon request. In order for a course to start a minimum of 6 to 8 students, at the same level, is required. An Italian language assessment test will be held and each student will as soon as possible be assigned to a course suitable for him/her.

Please note that the course, the initial placement and final tests are FREE for LLP Erasmus, Erasmus-Mundus and bilateral agreement students.

Students enrolled in Italian language courses can use the multimedial materials for autonomous study available:

at the Language Centre Multimedia Library (Mediateca)
at the multimedial language laboratories
on the CLA didactic website CLAWEB

Students must register online using the online form and choose one of the dates offered. For organization reasons it will not be possible to change the time or date of the test. Students must confirm their registration to the test only if they are certain to be free on the date and at the time chosen.

Passing the final test at the end of the course will let you achieve 3 CFU (=3 ECTS credits).

Since these courses are rather expensive, we strongly advise you to enrol only if you are seriously interested.

Further information about Italian Courses and application procedures can be found at the website:

7. Erasmus Students Association

An association of Erasmus students has been founded in Padova, AEP (member of the Erasmus Student Network)
Galleria Tito Livio 7,
35122 Padova,
tel: +39 049 827 3911
e-mail:esnpadova@gmail.com
web:http://www.esnpadova.it

One of its purposes is to welcome foreign students who are guests at our University, and help them to get to know the city. In addition, during the academic year they will organise some cultural and recreative activities.

8. University Sports Association

Sports can be practised in several places. A special university centre (CUS, Centro Universitario Sportivo) offers coaches and facilities for athletics, tennis, volleyball,
basketball, football, hockey (grass), baseball, softball, fencing, rowing, rugby, weight-lifting, body building. Swimming is also possible, through an agreement with the municipal swimming pool.

For those who are interested in participating in such an activity, further information is available at the website [http://www.cuspadova.it/index.php](http://www.cuspadova.it/index.php)

or

Segreteria Palestra CUS Via G. Bruno, 27 Padova tel. 049 880 1551

9. Playing music

Students who can play an instrument may like to join the Concentus Musicus Patavinus. The members of this orchestra are students and teachers of Padova University and come from various countries. During the concert season the orchestra goes on tour, even abroad. Rehearsals take place at least once a week.

[http://www.cmp.unipd.it/](http://www.cmp.unipd.it/)

10. Padova Wi-Fi

Padova, just like a growing number of other cities around the world, has opened up a series of free wi-fi hotspots in the most beautiful and publicly accessible parts of the city. Thanks to Padova Wi-Fi Net, students (also Erasmus students) and staff of the University of Padova can have free internet access.

It requires a simple registration here: [https://www.padovawifi.it/pdwifi/publicssl/iscrizioneStudenteErasmus.pwf](https://www.padovawifi.it/pdwifi/publicssl/iscrizioneStudenteErasmus.pwf); It is necessary to attach your identity card and a copy of your transcript of records. Once you have setup your username and password, you can start navigating the web as if you were at home, and freely connect through your instant messaging, VoIP and video applications to anyone around the world while sitting in many open spaces in the city.
WiFi connection is available in many university structures and city places, such as:

- study room ex Fiat, via Venezia
- study room ESU e disabili, via Portello
- study room at riviera Tito Livio
- study room at via Galilei
- study room at via Jappelli
- study room at via Marsala
- tram stops, from Guizza (south terminus) to Pontevigodarzere (north terminus)
- Piovego canteen
- Palazzo Bo, via VIII febbraio
- Palazzo Liviano, piazza Capitaniato 7

- Palazzo Magistero, piazza Capitaniato 3
- piazza Antenore
- piazza Cavour
- piazza della Frutta
- piazza delle Erbe
- piazza Garibaldi
- piazza dei Signori
- Prato della Valle
- Palazzo Maldura, via B. Pellegrino
Step 1: APPLICATION

Application Form for LLP-Erasmus incoming students is available:
from 1st June to 15th July 2011 for first semester and full academic year
from 15th July to 15th November 2011 for second semester

Anyway, due to University computer system change, the above mentioned dates could change.

