



# How to become familiar with the teaching tools

**21st September 2021** 





# Access to the University premises





#### **TEACHING MODALITY**

Teaching activities will resume **in presence** and in **full capacity**, in compliance with all safety regulations (mandatory face mask and forbidden access with respiratory diseases symptoms and body temperature over 37,5°).

Unipd will continue to guarantee **online teaching** for some specific categories of students who are unable to attend classes (travel issues, quarantine, self-isolation, etc.), beyond the scope of the health emergency.

Exams will be held in presence!!!







Since 6th August, the Green Pass is mandatory to access all University buildings (a negative test result is also accepted)

#### "GREEN PASS" (EU Digital Covid Certificate):

-COVID-19 vaccine authorised by EMA (valid for 12 months) -negative test result (valid for 48 hours) -recovered from COVID-19 in the previous 6 months -recovered from COVID-19 + 1 dose of COVID-19 vaccine authorised by EMA (valid for 12 months)





#### REGISTER YOUR PRESENCE IN THE CLASSOROOM

#### Download the mandatory app «OrariUnipd»:



https://play.google.com/store/apps/details?id=it.easystaff.unipd

https://apps.apple.com/it/app/orariunipd/id1436137050

#### You should set your **personal timetable** and you **must use it** to **notify your presence** in the classroom!







#### REGISTER YOUR PRESENCE IN THE CLASSOROOM

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https://play.google.com/store/apps/details?id=it.easystaff.unipd

https://apps.apple.com/it/app/orariunipd/id1436137050

You cannot change the **language** from the App! You need to go to your mobile **phone settings**, look for the **App settings** and select the language (Italian, English, Spanish)



### **Step by step:**

- **1.** Course catalogue
- 2. Restricted course units
- 3. Timetable
- 4. Moodle (e-learning platform)
- 5. Uniweb (Study plan, Booklet, Exams, Grades)





### **Course Catalogue**





#### **COURSE CATALOGUE**

In Italian: https://didattica.unipd.it



#### In English: https://en.didattica.unipd.it/



#### Course taught in English language: https://en.didattica.unipd.it/catalogues

The guide for Exchange students "*How to choose courses at Unipd*" is available on our website at this link ("Learning Agreement changes" section):

- ERASMUS+ and SEMP students: <u>https://www.unipd.it/en/exchange-students/erasmus-studies-incoming/during-your-stay-erasmus-studies</u>
- **BILATERAL AGREEMENTS** students: <u>https://www.unipd.it/en/exchange-students/bilateral-agreements/during-your-stay-bilateral-agreements</u>





#### **COURSE CATALOGUE**

We suggest that you consider the **"Course units** available in A.Y. 2021/22" section (left bottom box) to display the complete list of course units on offer (held both in Italian or in English) available per School

Università degli Studi di Padova	Unipd_it	Contacts	Π	EN	💟 Webmail	Uniweb
Educational offer				Search		٩
Home						
✓ Educational offer						
	Select	your enrollm	ent Aca	ademic Y	′ear:	
Here you can find the information about all the course units of the degree courses offered by the University of Padova.		<u>A.Y. 20</u>	)21/22			
For each course unit you will find all available details such as the educational aims, the syllabuses and the lecturers' names.		A.Y. 20 A.Y. 20	)20/21 )19/20			
Please select your enrollment academic year up here on the right, then choose the type of degree course, the School and the degree course in order to get all the information.		<u>A.Y. 20</u> <u>A.Y. 20</u> <u>A.Y. 20</u>	017/18 017/18 016/17 015/16			
Download "Prospetto dell'offerta formativa" (official overview of educational offer) A.Y. 2021/22.		A.Y. 20 A.Y. 20 A.Y. 20 A.Y. 20	)14/15 )13/14 )12/13 )11/12			

Course units available in A.Y. 2021/22	Course units in other languages A.Y. 2021/22
School of Agricultural Sciences and Veterinary Medicine School of Economics and Political Science	Catalogues of course units held in English
Law School	School of Agricultural Sciences and Veterinary Medicine
School of Engineering	School of Economics and Political Science
School of Medicine	Law School
School of Psychology	School of Engineering
School of Science	School of Medicine
School of Human and Social Sciences and Cultural Heritage	School of Psychology
	School of Science
	School of Human and Social Sciences and Cultural Heritage





#### **COURSE CATALOGUE**

### Click on "A.Y. 2021/22 details" to display relevant information related to the specific course unit you wish to attend

Educational offer	Search	٩
Home		
Course units held in English		
Law School		
A.Y. 2021/22		
<ul> <li>Course units held in English</li> </ul>		
Degree		

course code (?)	Course unit code	Course unit name	Credits	Period	Lang.	Teacher in charge
GI2539	GIQ0088901	BLOCKCHAIN AND SMART CONTRACTS A.Y. 2021/22 details	9	Second semester	ENG	
GI0270	GIP5070699	CRIMINAL LAW AND ECONOMICS A.Y. 2021/22 details	6	Second semester	ENG	<u>DEBORA</u> PROVOLO
GI2539	GIQ0089058	DATA ACCESS AND WEB A.Y. 2021/22 details	9	First semester	ENG	
G10269	GIP9088218	ELP - GLOBAL ENGLISH FOR LEGAL STUDIES A.Y. 2021/22 details	6	Second semester	ENG	
GI0270	GIP9088218	ELP - GLOBAL ENGLISH FOR LEGAL STUDIES A.Y. 2021/22 details	6	Second semester	ENG	<u>GIOVANNA</u> <u>TIEGHI</u>





#### **COURSE CATALOGUE**

#### Information you can find in the Course Catalogue

NECESSARY for the LEARNING AGREEMENT AND the STUDY PLAN !!!

