

UNIVERSITY  
OF PADUA



# INTERNATIONAL PHD GUIDE

2024



A multidisciplinary University where ideas flow and mix through the exchange of people.

A University that sees in the strength of its research a globally recognized value. A place where Galileo Galilei, founder of the scientific method, spent «the best years» of his life.

An educational institution rooted in a beautiful territory, waiting to be discovered. This is the University of Padua.

The guide is a handy tool to navigate your way around the University and live your experience to the fullest.



Daniela Mapelli

*Rector of the University of Padua*

Massimiliano Zattin

*Vice Rector for Postgraduate and Doctorate Programmes of the University of Padua*

NAVIGATION BAR



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## BEFORE YOUR ARRIVAL

### VISA REQUIREMENTS

A Visa is a conditional travel document granted by a territory to a foreigner, allowing them to enter, remain within, or leave that territory. Visa applications must be submitted online through the **Universitaly platform**; passport must instead be submitted to the Italian Embassies/Consulates in the Country of residence, that are in charge of issuing the visa. Upon arrival you will have to apply within 8 business days for the Italian resident

permit. In order to enrol at the University, non-EU citizens should contact the Italian Embassy/Consulate in their own Country of residence in order to obtain a student visa. The Embassy/Consulate will issue an entry visa for study purposes to applicants who have been admitted. Do not enrol with a tourist visa. Only students with a student visa are eligible for enrolment. Please inform the PhD Office if you have any difficulties obtaining a visa or your date of arrival has been delayed. For more information, visit the [website](#).

## TAX CODE

The Italian tax code (*codice fiscale*) is an alphanumeric code which allows Italian authorities to identify every individual. The tax code is essential if you need to sign a contract in Italy, open a bank account, or access various public services (including health services).

The tax code is issued by the Italian Revenue Agency (*Agenzia delle Entrate*). The PhD Office will request a tax code on your behalf and forward it to you once ready. Please note that it may take several weeks. Your tax code is unique and will never expire. Once obtained, it may be used if/when you return to Italy.



## EQUIVALENCE OF FOREIGN QUALIFICATION

You can attend a PhD Course only if the academic qualification awarded abroad is equivalent to a second-cycle Italian degree (*Laurea magistrale a ciclo unico - Laurea magistrale*) awarded at an officially recognized foreign academic institution, which grants admission to a PhD course in the education system/Country in which it was awarded (except for significant differences). When enrolling, you will be asked to attach the *Attestati di comparabilità e verifica del titolo estero* (Statements of Comparability and Verification) produced by CIMEA. Alternatively, you can attach the Diploma Supplement if your qualification is awarded in an EU Country (or in any of the Countries taking part in the Bologna Process) or Declaration of Value in case the qualification is awarded in a non-EU Country. Information on the *Attestati di comparabilità e verifica del titolo estero* is available [here](#); whereas on the Diploma Supplement [here](#). For further information on the Declaration of Value, visit the [web page](#).





# HOW TO GET TO PADUA

## FROM VENICE AIRPORT

From the airport, travel to Padua by:

- BUSITALIA VENETO coach (every 30 minutes) until 10.30pm
- Train from Venezia-Mestre railway station. The airport is linked to the train station by ATVO Fly bus or ACTV city bus no. 5
- Air Service (tel. +39 049 8704425, reservation@airservicepadova.it) or Landomas minibus (tel. +39 049 8600382, landomas@landomas.it). Book at least 24 hours in advance.

## FROM TREVISO AIRPORT

The airport serves low-cost airlines. Travel to Padua by La Marca coach until 8.30pm or by train. The airport is linked to the train station by ACTT bus no. 6.

## BY TRAIN

The railway station is a 15-minute walk from the old city centre; there are train services to Venice, Trieste, Verona, Milan, Bologna, Florence and Rome.

For timetables and information:

**Trenitalia** (high speed and local trains)

**Italo** (high speed trains)

Other possible solutions to reach to city are available [here](#).