You can download the application on our web site

Fill the application form in, print it out and send it, duly signed and stamped by your University International Office, to the following address:
Universita' degli Studi di Padova
Servizio Relazioni Internazionali Studenti
Via VIII Febbraio, 2
35122 Padova - ITALY

Please remember also to attach:
- a copy of your transcript of records
- your learning agreement
- a photocopy of your Identity Card or (valid for your whole Erasmus mobility period)
- a photocopy of your Passport – only in case you are non EU student (Valid for your whole Erasmus mobility period)
- a photocopy of your Insurance card (valid for your whole Erasmus mobility period)
- a certificate printed and signed by your International Office, attesting that you are an Erasmus student

In order to be admitted, all above mentioned documents must be sent.

Then, our International Office will communicate directly to the nominated students all necessary information.

For NON-EU students: Invitation letters for Non European citizens will be sent to the address indicated by the student only after the reception of all the above mentioned documents

Please note that the application form is NOT an accommodation form.

Accommodation form has to be filled separately (see "Step 2: Accommodation" below).

Only for MEDICINE students: According to the Medicine Faculty new regulations, it is now compulsory for incoming students to provide immunization records, comprehensive of the hepatitis B and C antibodies and the skin diseases (rubella, measles, mumps and chickenpox tests) to the Erasmus Office, together with your Learning Agreement before arriving to Padova.

Please, remember once more that you will be finally accepted by the Faculty only when you will receive back the Learning Agreement, approved by our Erasmus coordinators.

VERY IMPORTANT: A GOOD LEVEL OF ITALIAN LANGUAGE IS NEEDED TO TAKE CLERKSHIPS (“TIROCINI PROFESSIONALIZZANTI”).
Step 2: ACCOMMODATION

Padova is a university town with a large student population: in such a situation it is very difficult to find an accommodation once the academic year has started. Student Residences (both those run by private groups and those run by ESU, the regional authority) cannot satisfy all the requests they receive. Therefore, those who want help from the S.A.S.S.A. Service in finding accommodation are strongly advised to apply well in advance, keeping in mind that the number of single rooms is in any case very limited.

You can fill the accommodation form here:

The deadline for the first semester and full academic year is 15th July 2012, and for the second semester is 15th November 2012.

Accommodation Form for LLP-Erasmus incoming students will be available:
from 10th May to 15th July 2012 for first semester and full academic year
from 15th July to 15th November 2012 for second semester

The service in charge of accommodation is S.A.S.S.A. Service. Its address is:

SASSA Service powered by ESU Padova
via Tiepolo, 48 – 35129 PADOVA (Italy)
Tel. +39 049 7927306
Fax +39 049 7800187
E-mail:
Web site: www.sassa.org

VERY IMPORTANT: accommodation form must be done in any case, even if you are looking for a private accommodation!

Because of such a large demand and such a limited availability of places, successful applicants for Student Residences will receive a letter accompanied by a copy of contract and bank details for paying in the 350.00 Euro caution money: for detailed information about the procedure of reservation all incoming students are strongly recommended to visit the web site www.sassa.org. Once place is accepted this will be considered binding for fee payment for the period booked. Students asking for our help will be offered the following accommodation options (each one limited in number):

- Student Residences run by ESU
- Private Residences
- Private flats

Step 3: ITALIAN LANGUAGE COURSES

CLA Italian courses

The University of Padua offers Italian Language Courses for Erasmus Incoming students. Detailed informations at:

http://www.cla.unipd.it/index.php?id=283
Step 4: Disability service

In order to provide them with assistance and escort service, students with disability are kindly recommended to contact this service during application process.

Disabled students are guaranteed the following services: escort service to lectures, study halls, the library, appointments with professors, seminars, examinations, lunch, and anywhere else for administrative purposes such as registering exams, booking appointments with professors and requesting general information; specialised tutoring, in collaboration with the individual faculties, aimed at developing effective study methods.

Individual needs evaluation (such as more time, software support, etc.) at examinations or preliminary admission tests is provided upon the student's request.

Access to specific short or long term international exchange programmes and assistance with ordinary European exchange programmes, as LLP/Erasmus, are also provided.