(Exchange students only)

- Course Unit exact name
- Course Unit code (e.g. AVP7077507)
- **Degree Course** to which it belongs
- Number of credits
- Department of reference
- Language of instruction
- Branch: the campus where the course unit is offered (some course units are only offered at Treviso, Rovigo, Legnaro...)
- Course Unit for Erasmus students: if exchange students are allowed to choose the course unit (not applicable to Double Degree students)

Course unit APPLIED CHEMISTRY AND BIOCHEMISTRY AVP7077507. A.A. 2021/22

Information concerning the students who enrolled in A.Y. 2021/22

<ul> <li>Information on the course u</li> </ul>	nit	
Degree course	First cycle degree in <u>ANIMAL CARE</u> AV2378, Degree course structure A.Y. 2017/18, A.Y. 2021/22	
Number of ECTS credits allocated	11.0	
Type of assessment	Mark	
Course unit English denomination APPLIED CHEMISTRY AND BIOCHEMISTRY		
Website of the academic structure	https://www.agrariamedicinaveterinaria.unipd.it/	
Department of reference	Department of Comparative Biomedicine and Food Science	
E-Learning website	http://elearning.unipd.it/scuolaamv/	
Mandatory attendance	Sì	
Language of instruction	English	
Branch	LEGNARO (PD)	
Single Course unit	The Course unit can be attended under the option Single Course unit attendance	
Optional Course unit	The Course unit can be chosen as Optional Course unit	
Course unit for Erasmus students	The course unit can be attended by Erasmus+ and other exchange students	





#### **COURSE CATALOGUE**

#### Information you can find in the Course Catalogue

NECESSARY for the LEARNING

AGREEMENT AND the STUDY PLAN !!!

(Exchange students only)

- Lecturers: click on the teacher's name and information will show up (contacts details and receiving hours as well)
- **Period**: when the course unit is offered (First Semester, Second Semester or Annual)
- Teaching Mode
- **Syllabus** (sometimes, not available in English)

Teacher in charge	MASSIMILIANO MAGRO	massimiliano.magro@unipd.it	BIO/10
Other lecturers	CAMILLA FERRANTE	<u>camilla.ferrante@unipd.it</u>	CHIM/02
Course uni	torganization		
eriod	First semester		
ear	1st Year		
eaching metho	d frontal		

- Syllabus	
Prerequisites:	No preparatory courses are required. However, the scholastic knowledge of the following subjects is considered fundamental for an adequate learning: units of measure, atomic structure, chemical bonds, nature of acids and base, pH, structure of hydrocarbons.
Target skills and knowledge:	Students should acquire theoretical and practical knowledge in the main topics of general chemistry, organic chemistry and biochemistry. These skills will be useful in the subsequent courses and in the professional life after having achieved the Degree.
Examination methods:	Students demonstrating insufficient knowledge of chemistry may have to fulfill the OFA (additional educational obligation) in chemistry. These students will not be admitted to the exam of Applied Chemistry and Biochemistry until they have fulfilled this obligation.
	The course examination encompasses two written tests, both containing multiple choice, open questions and excercizes. One test will deal with general and organic chemistry, the other with biochemistry. The final grade is given by the mean of the two tests, plus a possible increase (1-2 points) dependent on the evaluation of laboratory activity. Students can choose to take the two tests during the semester, one at a time, or at the official examination sessions. If one test is not sufficient, only that test must be repeated. A test with a sufficient score is valid until the end of the Academic Year.





#### **COURSE CATALOGUE**

### In the course unit's page in the <u>course catalogue</u>, you MAY also find the direct link to the **Moodle page**

<ul> <li>Information on the course</li> </ul>	unit	
Degree course	Second cycle degree in <u>BUSINESS ADMINISTRATION</u> EP2423, Degree course structure A.Y. 2017/18, A.Y. 2020/21	
Degree course track Number of ECTS credits allocated	MANAGEMENT [002PD] 6.0	
Type of assessment	Mark	
Course unit English denomination	GAME THEORY AND STRATEGIC MANAGEMENT	
Department of reference	Department of Economics and Management	
E-Learning website	https://elearning.unipd.it/economia/course/view.php?idnumber=2020-EP2423-002PD- 2020-EPP7077978-N0	
Mandatory attendance	100	
Language of instruction	English	
Branch	PADOVA	
Single Course unit	The Course unit CANNOT be attended under the option Single Course unit attendance	
Optional Course unit	The Course unit can be chosen as Optional Course unit	
Course unit for Erasmus students	The course unit can be attended by Erasmus+ and other exchange students	





### **Restrictions on course units**

(for Exchange students only!!!)