## HOUSING

During your stay in Padua, you can find accommodation:

### ESU RESIDENCES

Fees depend on income, merit and type of accommodation. An online call for application is published every year at the beginning of the summer. University guesthouses are open from October to the end of July. [Here](#) further information. For bookings, write to [accommodation@esu.pd.it](mailto:accommodation@esu.pd.it); you will be asked to provide your personal details and the dates of arrival and departure.

### PRIVATE COLLEGES

The University of Padua has signed multiple agreements with many private colleges and apartments in order to reserve some places for international students. Each accommodation applies different prices and conditions and includes different services (e.g. half/full board). If you wish to benefit from this opportunity, please contact directly the facility you are interested in. More information available at the following [link](#).





## ON YOUR ARRIVAL

### RESIDENCE PERMIT

Non-EU citizens must apply for the stay permit within 8 working days from their arrival. The University of Padua has an office to help foreign students complete the procedure. You can find the required information at the following [link](#). For further clarifications, please contact SAOS.

## HEALTHCARE

In order to have health coverage you can choose to purchase private insurance or register with the National Health Service; more information is available at the following [link](#). For registration with the NHS, the University of Padua and ULSS 6 have opened the [ULSS 6 Desk](#), an assistance desk located in Palazzo Bo, accessible by [appointment](#).

## BANK ACCOUNT

Foreign PhD candidates with a scholarship may be required to open a bank account while in Italy. In such case, simply go to a branch office of any bank with the following:

- Your tax code
- Your passport
- Postal receipts of they stay permit application
- Certificate of your enrolment at the University of Padua

## NATIONAL PENSION INSTITUTE INPS

The University must pay social security taxes on the PhD scholarship (some types of scholarships are exempted). In order to do so, it is necessary for you to be registered at the Italian National Institute for Social



Security (INPS). The enrolment is online and you need to have either a PIN CODE (if you are an international student) or SPID (for those in possession of a valid Italian identification document and an Italian health card or tax code card). As the procedure is only in Italian, you should go to the INPS office and ask for the PIN CODE to be enrolled in the *Gestione Separata* or go to [www.inps.it](http://www.inps.it) and fill in a PIN [Request Form](#).

Then please contact your tutor buddy for the registration in the *Gestione Separata*.

### **INPS PIN CODE APERTURA GESTIONE SEPARATA**

Via Delù 3, 35131 Padua

Office opening hours:

from Monday to Friday 8.30-12.30am

### **WELCOME MEETINGS**

At the beginning of each academic year, new PhD candidates are invited to attend a Welcome Day organized by the PhD Office.

Welcome Days dedicated to new PhD candidates are also organized by several PhD programmes.



## TUTOR BUDDY

International PhD candidates who need assistance will be assigned a so-called “buddy”, a PhD student entering his/her 2nd or 3rd year acting as a tutor during their first year of stay at the University of Padova. In a friendly way (“peer education”), your buddy will help you with all the bureaucratic procedures you are asked to complete.

## FAMILY REUNIFICATION AND COHESION

You can find all information at the following [link](#).







## LIVING THE UNIVERSITY OF PADUA

Foreign PhD candidates are **required by law** to carry their passport and stay permit with them. If the permit of stay has not yet arrived, take with you the application receipt. European PhD candidates are **required by law** to carry their ID cards at all times. Keep a copy of all important documents at home in case the originals are stolen.

### **DISCOVERING PADUA**

A city definable as truly **student-friendly**, Padua hosts over 58,000 students within

a population of little more than 210,000 inhabitants: these are the numbers depicting one of the oldest university towns, where student and city life coexist in close proximity on a daily basis. You can find all information at the following [link](#).

## PUBLIC TRANSPORTATION

The University promotes various initiatives in order to improve sustainable transport in urban areas. **City buses and tram** are run by *APS Mobilità*: tickets can be bought at *edicole* (newsagents) and *tabaccherie* (tobacconists); bus passes are available at APS offices and online. A special transport for people with disabilities can be booked by phone: 840.00055 .

An on-call **night bus** service, founded in collaboration between the University, the Municipality of Padua and Busitalia Veneto, is also available, upon request via the QuiBus app.

There are two **Bike sharing** options in Padua and a free **e-scooter sharing** service:

- Goodbike Padua
- Ridemovi (stationless)
- Electric scooters

Enjoy our 170km of cycling paths!