For more info:
Disability Service
via Portello, 25 - 35100 Padova
phone: +39 049 8275038 - fax +39 049 8275040
e-mail: serv.disabilita@unipd.it
http://www.unipd.it/en/special-needs-0
AT YOUR ARRIVAL IN PADOVA

SASSA Service
The SASSA Service is the first place where you should go together with your Buddy once you arrive in Padova, in order to inform them about your arrival and receive some preliminary information regarding your accommodation and the canteen service. Even if you have already found accommodation privately, you will be asked to go to the SASSA Service in any case.
You will there receive your Badge and a blue folder with some useful information on future steps. An enrollment appointment will also be arranged for you. The SASSA Service will remind you to pay the university’s insurance prior to the enrollment appointment.

The Buddy service
Each LLP Erasmus student is assigned to a Buddy, who will contact the student some days prior to his/her arrival in Padova.
The Buddy system has been set up to provide support to new incoming students staying at the University of Padova in the framework of exchange programmes. All LLP Erasmus incoming students are automatically assigned to a Buddy group. Each group comprises about 10-15 Erasmus students. All Buddies are students of the University of Padova enrolled in Master’s Degree courses. They will welcome and support you in finding accommodation and during the registration and enrollment procedures. Buddies will show you where to find your Departments of reference during the academic year and will make you meet your exchange Coordinator in Padova.
You can always contact your Buddy during the academic year by email or by telephone for any issue regarding your university life and beyond.
Buddies cooperate with the International Relations Office and with Buddy Tutors, who are in charge of managing the Buddy service.

▪ Step 1: University’s Insurance
Before attending the enrollment appointment, you will be required to cover the insurance costs, which only amount to 8.50 Euro. This is mandatory for all students at the University of Padova. You can pay the insurance at no extra charge at the University bank. You can go to the bank desk even after you have downloaded and filled the form that you can find at http://www.unipd.it/en/sites/en.unipd.it/files/ModBonifico_assicurazioniInfortuni_Cassadirisparmio%5B1%5D.pdf
Once you have covered the insurance costs, please keep the receipt in the folder, as it will be requested by the Registrar’s Office.

▪ Step 2: Enrolment day
You will be required to report to the office located in via Venezia (former Fiat complex) PUNCTUALLY at the time arranged for your appointment together with your Buddy.
Please remember to bring with you:

• The folder you received from the SASSA office (“blue folder”)
• 2 passport photos
• 2 duty stamps amounting to 14,62 Euro each (only one is needed if you are an Italian national)
a certificate from your university as a proof of your Erasmus status. A copy is enough if you have already sent the original one to the International Relations Office.

the insurance payment receipt (8,50€)

the form of the certificate to be sent to your university and stating your arrival date in Padova, should your University have/require it. This form must not by any means be filled in by your Professor/Coordinator in Padova. Only the International Relations Office is entitled to issue a certificate stating the mobility period in Padova.

Those students who will fail to attend/be on time for the appointment will be assigned a new one with the remaining dates available. The appointment could also be arranged after the start of lessons. In this case, students waiting to attend the appointment can attend lessons in any case provided that they have paid the insurance cover indicated above and that they attend the enrollment appointment.

During the appointment, students will deal with bureaucratic procedures by reporting respectively to the following services:

- **International Relations Office**: for the certificate stating the mobility period. The IRO will have its desk on the venue in via Venezia on the occasion of the enrollment day. Their head office address is however the following: Servizio Relazioni internazionali via VIII febbraio 2 - 35122 Padova erasmus@unipd.it

- **SAOS Office (Welcome Service addressed to foreign guests)**: for the registration of temporary stay at the local Registry Office of the city of Padova or for the procedures to apply for a permit to stay. Students who are Italian nationals do not need to report to the SAOS desk. The SAOS Service will have its desk on the venue in Via Venezia on the occasion of the enrollment day. Their head office address is however the following:
  
  via VIII Febbraio, 2 - 35122 Padova
tel. +39 049 827 3077 fax +39 049 8273203
e-mail: saos@unipd.it
  
  Opening hours: Mondays and Wednesdays 11.30 - 13.00; Tuesdays and Thursdays 15.30 - 17.00

- **Registrar’s Office**: for the enrolment procedures. The Registrar’s Office will have its desk on the venue in via Venezia on the occasion of the enrollment day. Their head office address is however the following:
  
  Casa Grimani, Lungargine Piovego, 2/3 - Padova
  Tel. +39 049 827 6431 - Fax +39 049 827 6434
  Opening hours: Mondays and Fridays 10:00 – 12:30 and 14:30 - 17:30;
  Tuesdays 10.00 - 12.30 and 15.00 - 16.30; Thursdays 10.00 - 15.00. Closed on Wednesdays
  Phone answering: Mondays, Tuesday and Fridays 9:00 - 11:00; Wednesdays 12:00 - 13:00; Thursdays 15:00 - 17:00

**Step 3: Uniweb** Complete your enrolment!

After the enrollment day you can complete your registration on Uniweb!