#### **RESTRICTIONS** for Exchange students

### You can attend course units in any other Department, as long as your LA is approved.

### **BUT** you must make sure there are NO restrictions and that the course can be attended by Erasmus/Exchange students

Course unit APPLIED CHEMISTRY AND BIOCHEMISTRY AVP7077507, A.A. 2021/22

Information concerning the students who enrolled in A.Y. 2021/22

✓ Information on the course unit					
Degree course	First cycle degree in <u>ANIMAL CARE</u> AV2378, Degree course structure A.Y. 2017/18, A.Y. 2021/22				
Number of ECTS credits allocated	11.0	1223624			
Type of assessment	Mark				
Course unit English denomination	APPLIED CHEMISTRY AND BIOCHEMISTRY	2.90 A 40 A			
Website of the academic structure	https://www.agrariamedicinaveterinaria.unipd.it/	<b>1127-1027-78</b>			
Department of reference	Department of Comparative Biomedicine and Food Science	bring this page			
E-Learning website	http://elearning.unipd.it/scuolaamv/	with you			
Mandatory attendance	Sì				
Language of instruction	English				
Branch	LEGNARO (PD)				
Single Course unit	The Course unit can be attended under the option Single Course unit attendance	2			
Optional Course unit	The Course unit can be chosen as Optional Course unit				
Course unit for Erasmus students	The course unit can be attended by Erasmus+ and other exchange students				





#### **RESTRICTIONS** for Exchange students

#### «Corsi Integrati»:

#### They are course units composed of two or more modules

It is compulsory to sit the exam and successfully pass all the modules otherwise they will not appear in your final transcript of records. You CANNOT choose only one module.

nsegnamento MANAGEMENT DELLE RETI D EPP4068100, A.A. 2016/17	I GOVER ANCE (C.I.)	
<ul> <li>Principali informazioni si</li> </ul>	ull'insegnamento	
Corso di studio	Corso di laurea magistrale in <u>STUDI EUROPEI</u> SP1866, ordinamento 2013/14, A.A. 2016/17	
Curriculum	POLITICHE DELL'UNIONE EUROPEA [002PD]	14 17 4 1 4 1 4 1 4 1 4 1 4 1 4 1 4 1 4
Crediti formativi		
Denominazione inglese	MANAGEMENT OF NETWORK GOVERNANCE	38.50
Dipartimento di riferimente	Dipartimento di Scienze Politiche, Giuridiche e Studi Internazionali	回泛流深为
Obbligo di frequenza	No	
Lingua di erogazione	ITALIANO	
Sede	PADOVA	
Docenti     Responsabile	PATRIZIA MESSINA patrizia.messina@unipd.it	SPS/04
Moduli che appartengono		Posponsabilo
EDD4060404		MAUDO SALVATO
EFF'4008101	ANALISI OKGANIZZATIVA (MOD. B)	MAUKU SALVAIU
EPP4068102	POLITICHE DELL'UNIONE EUROPEA PER LO SVILUPPO LOCALE (MOD. A)	PATRIZIA MESSINA

#### ONLY EXCEPTION: Medicine students can take single modules held at the School of Medicine







### Bachelor students who attend Master course units:

ATTENTION! If you are a Bachelor student and you might be interested in the future to enroll in a Master course at Unipd, please bear in mind that you cannot take exams of that same Master course during your exchange period!

A student cannot take the same exam twice.







#### For further information about restrictions:

- Check the **GUIDE TO COURSES** at this link ("Learning Agreement changes" section):
  - ERASMUS+ and SEMP students: <u>https://www.unipd.it/en/exchange-students/erasmus-studies-incoming/during-your-stay-erasmus-studies</u>
  - BILATERAL AGREEMENTS students: <u>https://www.unipd.it/en/exchange-students/bilateral-agreements/during-your-stay-bilateral-agreements</u>
- Refer to the Erasmus desk of your School/Department (Welcome meetings)





### Timetable







#### http://agendastudentiunipd.easystaff.it/?view=home&\_lang=en

		Università degli Studi di Padova				
1	Home p	bage				italiano english español
j						
۶ ]]	Welcome to the student's Web Agenda of the University of Padova Platform availabl					
		_essons timetable	Exams calendar		English and	Spanish
		<ul><li> By degree</li><li> By teacher</li><li> By course</li></ul>	By degree     By teacher     By course	Rooms occupation		
	°	Bookings				

You can get more information about events (maps, professor contact information, event list, etc)

You can **search** the timetable of the teaching activity you are interested in **by degree**, **by teacher** or **by course unit** 





**TIMETABLE** 

#### http://agendastudentiunipd.easystaff.it/?view=home&\_lang=en

	Search your timetable by co	Jrse	italiano english español 🔍 Search	Search			
	Download OrariUniPD app now! From the first semester 2020-21 it's necessary to register your attendance at each class using OrariUniPD app. The app also allows you to view timetables and classrooms planning. For more information visit our website https://www.unipd.it/orariunipd						
  }	Coronavirus - Da agosto esami in presenza e Per informazioni sulle attività telematiche è poss Per ulteriori comunicazioni si rinvia https://www.u	online, da settembre didattica mista in presenza e online. bile fare nipd.it/cc BUSINESS ADMINISTRATION (Laurea Magistrale)					
-	Lessons schedule » By course	ECONOMIA E MARKETING DEL TURISMO - Cds: PROGETTAZIONE E GESTIONE DEL TURISMO CULTURALE (Laurea)					
	Mostra/nascondi parametri di ricerca     Academic year:     2020/2021	ECONOMIA E MARKETING DELLE WERE A DOWNLOTRIALI - Cds: SCIENZE EADMACELITICHE ADDI ICATE marketing	7				
		View unetable					

wered by EasyStaff - 2020

You should look for every course unit you wish to attend in order to create your own timetable





**TIMETABLE** 

correct degree course!