More information available [here](#).





## PSYCHOLOGICAL ASSISTANCE

The Psychological Assistance Service is a point of reference for students who encounter psychological difficulties during their studies (anxiety, relationship problems, academic performance). It provides counselling so that students can play a productive role in University life, reaping the benefits of their studies, and offers valuable information and support regarding addictions (smoking, alcohol, drugs, eating disorders etc.). The Service is set up by the *Centro dei Servizi Clinici Universitari Psicologici (SCUP)*. International students can book an appointment by writing to [scup@unipd.it](mailto:scup@unipd.it)

## PSYCHIATRIC CONSULTANCY

The Psychiatric Consultancy Service is aimed at students who are in difficulty or feel the burden of a personal problem. Those who turn to the service will be able to benefit from a short-term psychopharmacological and/or psychotherapeutic intervention and, in the case of specific problems, receive information on reference structures and centres. More information and contacts are available [here](#).



## OMBUDSMAN

The Ombudsman was established with the aim of providing advice and assistance to the students of the University, protecting their rights and ensuring the impartiality, correctness and timeliness of the administrative action. Among the various assignments, the Ombudsman verifies that the administrative and didactic activities are carried out in compliance with the University statute and regulations. The Ombudsman receives, by appointment, during the opening hours of the Office. More info [here](#).

## GUARANTEE COMMITTEE - CUG

The CUG is the Guarantee Committee for equal opportunities, the enhancement of the well-being of those who work and against discrimination; it works to create a dignified organizational environment for all. More info [here](#).

## TRUSTED ADVISOR

A Trusted Advisor is foreseen by the University Code of Conduct to guarantee all those who study and work within the University the right to be protected from any act or form of discriminatory behavior, especially those with a sexual or harassing nature. Further information and contacts [here](#).



## REPORTING OF OFFENSES (WHISTLEBLOWING)

The University of Padua provides an internal procedure protected with encryption tools for online reporting of illicit behavior. Those who, in the university work context, become aware of illicit behavior that harms the public interest or the integrity of the University, can send a report to the Head of Corruption Prevention and Transparency. For all the details, visit the dedicated [page](#).

## DISCRIMINATION, HARASSMENT, AND GENDER-BASED VIOLENCE

In case of discrimination, harassment and gender-based violence, those who work or study at the University of Padua can contact the protection and guarantee bodies of the University. For psychological support and legal assistance you can contact the Anti-Violence Center of Padua. [link](#).

## CODES OF CONDUCT AND DISCIPLINE

To guarantee the quality of services and principles of loyalty of public employees as well as the good performance and impartiality of Public Administration (articles 97 and 98 of the Constitution), the University, in addition to the various regulatory and administrative instruments, has adopted its own codes, which can be consulted [here](#).



## RESOURCES AND SUPPORTS FOR STUDENTS WITH DISABILITY OR LEARNING DISABILITIES

For information, consider the PhD Selection Announcement and the webpages available [here](#).

## MOBILE PHONES

Upon arrival, you may need to buy a mobile SIM card, choosing between a prepaid or postpaid one. A wide range of traffic plans are available, so choose carefully and check the terms and conditions.

You can get:

- a prepaid SIM card (*ricaricabile*): it must be regularly recharged with credit vouchers (*ricariche*) that can be done at tobacconists, bars, ATMs or online;
- a mobile contract (*abbonamento*), a permanent contract at a fixed monthly rate.

To get a prepaid SIM card or a contract, you will need:

- identity document/passport
- Italian address
- tax code (*codice fiscale*)

## CANTEENS

Living costs vary greatly depending on the type of accommodation, whether you are sharing accommodation with roommates,



and your overall standard of living. At the following [link](#) you can find estimates of average living costs. All students and staff can use the canteens managed by ESU or other partners. Canteens are located in the city centre or near the main University buildings (even in other cities). The [price of meals](#) (lunch or dinner) varies according to your financial situation (assessed by the ISEE). Access to canteens is provided through **QR code identification**, available, upon accreditation, on the [web page](#). For further information, visit the [website](#).