At the website www.uniweb.unipd.it, you select “Area Riservata> Gestione username/password> Prima Attivazione”.

Now you can enter your new e-mail address and have access to confirm your data.
Step 4: About your exams in Padova

When you pass an examination at our University, please remind the Professor to write down the name of the course and the mark on your "libretto dello studente Erasmus" and on the professor's book ("verbale"), otherwise the registrar office won't be able to issue your transcript of records!

Step 5: Language courses for foreign students

All Erasmus students can attend, free of charge, a course of Italian language organised by Centro Linguistico di Ateneo: for more info see the page http://www.cla.unipd.it/index.php?id=283

More information

Please remember to keep always with yourself:

- A proof of your health insurance, valid till the end of your mobility
- The certificate of the University of Padova attesting your status of Erasmus student
- The Italian Visa and the receipt of the Residence Permit Kit (if you are a non-EU citizen)
DURING YOUR STAY IN PADOVA

1.Learning Agreement Changes

During your stay you can change your Learning Agreement, by following these steps:

1. If you already haven’t a form for changing your courses, download it at the website http://www.unipd.it/sites/en.unipd.it/files/LearningAgreement_in.rtf print it and sign it
2. Ask your Departmental Coordinator in Padova to help you to decide which courses to add or drop and have the form signed from him/her.
3. Come then to the International Office (Palazzo del Bo) to have the form stamped and sent to your university by fax.

After the changed Learning Agreement has been counter-signed by your university, you will be sent an e-mail.

2.Extension of the mobility period

During your stay you can extend your mobility period, by following these steps:

1. Come to the International Office (Palazzo Bo) and get the application for the Erasmus mobility period extension.
2. Sign it, and have it signed from your Departmental Coordinator in Padova.
3. Hand in the signed application for the Erasmus mobility period extension to the International Office (Palazzo del Bo), we will send it to your university by fax.

After your university counter-signs the application for approval, you will be sent an e-mail. Finally, please inform Sassa Service that you will require an extension for the accommodation.
On the last days of their stay in Padova, Erasmus incoming students have to follow these steps:

**Step 1**
Fill in the on-line final interview, answering the interview will take only a few minutes.
Please note that at the end of the interview you will be asked to print a receipt, which has to be signed and brought to the Erasmus office.
You can find the on line interview at http://perception02.cineca.it/q4/session.dll?CALL=LLPS

**Step 2**
In order to receive a statement of results (the Transcript of Records), you must request it to the "Segreteria Studenti" in Lungargine Piovego a few days before you leave Padova.
Hand in your "Libretto dello studente Erasmus" plus a "Marca da bollo" (revenue stamp) of Euro 14.62 (you can buy one at the Tobacconist’s), informing the "Segreteria Studenti" of the exact address where you would like to receive the certificate to ensure that your statement is sent to the right place.
Please note: A Transcript of Records will be released only if you have brought your Libretto to the Segreteria Studenti together with the “Marca da bollo” before leaving Padova!
If you are a Medicine and Surgery student, please refer to the Medicine and Surgery Erasmus Office (Elisabetta Zanaga; Dean's office, via Giustiniani 2 - Padova; erasmus.medicina@unipd.it). If you are an Agriculture or Veterinary Medicine student, please refer to the Agripolis Erasmus Offices (Susanne Kloehn and Elena Quagliato, Dean's office, Ca' Gialla - Agripolis, Legnaro; erasmus.agripolis@unipd.it).
Please be patient and allow some time for the grades to be added to your record.
Students can come to Padova also to do research at our University as part of their final project/thesis (so-called tesi), practical training (so-called tirocinio), seminars (so-called seminari) or part of exams (so-called moduli).
Since thesis work, practical trainings, seminars or part of exams cannot be included in your final Transcript of Records, you’re required to ask for the release of a certificate directly to the Professor in charge for these kind of activities.
When back home, you will show this certificate together with your Transcript of Records.