#### http://agendastudentiunipd.easystaff.it/?view=home&\_lang=en



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Università degli Studi

Download Oraril IniPD ann nowl					
From the first semester 2020-21 it's necessa For more information visit our website https://	ry to register your attendance at each class using OrariUniPD app /www.unipd.it/orariunipd	. The app also allows you to view timetables and classrooms plann	ing.		
Coronavirus - Da agosto esami in presen	a e online, da settembre didattica mista in presenza e online.				
Per informazioni sulle attività telematiche è p Per ulteriori comunicazioni si rinvia https://ww	ost w ANTROPOLOGIA CULTURALE - Cds: DISCIPLINE DELLE A	RTI, DELLA MUSICA E DELLO SPETTACOLO (Laurea)			
	ANTROPOLOGIA CULTURALE - Cds: FILOLOGIA MODERN	A (Laurea Magistrale)			
Lessons schedule » By course	ANTROPOLOGIA CULTURALE - Cds: FILOLOGIA MODERN	A - FRANCESISTICA E ITALIANISTICA (Laurea Magistrale)			
Lessons schedule » by course	ANTROPOLOGIA CULTURALE - Cds: FILOSOFIA (Laurea)				
Mostra/nascondi parametri di ricerca	ANTROPOLOGIA CULTURALE - Cds: LETTERE (Laurea)				
Academic year:	ANTROPOLOGIA CULTURALE - Cds: LINGUE E LETTERAT	URE EUROPEE E AMERICANE (Laurea Magistrale)			
2020/2021 •	antro				
	View timetable				
ed by EasyStaff - 2020		Make sure to sele	rt th		
		course unit belongin	g to i		





UNIVERSITÀ **DEGLI STUDI** DI PADOVA



#### WARNING

You should search for the official name of the course unit, NOT its English translation.

Check the language of instruction to know whether the official name of the course unit is in Italian or in English.

#### **CASE 1:** Administrative Law

The official name is in Italian as the language of instruction is Italian, therefore you have to search "Diritto Amministrativo"

#### **CASE 2:** Children's Rights

The official name is in English as the language of instruction is English

Academic year:       Teaching activity:       ADMINISTRATIVE LAW       View         Ay teacher       ADMINISTRATIVE LAW       View         By course       No results found       By course	Search	Search your timetable by course			Search	your timetable by c	ourse	
	By degree By teacher By course	Academic year: 2019/2020 *	Teaching activity: ADMINISTRATIVE LAW No results found	View	By degree By teacher By course	Academic year: 2019/2020 *	Teaching activity: CHILDREN'S RIGHTS CHILDREN'S RIGHTS - Cds: HUMAN RIGHTS AND MULTI-LEVEL GOVERNANCE (Laurea Magistrale)	View





Search your timetable by course

#### Università degli Studi di Padova

#### TIMETABLE

Search

Sea

Date	Hour	Course	Teacher	Academic trail	Room	
04-10-2021	13:00 - 16:00	APPLIED CHEMISTRY AND BIOCHEMISTRY (Lezione)	FERRANTE CAMILLA, MAGRO MASSIMILIANO	ANIMAL CARE - TUTELA DEL BENESSERE ANIMALE [AV2378] Laurea - 1 - PERCORSO COMUNE	16CG [COMPLESSO AGRIPOLIS - Edificio CA' GIALLA]	O View details ⊞ Timetable
05-10-2021	14:00 - 16:00	APPLIED CHEMISTRY AND BIOCHEMISTRY (Lezione)	FERRANTE CAMILLA, MAGRO MASSIMILIANO	ANIMAL CARE - TUTELA DEL BENESSERE ANIMALE [AV2378] Laurea - 1 - PERCORSO COMUNE	16CG [COMPLESSO AGRIPOLIS - Edificio CA' GIALLA]	<ul> <li>Oview details</li> <li>Imetable</li> </ul>
06-10-2021	09:00 - 12:00	APPLIED CHEMISTRY AND BIOCHEMISTRY (Lezione)	FERRANTE CAMILLA, MAGRO MASSIMILIANO	ANIMAL CARE - TUTELA DEL BENESSERE ANIMALE [AV2378] Laurea - 1 - PERCORSO COMUNE	16CG [COMPLESSO AGRIPOLIS - Edificio CA' GIALLA]	O View details ⊞ Timetable
07-10-2021	11:00 - 13:00	APPLIED CHEMISTRY AND BIOCHEMISTRY (Lezione)	FERRANTE CAMILLA, MAGRO MASSIMILIANO	ANIMAL CARE - TUTELA DEL BENESSERE ANIMALE [AV2378] Laurea - 1 - PERCORSO COMUNE	16CG [COMPLESSO AGRIPOLIS - Edificio CA' GIALLA]	O View details ⊞ Timetable
11-10-2021	13:00 - 16:00	APPLIED CHEMISTRY AND BIOCHEMISTRY (Lezione)	FERRANTE CAMILLA, MAGRO MASSIMILIANO	ANIMAL CARE - TUTELA DEL BENESSERE ANIMALE [AV2378] Laurea - 1 - PERCORSO COMUNE	16CG [COMPLESSO AGRIPOLIS - Edificio CA' GIALLA]	O View details ⊞ Timetable
12-10-2021	14:00 - 16:00	APPLIED CHEMISTRY AND BIOCHEMISTRY (Lezione)	FERRANTE CAMILLA, MAGRO MASSIMILIANO	ANIMAL CARE - TUTELA DEL BENESSERE ANIMALE [AV2378] Laurea - 1 - PERCORSO COMUNE	16CG [COMPLESSO AGRIPOLIS - Edificio CA' GIALLA]	O View details ⊞ Timetable

