



**UNIVERSITÀ
DEGLI STUDI
DI PADOVA**

ERASMUS MUNDUS

WELCOME GUIDE

2011 – 2012

**Universita' degli Studi di Padova
International Relations Office
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1. BEFORE YOUR ARRIVAL

STEP 1

How to get a visa for Italy

If you are a non-European Union citizen, you need a visa to come in Italy. You can find all necessary information about the application for a visa at the web site http://www.esteri.it/visti/index_eng.asp

In the area "Do you need a visa?" please select your nationality and your home country, then the Duration of your stay (up to or more than 90 days) and the Reason for visit "STUDY: Study Grants".

Please ask to the Italian embassy/consulate for a visa for Italy plus Schengen countries ("Italia piu' Stati Schengen") with multiple entry (if possible).

In the area "Where to apply for a visa" you could find the addresses of Italian embassies abroad.

Please note that if you have a regular residence permit in a European country of the "Schengen area"¹, you are allowed to travel in all Schengen area up to 90 days without visa.

STEP 2

How to book accommodation in Padua

If you wish to book a room at University halls of residence, please contact the Accommodation service of the University of Padova:

SASSA Service

Via Tiepolo, 48 – 35129 – Padova

Tel. +39 049 7927306

Fax +39 049 7800187

E-mail SASSA@esu.pd.it

Opening hours: from Monday till Friday from 9.00 to 13.00 and from 15.00 to 18.30.

On the web site <http://www.sassa.org/> click on "About SASSA" and then on "Forms" and you will find the accommodation form for Erasmus Mundus students.

Deadlines: July 15th 2011 for the first semester 2011/2012 and November 15th 2011 for the second semester 2011/2012.

¹ Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland.

STEP 3

How to reach Padua

By plane

The nearest airport is the Venice airport (Marco Polo - <http://www.veniceairport.it/>) 40 kilometres east of Padua, it conveniently linked with all major European airports. The bus (company SITA) leaves Venice airport to Padua bus station (autostazione - piazzale Boschetti) every hour at 35' (also at 05' at rush hours, see timetable of SITA

<http://ro.autobus.it/ro/asp/ricercaorari.asp?user=sita>). The SITA bus stop is the last one on the right when you go out of the airport (arrival level). The bus takes around 1 hour - 1h10 to reach Padua. Fare: about 5 euro. You can buy the ticket in the ticket shop inside the airport, in a vending machine close to the bus stop (slightly hidden behind a column, about 20 meters on the left) or directly on the bus (with a small extra charge).

A convenient alternative might be flying to the Verona airport <http://www.aeroporto.verona.it/>, which is connected to the Verona Porta Nuova railway station by a bus service. There is a bus every 20 minutes, running from 6:35 to 22:35 airport to station and from 6:10 to 23:10 station to the airport (Fare: about 5 euro). Padua can then be reached by train (approximately 50 minutes).

Some low-cost companies fly to the Treviso airport <http://www.trevisoairport.it/>, which is connected to Padua by bus (Fare: about 4 euro; see timetable of SITA <http://ro.autobus.it/ro/asp/ricercaorari.asp?user=sita>).

A last possibility might be flying to Bologna airport <http://www.bologna-airport.it/>, which is connected to Bologna Centrale railways station by a city bus. Padua can then be reached by train (approximately 90 minutes).

By train

Padua is both on the Venice-Milano-Torino and on the Venice-Rome railways; many trains are available (see timetable of Trenitalia - <http://www.trenitalia.com/>). First and second class are available; for fast trains a supplement is required, and in some cases a seat reservation is mandatory: so, specify which train you are going to board when asking for a ticket. All tickets (both round-trip and one way) have a validity of 2 months; before boarding the train, it is mandatory to validate them by using the yellow machines located on the platforms and throughout the station: penalties are applied to the infringes.

Shuttles and taxi

Limousine Services Landomas

Reservation via e-mail or by tel. +39-049-8808505 mobile tel. +39-0335-8417474 only for emergency and after 18.00.