**Step 3**
In order to receive a certificate attesting your Erasmus stay in Padova, you must come personally to the International Office (Palazzo del Bo), with the receipt of the "Final interview".
Please note that the date of issue of the certificate will be the same of the end of your Erasmus stay.

Don’t ask a friend to come to the International Office (Palazzo Bo’) on your behalf since it’s useless: we won’t issue any certificate in the name of.
Frequently Asked Questions

WHERE IS...
... the International Relations Office?

University of Padua, International Relations Office
via VIII Febbraio, 2 (Palazzo Bo)
35122 Padova

Please refer to the map in the middle of this guide

... the SAOS Office?

University of Padua, SAOS Office
via VIII Febbraio, 2
(Palazzo Bo, entering the Old Courtyard, door in front of the "UP Store")
35122 Padova

Please refer to the map in the middle of this guide

... the "Segreteria Studenti" (Registrar Office)?

University of Padua, Segreteria studenti
Lungargine Piovego 2/3
35131 Padova
Please refer to the map in the middle of this guide

WHAT DO I NEED TO DO IF...

... I need to change my Learning Agreement?

Please refer to the paragraph “DURING YOUR STAY IN PADOVA - Learning Agreement Changes”

... I want to extend my mobility period?

Please refer to the paragraph “DURING YOUR STAY IN PADOVA - Learning Agreement Changes”

... I'm in Padova for Final project (Tesi) or practical training (Tirocinio) or part of exams (moduli) and I want to obtain a certificate?

Students can come to Padova to do research at our University as part of their final project/thesis (so-called tesi), practical training (so-called tirocinio), seminars (so-called seminari) or part of exams (so-called moduli).

Since thesis work, practical trainings, seminars or part of exams cannot be included in your final Transcript of Records, you’re required to ask for the release of a certificate directly to the Professor in charge for these kind of activities.

When back home, you will show this certificate together with your Transcript of Records.
... I need to obtain a signature to attest my stay in Padova. Who can I ask to?
Only International Relations Officers in Palazzo del Bo can sign this kind of document.
Your coordinators in Padova cannot attest your mobility dates. +

... during my stay I change my address in Padova?
You have to contact SAOS Office, in Palazzo Bo, for the change communication to the
Municipality of Padova. The e-mail address of SAOS Office is: saos@unipd.it
You also have to contact Sassa Service (Esu). The e-mail address of SASSA Service is:
sassa@esu.pd.it

... I need a doctor?
Please refer to Students’ Facilities - Medical Assistance for Unipd Students, and to
Practical information for foreign students - Health

... at the end of the Erasmus stay?
Please refer to the next paragraph “Erasmus incoming students: AT THE END OF
YOUR STAY IN PADOVA”