The full list of classes offered during the semester will be displayed You will also find information about the **location** (only for "in-class teaching")

italiano english español







The timetable of the course unit can also be displayed per week									
español Q Search									
BENESSERE ANIMALE (Laurea), Week of 15-09-2021									
Sunday 10/10									
. BENESS	SERE ANIMALE (Laurea), Week of 15-09-2021 nday 10/10								

WARNING: You have to attend all classes scheduled throughout the week





### MOODLE





HOW TO REGISTER FOR A COURSE UNIT IN MOODLE

#### What is MOODLE?

Moodle is an **e-learning platform** through which professors make available to students teaching material, publish information about the course and classes, assign tasks, exercises, tests and more.

To access, use the same credentials you use for Uniweb.

YOU MUST REGISTER IN MOODLE FOR EVERY COURSE UNIT YOU ARE GOING TO ATTEND!





HOW TO REGISTER FOR A COURSE UNIT IN MOODLE

## We advise you to start from the COURSE CATALOGUE

In Italian: https://didattica.unipd.it/

In English: https://en.didattica.unipd.it





Course units taught in English: https://en.didattica.unipd.it/catalogues





### HOW TO REGISTER FOR A COURSE UNIT IN MOODLE

### Go to the page of each course unit and click on the **E-learning website link**:

Home > 2020 > Second cycle degree courses > School of Economics and Political Science > HUMAN RIGHTS AND MULTI-LEVEL GOVERNANCE > Common track > HUMAN RIGHTS PRACTICE

<u>First cycle</u> <u>degree courses</u>	First cycleSecond cycleSingledegree coursesdegree coursesdegree			
School of Economics and Pol	litical Scien	<u>ce</u>		
HUMAN RIGHTS AND MULTI-	LEVEL GOV	ERNANCE		
Course unit HUMAN RIGHTS PRACTICE EPP8084027, A.A. 2020/21 Information concerning the studen	ts who enroll unit	ed in A.Y. 2020/21		
Degree course	Second cycle <u>HUMAN RIGH</u> EP1980, Deg	degree in <u>HS AND MULTI-LEVEL GOVERNANCE</u> ree course structure A.Y. 2013/14, A.Y. 2020/21		
Number of ECTS credits allocated	6.0			
Type of assessment	Mark			CROSSER
Course unit English denomination	HUMAN RIGH	ITS PRACTICE		
Department of reference	<u>Department</u>	Collidear Science, Law, and International Studies		E130/3048.4
E-Learning website	https://elear EPP8084027	ning.unipd.it/spgi/course/view.php?idnumber=2020- -N0	EP1980-000ZZ-2020-	bring this page with you
Mandatory attendance	No			
Language of instruction	English			
Branch	PADOVA			





### HOW TO REGISTER FOR A COURSE UNIT IN MOODLE

If you **access from the course catalogue** it's easier: you will land directly in the Moodle's course page.

To register in the course, you need to login to Moodle first:

EPP8084	4027 - HUMAN RIGHTS PRACTICE 2020-2021	Stai utilizzando un accesso da ospite (Login)
1 / Corsi di lau	urea magistrale / EP1980 - HUMAN RIGHTS AND MULTI-LEVEL GOVERNANCE / 2020-EP1980-000ZZ-2020-EPP8084027-N0 / Opzioni di iscrizione	
	Opzioni di iscrizione	
	EPP8084027 - HUMAN RIGHTS PRACTICE 2020-2021 Docente: Sara Pennicino	
	<ul> <li>Iscrizione spontanea (Student)</li> </ul>	
	Gli ospiti non possono entrare in questo corso, per favore autenticati.	





#### HOW TO REGISTER FOR A COURSE UNIT IN MOODLE

#### Click on «ACCEDI A MOODLE CON SINGLE SIGN ON (SSO)» (on the top left)







### HOW TO REGISTER FOR A COURSE UNIT IN MOODLE

If no password ("*Chiave di iscrizione*") was set by the Professor, you will just need to click on **ISCRIVIMI** ("Register me").

If a **password** ("*Chiave di iscrizione*") **was set**, you should ask the Professor directly!

84027 - HUMAN RIGHTS PRACTICE 2020-2021	A 🗩	0.
laurea magistrale / EP1980 - HUMAN RIGHTS AND MULTI-LEVEL GOVERNANCE / 2020-EP1980-000ZZ-2020-EPP8084027-N0 / Iscrivimi in questo corso /	<sup>7</sup> Opzioni di iscrizione	
Opzioni di iscrizione CPP8084027 - HUMAN RIGHTS PRACTICE 2020-2021 →		
<ul> <li>Iscrizione spontanea (Student)</li> <li>Non è necessaria una chiave di iscrizione</li> <li>Iscrivimi</li> </ul>		





HOW TO REGISTER FOR A COURSE UNIT IN MOODLE

#### You can also access Moodle from the Department / School e-learning page

Schools and Departments have their own Moodle pages. If you attend courses offered by different Departments, you will have to register in different Moodle pages!