### **BENEFITS AND CONTRIBUTION TO RIGHT TO STUDY**

Via San Francesco 122, 35121 Padua  
dirittoallostudio@esu.pd.it

## **STUDENT ASSOCIATIONS**

The University of Padua features several social, cultural and sport associations involving the university community and the citizens of Padua.

**ADI (ASSOCIAZIONE DOTTORANDI E DOTTORI DI RICERCA IN ITALIA)** is a non-profit, politically independent association founded in 1998, aimed at the defence of PhD students and young researchers' rights. Its local section - ADI Padua - does not only promote representative actions, but also organizes cultural and social events for the community of young researchers. For more information: [padova@dottorato.it](mailto:padova@dottorato.it)



**INTERNATIONAL STUDENT COUNCIL** is the representative association of international students at the University of Padua, providing support and promoting social interaction and cultural exchanges.

**ERASMUS STUDENT NETWORK (ESN)** is a non-profit international student organisation that provides opportunities for cultural understanding and self-development under the principle of "Students Helping Students".

## SPORTS

Thanks to the CUS (*Centro Universitario Sportivo* - University Sports Centre), the University of Padua offers many possibilities to practice sport (e.g. athletics, rugby, volleyball, basketball, boat races) both at competitive and amateur levels in two sports facilities in Padua. Every year students can take part in the *Ludi del Bo* (tournaments for university students and staff) and in the National University Championships. The University supports students with disabilities willing to practice sport, especially Paralympic disciplines. The University of Padua also grants some financial benefits to athlete-students with specific competitive sport merits. More info available [here](#) and [here](#).





## LANGUAGE COURSES

The University Language Centre promotes the learning of modern foreign languages taught at the University of Padua and of Italian as a foreign language. It organises different types of courses, learning activities, self-learning initiatives, and language assessment at any level. It features a media library, whose resources can be freely accessed. Information available at the following [link](#).

## WIFI

Padua, 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. More details [here](#).

## UNIPD EMAIL

All PhD students have an email address name. surname@studenti.unipd.it; after enrolment, you will receive an email with instructions in order to activate it.

## LIBRARIES

To develop co-ordinated library services, the University of Padua has set up a Library Centre, to oversee and promote the facilities and services offered by the several University of Padua libraries in the city. The list of libraries and information on access are available [here](#).



## HOLIDAYS

All public offices and university functions are closed on Public Holidays. Consider the Key Academic Dates of our University available at the following [link](#).

New Year's Day <i>Capodanno</i>	1 January
Epiphany <i>Epifania</i>	6 January
Easter Monday <i>Pasquetta</i>	Monday after Easter
Liberation Day <i>Festa della Liberazione</i>	25 April
International Workers' Day <i>Festa del Lavoro</i>	1 May
Republic Day <i>Festa della Repubblica</i>	2 June
Assumption <i>Ferragosto / Assunzione</i>	15 August
All Saints' Day <i>Ognissanti</i>	1 November
Immaculate Conception <i>Immacolata Concezione</i>	8 December
Christmas Day <i>Natale</i>	25 December
St. Stephen's Day <i>Santo Stefano</i>	26 December





# EMERGENCIES

*Polizia* - Police

**113**

*Carabinieri* - Military Police

**112**

*Vigili del fuoco* - Fire Department

**115**

*Soccorso sanitario* - Ambulance

**118**

*Polizia municipale* - City Police

**049 8205100**





## PHD LIFE

### SCHOLARSHIP

Starting from July 1st 2022, PhD students awarded a scholarship will receive an annual amount of € 16.243, paid in 12 monthly instalments. For specific types of scholarships the amount may vary.

The scholarship is subject to social security deductions according to current legislation and benefits the tax relief provided by art. 4 L. 476/1984 (IRPEF exemption).

The scholarship will only be assigned to students whose annual income, during the

PhD programme, does not exceed the sum of € 16.243 (income from occasional work is not taken into account).

## RESEARCH BUDGET

PhD students will be assigned a research budget. Expenses admitted are:

travels, conference and seminars fees, consumables (e.g. chemical reagents, audio-visual media, photocopies...), publication fees, specific training aimed at research (e.g. language courses), IT supports for research (software licenses etc.), IT equipment to support research (personal computers, tablets).