Fare: about 30 euro per person; reduced fares for more persons.

Air Service

Reservation via e-mail airservice@taxipadova.it or by fax. +39-049-8705050; tel. +39-049-8704425 or +39-049-651333 from 7.00 to 21.00.

Fare: 27 euro per person; reduced fares for more persons.

Fenice Car

Reservation by tel. +39-049-9915968

Only individual taxi.

Fare: about 55 euro (for more person reduced fare)

NO.L.T. srl

Reservation by tel. +39-348-2611215 fax. +39-348-2718736.

Fare: about 25 euro

Please be informed that reduced fares are applied only if all persons go to the same place. The Limousine Service will pick you up at the airport at your arrival and take you directly in Padua. Please note that the reservations must be made at least 24 hours before your arrival, indicating date, time and flight number.

2. ARRIVING IN PADUA

STEP 1

Check-in at SASSA Service

On your arrival in Padua you should first go to SASSA Service, the accommodation service of the University of Padova, in order to receive the ESU canteen card that gives you access to University's Dining Halls/Canteens. Please bring with you a passport format photo.

If you have booked your accommodation in a SASSA Residence, you'll receive also the keys of your room/flat.

How to find SASSA Service:

In front of the Railway station take bus 7 or 9 (direction Piazzale Stanga) and get off at the stop on the corner between Via Belzoni and Via Tiepolo. Continue on foot in Via Tiepolo for about 100 metres. You will find us on the right before the Hall of residence 'Copernico'.

Bus tickets: in the kiosk APS in front of the main entrance of the Railway Station, cost 1,10 euro.

SASSA Service

Via Tiepolo, 48 – 35129 – Padova

Tel. +39 049 7927306

Fax +39 049 7800187

E-mail SASSA@esu.pd.it

Opening hours: from Monday till Friday from 9.00 to 13.00 and from 15.00 to 18.30.

<http://www.sassa.org/>

In case of arrival by late evening please refer to the following suggestions:

Residence	Opening Hours
Copernico, Via Tiepolo 54	You can arrive at any time, 24h/24h
Goito, Via Goito 70	From 8.00 to 22.00
Galilei, Ederle, Luzzatti, Tartaglia	SASSA Service will contact you about your arrival

First-night accommodation

For those who arrive in Padua outside SASSA reception hours (M from Monday till Friday from 9.00 to 13.00 and from 15.00 to 18.30), and outside the residences' opening hours, SASSA Service suggests to contact them directly in order to book a room in Bed & Breakfast Copernico, or to contact 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@ctgveneto.it, pdyhtl@tin.it
book on-line: <http://www.hostelbookers.com>
Internet: <http://www.ostellopadova.it>

- Casa a Colori
budget accommodation near the city centre
Via del Commissario, 44 Padova
Tel: 049/680332
<http://www.casaacolori.org>
- Hotel Casa del Pellegrino (book well in advance)
in the city centre - in front of St. Anthony's Basilica
Via Melchiorre Cesarotti, 21
35123 Padova - ITALIA
telefono 0039 049 8239711
fax 0039 049 8239780
info@casadelpellegrino.com
<http://www.casadelpellegrino.com>

- Hotel S. Antonio
in the city centre
Via San Fermo, 118
35137 PADOVA
Tel.: +39 049 8751393
Fax.: +39 049 8752508
info@hotelsantantonio.it
<http://www.hotelsantantonio.it>

You can find more temporary accommodation solutions at the website
<http://www.turismopadova.it>

STEP 2

International Relations Office

After the accommodation procedures at SASSA Office you are supposed to come to our International Relations Office:

Servizio Relazioni Internazionali
Palazzo Bo
Via VIII Febbraio 2,
Tel. +39 049 8273930-3100,
Fax +39 049 8273917,
E-mail maurizio.minicuci@unipd.it
E-mail chiara.penon@unipd.it

Opening hours: from Monday to Friday from 10.00 to 13.00; on Tuesday and Thursday also from 15.00 to 16.30.