The list of all e-learning platforms is available here:

https://www.unipd.it/en/elearning





### HOW TO REGISTER FOR A COURSE UNIT IN MOODLE

#### LOGIN with your Unipd credentials (on the top right)







### HOW TO REGISTER FOR A COURSE UNIT IN MOODLE

### From the Homepage (scroll down) you can **browse** the list of degree programmes and their course units:







### HOW TO REGISTER FOR A COURSE UNIT IN MOODLE

You will just need to click on ISCRIVIMI ("Register me").

If a **password** ("*Chiave di iscrizione*") **was set**, you should ask the Professor directly!

084027 - HUMAN RIGHTS PRACTICE 2020-2021	•	•	REKA STINNER	•
di laurea magistrale / EP1980 - HUMAN RIGHTS AND MULTI-LEVEL GOVERNANCE / 2020-EP1980-000ZZ-2020-EPP8084027-N0 / Iscrivimi in questo corso / Opzioni d	li iscriz	ione		
Opzioni di iscrizione © EPP8084027 - HUMAN RIGHTS PRACTICE 2020-2021				
<ul> <li>Iscrizione spontanea (Student)</li> <li>Non è necessaria una chiave di iscrizione</li> <li>Iscrivimi</li> </ul>				





### UNIWEB





UNIVERSITÀ **DEGLI STUDI** di Padova



#### https://uniweb.unipd.it/

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Welcome							
Welcome to your reserved area. In order to edit your personal details click on "Ho Information about your degree course and cours	nne"> "Master data" e units are available on the website <u>http://didattica.unip</u> c	<u>i.t</u>					My personal area Logout Change Password
Notices						_	< Home
We have detected phishing attempts to steal us	ers' credentials through their university email account. Pl	ease ignore and cancel any message asking you to se	end your personal details by email, a	s University of Padova system a	administrations will never ask you to send yo	ur personal	
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Notes							Partial exams
Note text							Booking notice board
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#### The most important tool, through which you can:

- Fill in your Study Plan
- Check the complete list of course units you have selected (**Booklet**)
- Display the Exam sessions and sign up to sit the exam
- Sign up to Partial exams, if any
- Check if you have correctly signed up to exams (Booking notice board)
- See your **Exam results** and refuse the grade (only if you are not happy with it!!)



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#### **STUDY PLAN for Exchange students:**

Procedure to add the course units 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
- Italian Language course: it will be added to the booklet of all exchange students. You do not have to select it in the study plan procedure.
- The study plan must correspond to your LA
- You can change your Study Plan as many times as you need, but we ask you to complete the first version no later than 31<sup>st</sup> October
- For specific instructions please download our GUIDE "How to fill in the study plan in Uniweb" available at this link:
  - Erasmus and SEMP students: <u>https://www.unipd.it/en/exchange-</u> students/erasmus-studies-incoming/during-your-stay-erasmus-studies
  - Bilateral Agreement students: <u>https://www.unipd.it/en/exchange-</u> <u>students/bilateral-agreements/during-your-stay-bilateral-agreements</u>

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#### **ATTENTION!**

#### Joint/Double degree students:

Procedure to add the course units to your **ONLINE BOOKLET** 

- You should establish your study plan with the professor responsible of your study course. Each Department might have different procedures for this, so please ask the contact person of your degree course at the relevant Department how you should proceed.
- Comply with the **DEADLINES** provided by the Department.
- 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
  - Joint/Double degree students: <u>https://www.unipd.it/en/studying-padova/international-joint-programmes/procedures-incoming-students/during-your-stay</u>

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#### DO NOT FORGET TO SIGN UP FOR EXAMS ON UNIWEB!

- > You can sign up only for the course units in your ONLINE BOOKLET on Uniweb
- You can sign up during the "Sign up session" only: usually between 10 and 4 days before the exam (please do not wait until the very last day!)
- It is mandatory to sign up for exams ON UNIWEB even if a professor asks you to sign up on Moodle – in this case you need to REGISTER TWICE
- 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 on Uniweb for one of the official dates of the exam!
- IT IS FORBIDDEN TO ASK PROFESSORS FOR OTHER "APPELLI" OR DATES, especially if you take course units offered by other SCHOOLS

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For specific instructions please download our GUIDE "How to sign up for exams":

- Erasmus and SEMP students: <u>https://www.unipd.it/en/exchange-students/erasmus-studies-incoming/during-your-stay-erasmus-studies</u>
- Bilateral Agreement students: <u>https://www.unipd.it/en/exchange-</u> <u>students/bilateral-agreements/during-your-stay-bilateral-agreements</u>
- Joint Programme students: <u>https://www.unipd.it/en/studying-padova/international-joint-programmes/procedures-incoming-students/during-your-stay</u>

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#### If you do not sign up for the exam, the professor will not be able to register your grade!

- The grade will be visible on UNIWEB > EXAM RESULTS BOARD
- > 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 result (for instructions download our GUIDE "How to refuse a grade" available at this link:
  - Erasmus and SEMP students: <u>https://www.unipd.it/en/exchange-students/erasmus-studies-incoming/during-your-stay-erasmus-studies</u>
  - Bilateral Agreement students: <u>https://www.unipd.it/en/exchange-students/bilateral-agreements/during-your-stay-bilateral-agreements</u>
  - Joint Programme students: <u>https://www.unipd.it/en/studying-padova/international-joint-programmes/procedures-incoming-students/during-your-stay</u>
- Grade registration in Uniweb is not automatic: after 7 days the professor has to access Uniweb and confirm the grade (it might take more that 7 days!!)

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#### **GRADES ON UNIWEB**

After your exams....