Ask the administrative contact of your PhD Course for more information.

## INCREASE OF SCHOLARSHIP FOR PERIODS ABROAD

For research periods abroad which are no shorter than 15 days, PhD students with scholarship (specific types of scholarships may have different provisions) may ask for an increase of 50% of their scholarship.

Procedure and forms are available [here](#).



## SUSPENSIONS

You can be granted suspension in these cases:

- illness, maternity leave or civil service:  
send to our office and to your PhD course the communication regarding your case indicating the period of suspension and attaching justification
- serious problems: write an email to your PhD Course coordinator indicating the period of suspension and the motivation; the Academic Board of the Course will decide whether to accept your request or not.

Suspensions longer than 30 days will cause suspension of the scholarship and an extension of your PhD in order to allow you to make up for the lost time.

## CERTIFICATES

In case you need a certificate attesting you are a PhD student of our University or that you finished your PhD course, please send an email to [phd@unipd.it](mailto:phd@unipd.it) indicating what you need (purpose of the certificate and language – Italian or English).

Consider that we have 30 days of time to answer your request.

You can either collect your certificate in our office or ask us to send it by email.

In some cases, you will have to pay a revenue stamp (*marca da bollo* € 16).



## COTUTELLE

The cotutelle consists of a collaboration between two Universities of two different Countries aimed at creating a training course for students enrolled in PhD courses active in the partner universities. This collaboration foresees that the PhD student has to carry out his/her thesis work at the two venues for alternate periods, preferably of equivalent duration and in any case for a minimum period of six months under the co-supervision of two professors, one for each university. The training course ends with a single exam following which a diploma (double or joint) is awarded in both Countries. Further details on the procedure and forms to be submitted are available [online](#).

## HR EXCELLENCE IN RESEARCH

Since 2014, the University of Padua has been developing and implementing three-year Action Plans in order to fulfil the principles established by the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (C&C). As a consequence of the University's commitment in adopting policies which aim at supporting research staff, Unipd has been awarded the "HR Excellence in Research" award.



HR EXCELLENCE IN RESEARCH



## ARQUS

Arqus is the University Alliance which brings together 9 european universities: Granada, Graz, Leipzig, Lyon 1, Maynooth, Minho, Padua, Vilnius, Wroclaw.

The principal ambition of Arqus is the creation of an innovative model for deep inter-university cooperation, which involves the sharing of academic, scientific and cultural goals, a common vision of the role of higher education and research, and mutual fields of interest. To find out more, check our University [webpage](#) or visit the Alliance [website](#).



## CONTACT OFFICES

### PHD OFFICE

Via Venezia 15 - 35131 Padua

Tel + 39 049 827 6071

phd@unipd.it

[Telegram Channel](#)

Public Opening Hours:

Monday 10am-1pm

Tuesday 10am-1pm and 3-4.30pm

Wednesday 10am-1pm,

Thursday 10am-3pm

Friday 10am-1pm

[Book an appointment](#)

### SAOS DESK

Palazzo Bo

Via 8 febbraio 2 - 35122 Padua

Monday and Wednesday 11.30 am-1pm

Tuesday 3-4.30pm

Thursday 1.30-3pm

saos@unipd.it

[link](#)



## ULSS 6 DESK

Palazzo Bo

via 8 Febbraio 2 - 35122 Padova

email: [uniulss@aulss6.veneto.it](mailto:uniulss@aulss6.veneto.it)

[Book an appointment](#)

## ESU

Via San Francesco 122

35121 Padua

[link](#)

## INPS

Via Delù 3

35131 Padua

Office opening hours:

from Monday to Friday 8.30-12.30am

[link](#)

## ULSS 6 EUGANEA

Via degli Scrovegni 12

35131 Padua

Tel 049 8214073

Office opening hours:

from Monday to Friday 8.30-12am

Monday and Thursday also 2.30-4.30pm

[link](#)





TRAIN STATION

FIERA

RIATO DELLA VALLE

ROVIGO  
PADOVA  
DOLOMITA

AGRIPOLIS  
(LEGNARO)



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DI PADOVA

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