Here, you will receive information about procedure and documents for your enrolment at University of Padova. Please bring:

- your passport;
- the Medical Insurance provided by the Erasmus Mundus Consortium;
- two passport format photos.

STEP 3

Non-European Union citizens: Residence permit application

If you are a non-European Union citizen and your stay in Italy will be longer than 90 days, you will need a residence permit ("permesso di soggiorno").

The residence permit application will be processed within 8 working days after the arrival in Italy.

How to proceed

You should go to a Post Office ("POSTE ITALIANE", the closest to Palazzo Bo is in Riviera Ponti Romani street, in front of the tram stop, opposite the PAM supermarket) and ask for a kit for residence permit ("kit permesso di soggiorno").

Then you will be helped to fill in and submit the kit by:

SAOS Office, "Welcoming Service for Foreign Guests" of the University of Padova

Palazzo Bo

Via VIII Febbraio 2,

Tel. +39 049 8273077

E-mail saos@unipd.it

Opening hours for non-European Citizens: on Tuesday and Thursday from 15.00 to 16.30.

It is located at Palazzo Bo (the same building of the International Relations Office) near the UP shop, between the Ancient Courtyard and the New Courtyard.

You are required to bring:

1. the kit for residence permit
2. your passport;
3. a photocopy of all pages of the passport;
4. the confirmation of arrival received by the International Relations Office;
5. a photocopy of the statement certifying the course of study to be taken (the invitation letter you received from International Relations Office);
6. a photocopy of the Medical Insurance provided by the Erasmus Mundus Consortium;
7. a euro 14,62 revenue stamp ("marca da bollo", to be bought at tobacconists');
8. your tax code ("codice fiscale"). It can be previously obtained at the main Tax Office ("Ufficio Imposte Dirette"), Via Turazza 37 (tel. 049 791 1501)

Opening hours: from Monday to Friday 8.30 -12.30; on Tuesday and Thursday, also from 14.30 to 16.30.

In order to get to the Tax Office, from the railway station you can take the bus nr. 7, the stop is in via S. Fidenzio; the office is situated between via S. Fidenzio and via Turazza, the outside is coloured in yellow.

Please make a photocopy of the first page of the application form (may need need them to open a bank account and might be useful for other purposes)

Then you are requested to send the envelope with the kit for residence permit at a Post Office. After that the Post Office will provide you 3 pieces of paper that are the proof of your application for the residence permit: please take care of them because they attest your regular stay in Italy until the Police Office will give you the actual residence permit.

STEP 3

European Union citizens: Communication to the Municipality

If you are a European Union citizen and your stay in Italy will be longer than 90 days, you are required to inform the Municipality of Padova about your stay in the town.

How to proceed

You should go to:

SAOS Office, "Welcoming Service for Foreign Guests" of the University of Padova

Palazzo Bo

Via VIII Febbraio 2,

Tel. +39 049 8273077

E-mail saos@unipd.it

Opening hours for European Citizens: on Monday, Wednesday and Thursday: from 10.00 to 12.30.

It is located at Palazzo Bo (the same building of the International Relations Office) near the UP shop, between the Ancient Courtyard and the New Courtyard.

You are required to bring:

1. the communication form, received by the SASSA Service, duly filled in;
2. your passport;
3. a photocopy of your passport;
4. the confirmation of arrival received by the International Relations Office;

STEP 4

Opening a bank account

In order to open a bank account you will need to go to a bank with the following documents:

1. your Passport;
2. a photocopy of the Confirmation of Arrival, received by the International Relations Office;
3. the photocopy of the first page of your application form for residence permit;
4. the photocopy of the proof of the application for the residence permit, received by the Post Office;
5. your tax code ("codice fiscale").