Check that all your grades have been registered on your ONLINE BOOKLET (*libretto online*) before requesting the Transcript of records.

### Your Transcript of Records (certificate of your passed exams) will be based on your online booklet

Your ToR will not include any failed exams: should you need a certificate of failed exams, please refer directly to the Professor in charge of the course unit!!

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### CONTACTS

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#### **OUR CONTACTS**

- ERASMUS+ for studies KA103

- SEMP
- SEN COIMBRA GROUP
- ARQUS

**Federica Bison** 

e-mail: erasmus.incoming@unipd.it

- ERASMUS+ for studies KA107
- **BILATERAL AGREEMENTS**
- JOINT PROGRAMME STUDENTS

#### **Elisa Zambon**

e-mail: mobility.in@unipd.it

You can contact us via email or using the Zoom platform, by appointment only.

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## Reference webpages for incoming students:

- Erasmus and SEMP students: <u>https://www.unipd.it/en/erasmus-</u> studies-semp
- Bilateral Agreement students: <u>https://www.unipd.it/en/exchange-</u> <u>students/bilateral-agreements</u>
- Joint/Double degree students: <u>https://www.unipd.it/en/studying-padova/international-joint-programmes/procedures-incoming-students-international-joint</u>

The processes for students managed by the Mobility Unit are different from the standard processes, please take this into account when you navigate Unipd website!

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#### **NEXT APPOINTMENTS**

- **23rd September** at 11am "*Meet the University Language Centre (CLA)*": <u>https://unipd.zoom.us/j/88386271941</u>
- 27th, 28th, 29th September: School/Department Welcome Meetings (see all the links in the email you received)
- 4th October at 11am: Institutional Welcome Meeting (Facebook, Youtube)
- 25th, 26th September and 2nd October: Guided tours of Padua by ESN Padova (<u>www.unipd.it/relint/en</u> (click on "International students > Guided Tour of Padua")

>>> Deadlines: 21st September for 25th and 26th September tours; 28th September for 2nd October tours

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### THANK YOU FOR YOUR ATTENTION!

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Università degli Studi di Padova

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### **CLASS ATTENDANCE - 1**

#### "Do all classes have mandatory attendance?"

#### "If we have overlapping classes how can we manage attendance if they're all mandatory?"

Very few classes are mandatory, so you can check if you are allowed not to attend lessons. If it's still not possible you will have to change your LA/Study Plan.

#### "How do I gain access to Moodle and the lecture?"

The responsible professor will explain how to access the online classes in the course unit Moodle page.

"if a course is available for the entire year, is it possible to attend it from the second semester?" In annual courses the programme is annual, so if you want to join in for the second semester you need to ask the responsible professor first.

"There are some courses which have 3 instead of 2 lessons every week. Do we get more credits for attending these courses or is it the same?"

"If I understand it well in a courses' timetable if there are lessons 3 or 4 times a week that means we can choose from them. How can we check that how many lessons should we attend per week?" It's not a list of classes you can choose from, they are all part of the programme, so all the classes should be attended.

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### **CLASS ATTENDANCE - 2**

"It is normal to go to difference departments to attend classes? We have enough time to change one for another, for example, if I have one class at the philosophy department and the other one is at the law department?"

Yes, it is normal because exchange students can change courses from different degree courses and Departments, so the schedules are not organised to be able to attend all the course units, as it is for degree courses course units of a given year.

"A course of mine was accepted in my LA but I cannot find it when I'm looking for its timetable. Does it mean the course will not be given in this semester?"

If in the course catalogue the course is on offer for the a.y. 21/22 it means that it will be held. Probably the timetable is not available yet.

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### **CLASS ATTENDANCE - 3**

"In the course catalogue it says my activities start on 4th of October but on my timetable they start next week. Which one is the right one?"

You can refer to the timetable.

"The timetable for the courses of the second semester is already available? I search for said courses and they don't appear, I'm only able to see the ones for the first semester." Not yet, the timetable of the second semester will be available a few weeks before the beginning of courses of the second semester.

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#### **EXAMS - 1**

#### "What's happening after you reject a grade? Will you retake the exam?"

You can take the exam in another date ("appello") of the exam session.

#### "Can my hometown university see if I did an exam another time to get a better grade?"

No, in the booklet you will register only the better grade, so in the Transcript of Records that your University will receive only this grade will appear.

#### "Can we already register for the exams?"

No, you can sign up during the "Sign up session" only: usually between 10 and 4 days before the exam.

#### "What is the general mode of writing exams in Italy? Writing, Report writing, Presentation, Face-face interaction? or a combination of these?"

It depends on the course unit.

#### "I wanted to ask if we can retake exams in the same exam period/session or we have just one chance in one exam period?"

Yes, you can retake the exam in the same exam period (you have two dates per session).

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### **EXAMS - 2**

"For doing "pre-appello" we need to apply somewhere like for the official dates some days before?"

The responsible professor will tell you how to sign up, it may be in Uniweb or in Moodle only. In case it's only in Moodle, you must sign up on Uniweb later in an official session to have your grade registered.

#### "The exams are mandatory for all the courses or there is some courses where is not necessary? Like if we pass the test?"

All the course units have some type of final examination (written, oral, etc.).

#### "In case of different modules, the exams for both will be in the exam session or when a module finishes we need to do the exam?"

You need to see how it's organised in the course unit page in Moodle, but usually the final examination of each module is held in the exam session.