... I leave Padova without going to the International Office or the Segreteria
studenti?  
IN THIS CASE, MIND THAT NO CERTIFICATE, TRANSCRIPT OR OTHER MAY BE
ISSUED AFTER YOUR DEPARTURE FROM PADOVA FOLLOWING THE END OF
YOUR ERASMUS STAY.
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<tr>
<th>Faculty of Agriculture</th>
<th>Tel. 049 8272538</th>
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<tbody>
<tr>
<td>Dean’s office - Ca’ Gialla – Agripolis</td>
<td>Fax 049 8272529</td>
</tr>
<tr>
<td>Opening hours: Tuesday and Thursday from 10 am to 1 pm</td>
<td>E-mail: <a href="mailto:erasmus.agripolis@unipd.it">erasmus.agripolis@unipd.it</a></td>
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<tr>
<th>Faculty of Veterinary Medicine</th>
<th>Tel. 049 8272605</th>
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<tr>
<td>Dean’s office - Ca’ Gialla – Agripolis</td>
<td>Fax 049 8272525</td>
</tr>
<tr>
<td>Opening hours: Wednesday from 9 am to 1 pm</td>
<td>E-mail: <a href="mailto:international.veterinaria@unipd.it">international.veterinaria@unipd.it</a></td>
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<tr>
<th>Faculty of Economics</th>
<th>Tel. 049 8271290</th>
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<tr>
<td>Dean’s office – Via U. Bassi 1</td>
<td>Fax 049 8271225</td>
</tr>
<tr>
<td>Opening hours: from Monday to Thursday from 9.30 am to 11.30 am</td>
<td>E-mail: <a href="mailto:erasmus.economia@unipd.it">erasmus.economia@unipd.it</a></td>
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<td>Thursday also from 3 pm to 4.30 pm</td>
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<tr>
<th>Faculty of Pharmacy</th>
<th>Tel. 049 8275840</th>
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<tr>
<td>Dean’s office – Via Luzzatti 4</td>
<td>Fax 049 8275334</td>
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<tr>
<td>Opening hours: from Monday to Wednesday from 9 am to 11 am</td>
<td>E-mail: <a href="mailto:claudia.veronese@unipd.it">claudia.veronese@unipd.it</a></td>
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<td>Thursday and Friday from 11 am to 1 pm</td>
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<tr>
<th>Faculty of Engineering and Sciences</th>
<th>Tel. 049 8275804</th>
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<tr>
<td>Ex Department of “Fisica tecnica”, via Marzolo 9</td>
<td>Fax 049 8273060</td>
</tr>
<tr>
<td>Opening hours: Monday and Wednesday from 9.30 am to 12.30 am</td>
<td>E-mail: <a href="mailto:stefania.maso@unipd.it">stefania.maso@unipd.it</a></td>
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<tr>
<th>Faculty of Law</th>
<th>Tel. 049 8273618</th>
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<tr>
<td>Department of “Diritto pubblico, internazionale e comunitario” via Anghinoni 3</td>
<td>Fax 049 8273618</td>
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<tr>
<td>Opening hours: to be defined</td>
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<tr>
<th>Faculty of Arts and Philosophy and Education</th>
<th>Tel. 049 8278676</th>
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<tr>
<td>Department of “Lingue Slave”</td>
<td>Fax 049 8278679</td>
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<tr>
<td>Via Beldomandi, 1 - primo piano</td>
<td>E-mail: <a href="mailto:alessandra.miola@unipd.it">alessandra.miola@unipd.it</a></td>
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<td>Opening hours: Monday and Tuesday from 10 am to 1 pm</td>
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<td>Wednesday from 9.30 am to 12.30 am</td>
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<tr>
<th>Faculty of Medicine and Surgery</th>
<th>Tel. 049 8217834</th>
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<tr>
<td>Dr.ssa Benedetta Bixio – Dr.ssa Elisabetta Zanaga</td>
<td>Fax 049 8218680</td>
</tr>
<tr>
<td>Dean’s office - Via Giustiniani, 2</td>
<td>E-mail: <a href="mailto:erasmus.medicina@unipd.it">erasmus.medicina@unipd.it</a></td>
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<tr>
<td>Opening hours: Tuesday, Thursday and Friday from 10 am to 12.30 am</td>
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<tr>
<th>Faculty of Psychology</th>
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<tr>
<td>Dott.ssa Sara Pellegrini</td>
<td>Fax 049 8276489</td>
</tr>
<tr>
<td>Dean’s office – Via Venezia 12</td>
<td>E-mail: <a href="mailto:erasmus.psicologia@unipd.it">erasmus.psicologia@unipd.it</a></td>
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<tr>
<td>Appointment needed (phone or e-mail)</td>
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<tr>
<th>Faculty of Political Sciences</th>
<th>Tel. 049 8274205</th>
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<tr>
<td>Dott.ssa Riccardo Crivellaro</td>
<td>Fax 049 8274207</td>
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<tr>
<td>Dean’s office – via del Santo 28</td>
<td>E-mail: <a href="mailto:riccardo.crivellaro@unipd.it">riccardo.crivellaro@unipd.it</a></td>
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<td>Opening hours: Monday from 9.00 am to 11.30 am</td>
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<tr>
<th>Faculty of Statistics</th>
<th>Tel. 049 8274118</th>
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<tr>
<td>Dott.ssa Giulia Marini</td>
<td>Fax 049 8274120</td>
</tr>
<tr>
<td>Dean’s office – via C. Battisti 241/243</td>
<td>E-mail: <a href="mailto:erasmus@stat.unipd.it">erasmus@stat.unipd.it</a></td>
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<tr>
<td>Opening hours: Friday to 11 am to 1 pm</td>
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Please note that some information contained in this Welcome Guide can be modified.