INFORMATION ABOUT THE UNIVERSITY AND THE TOWN

The University of Padova

In Padua almost all degree courses are organised according to a semester schedule (two terms per academic year). Each term consists of twelve lectures weeks and four weeks for examinations. Some degree courses (usually Economics, Electronic Engineering, Computer Science, Telecommunication, Information, Automation, Biomedical Science, Physics, Materials Science) are organised according to a so called quarter schedule (three terms per academic year). Each term consists of nine lectures weeks and four weeks for examinations.

As far as holidays are concerned, apart from Summer holidays (in August), Christmas holidays (about 2 weeks) and Easter holidays (one week) we also have one-day public or local holidays:

25th April - Liberation Day

3rd June - Giustiniana Holiday

1st May - May Day

13th June - Patron Saint's day

15th August – Assumption Day

1st November - All Saints

8th December - The Immaculate Conception

8th February - University of Padova Day

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 Faculty). 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.

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.

Attendance of course units

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 Padua.

Please note that lectures frequency is usually free but it may occasionally be compulsory.

Students looking for information about Faculties and course units 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

Access to university libraries

As far as access to libraries is concerned, Erasmus Mundus 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).

Canteen

Every Erasmus Mundus student can obtain a canteen card issued by SASSA Service. This card gives access to eight ESU canteens with a fixed price of about 4.00 Euro per meal.

Students with special needs

Students with special needs should address their requests to the Disability Service (serv.disabilita@unipd.it, tel.+39 049 827 5032/5033); every effort will be made to help them in organising their stay and to offer proper accommodation.

Italian language courses

Three levels will be organized: 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. 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:

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

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: http://claweb.cla.unipd.it/cla/EN_italiano_erasmus.html

University sports association

Sports can be practised in several places. A special university centre (CUS, Centro Universitario Sportivo - <http://www.cuspadova.it/>) 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.

The following reductions are available for Erasmus Mundus and other mobility programme students, for the use of the Sports facilities of CUS Padova:

1. CUS Access card (free of charge).
2. Piovego Facilities (Via J. Corrado) - open Monday to Friday from 2 to 4 pm, for the course in Pre-Athletics, according to CUS programmes.
3. Tennis courts are available at the same price as for Italian students.

In order to obtain an access card you are invited to go to:

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

with a photo and a medical certificate. The medical certificate can be obtained at Centro di Medicina dello sport, at the same address.

The University of Padova has also an amateur football team registered at F.I.G.C. (Italian Football Federation) and it is the first Italian University that participates to its Championship.

For those who are interested in participating in such an activity, further information is available at the website of A.R.C.S., tel. 0498273344, fax 0498273343, email arcs@unipd-org.it.

Playing music

Students who can play an instrument may like to join the Concentus Musicus Patavinus - <http://www.cmp.unipd.it/>. The members of this orchestra are students and teachers of the University of Padova and come from various countries.

During the concert season the orchestra goes on tour, even abroad. Rehearsals take place at least once a week.

The town of Padua

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.

Transports in Padua

Padua 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" <http://www.apsholding.it/mobilita/>, the public bus service (a ticket costs Euro 1.10), we suggest the monthly bus season ticket which costs about Euro 30.00 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.

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 Padua there are many Catholic churches. The following faiths have places of worship: Jewish, Islamic, Christian Evangelical, Methodist Evangelical, Pentecostal Evangelical.

Health

Your Erasmus Mundus Coordinator has provided you an accident/health/travel international insurance responding to the Minimum Requirement of the European Commission.

Please, read carefully the Information Sheet provided with the certificate.

During your stay in Padova:

For emergency tel. 118

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.

To book a visit:

in the hospital in via Giustiniani 2: tel. 0498212583

in the ULSS in via degli Scrovegni 14: tel. 0498214195

If you are in urgent need of hospital care, go directly to the nearest hospital.

Moreover with the enrolment at the University you will automatically receive the university insurance that 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.

Police

For emergency tel. 113

Firemen

For emergency tel. 115