#### "If the dates of exams are not published yet, how can we know that two exams (of courses from different schools) are not going to be on the same day? And what would happen in that case?"

You need to wait until the dates are published and then you need to sign in for the different exams in different dates (there in more than one date you can choose from in each session).

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### **COURSE CATALOGUE**

#### "If in the educational offer the syllabus is not available how can we see it?"

You can wait until the start of classes and if it's still not available you can send an email to the responsible Professor.

### "I have some subjects without any information about exams, units, etc. and without teacher assigned. There will this information be in next days or who could I contact to know that information?"

It means that a teacher was not yet assigned to this course unit, for further info ask the Mobility Desk at your School/Department.

#### "How do I know if I am not allowed to take a course? (if it is not restricted for exchange students). Also, does a restriction for Erasmus Student include ARQUS students?"

You should check in the courses catalogue where there it is written "Course Unit for Erasmus students". Also you can refer to the guide "How to choose courses at Unipd" and if the course has been approved in your LA it means that you can attend it.

Argus students are exchange students, like Erasmus students, that "tag" refers to all exchange students.

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### **LEARNING AGREEMENT**

"If there is a problem with our learning agreement, is there a deadline to when this has to be fix or re-approved by?"

You should change the LA within one month from the start of the classes.

#### "Do we need to select anything on the Class Timetable or anywhere else if we want to write our master thesis? Or is it sufficient that it is written in our learning agreement?"

You do not need to use Moodle or Uniweb or the Class Timetable if you are only doing thesis work, just agree the activities with your local thesis supervisor.

#### "If I am at the department of political sciences can I choose a course from the department of psychology for example?"

Yes, you are allowed to choose courses from different Schools/Departments.

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### MOODLE

"Should we anticipate our professors that we are going to attend their courses before the beginning of classes in order to get the password for the course in Moodle (if required) or they already know about us attending their lessons and we will be provided the password automatically?"

We advise that you register in all your course units in Moodle, if a password is required you need to write to the responsible professor to ask for it.

#### "One of my courses does not have the address of Moodle site in the e-learning section. It is normal, and should I wait just some time?"

"I can't find my courses in Moodle for 2021/22. Is it possible that they are not yet available?" You should wait a few more days, or you can find the course directly from the Department's/School's Moodle website: <u>https://www.unipd.it/elearning</u>. Or ask for further info to the Mobility Desk at your School/Department.

#### "For registering in Moodle we should have first filled the study plan or can happen later?"

"If we want to make changes on the LA, which courses should we register first? I want to make a change in my Learning Agreement, but it has to be accepted yet, and I am not sure it will be ready for the first week of classes. So, should I register to the courses from my first LA, or the ones that I want to put in my "second" LA?"

The Study Plan, the LA and Moodle are not directly connected, you should do all these procedures ASAP, in the order suggested by this presentation.

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### STUDY PLAN

#### "Do we have to fill in the study plan for all the year or only for the first semester? Because the schedules from the second semester are not available yet"

For the moment you can add only the courses of the first semester. You will change the study plan later, when the timetable of the second semester will be available.

#### "Can I include courses in my booklet that are not yet in my LA? If I'm planning to change it?"

It is better that you change your Learning Agreement first, then you fill in the study plan, when you are sure about the courses you want to attend. In any case you should fill in the first study plan by 31<sup>st</sup> October.

#### "So we can change our study plan until the 31th of October but so won't we miss some courses during this period?"

You should fill in the first version of your study plan by 31<sup>st</sup> October. The study plan is not related to class attendance, so you will not miss classes.

#### "Could we fill the study plan after the exams were published to then sign up for the exam? If we switched some course for instance"

No, we suggest you not to wait until the exam session, but to fill in the study plan earlier, because some problems may occur and the risk is that you are not able to sit the exam.

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### LANGUAGE CERTIFICATES/ITALIAN LANGUAGE COURSE - 1

"Do we obtain the A1 Italian certificate if we pass the exam of the free Italian course for Erasmus? Should we modify the LA to add this course?"

#### "Do we also need to add Italian language course (The Language center) to our study plan?"

The attendance certificate from the course of Italian language held at the Language Centre cannot be used as language certificate to attend classes held in Italian. You can add the course to your LA, the biannual course awards 3 ECTS credits.

#### "I have forgotten including the italian course at the LA, is it necessary to change it and add it in order to obtain the certificate of it?"

If you pass the final examination you will obtain the attendance certificate from the Language Centre even if the "Italian language lab" is not included in your LA.

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### LANGUAGE CERTIFICATES/ITALIAN LANGUAGE COURSE - 2

"For the IT language certificate the OLS free course is enough? And for the english one what can we provide? I've never done a level evaluation exam but I know some are quite expensive"

"I have done the OLS Test in Italian and send you at the beginning of my application only italian language certificates. But I will attend 1 course that is hold in english. Do I need to send you also a certificate of english? Is a IELTS enough (even if it is a bit over 2 years ago?), or my english level written in my high school diploma? My home university told me, that it is enough to attend OLS in the main language italian."

We accept the following documents as proof of language knowledge for the attendance of classes held in English and in Italian: official language certificates (i.e. TOEFL, IELTS, Cambridge University, etc.), attendance certificates of intensive courses, certificates issued by University officers/professors attesting your language proficiency level, transcript of records including language exams results, OLS test results. Language requirements: B1 English level for students attending course units held in English; A2 Italian level for students attending course units held in English; A2 Italian