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UNIVERSITÀ
DEGLI STUDI
DI PADOVA

READY TO START

***All you need to know in order to start
your mobility period at Unipd***

20th September 2021

Mobility Unit Main Desk

- **ERASMUS+** for studies **KA103**
- **SEMP**
- **SEN COIMBRA**
- **ARQUS**

Federica **Bison**

e-mail: erasmus.incoming@unipd.it

- **ERASMUS+** for studies **KA107**
- **BILATERAL AGREEMENTS**
- **JOINT PROGRAMMES** (Double/Joint Degrees)

Elisa **Zambon**

e-mail: mobility.in@unipd.it

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

Mobility Unit Main Desk

You should refer to the Main Desk for:

- General information
- Certificate of arrival/departure
- Tax payment
- Uniweb account
- Extension of the mobility period
- Transcript of Records

Mobility Unit Desks at Schools/Departments

**You should refer to the Mobility Unit
Desks at Schools/Departments for:**

- Learning Agreement
- Study Plan
- Information about the educational
courses on offer, professors,
schedules, registration of exam grades,
etc ...

Contacts: www.unipd.it/en/desk-and-contacts

(Use the email or the Zoom platform)

Reference webpages for incoming students:

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

*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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REGISTRATION AT UNIPD

1. COLLECT YOUR **STUDENT ID CARD** AT SASSA SERVICE

(by appointment: <https://incomingstudents.setmore.com/>)

Address: Via Ospedale Civile 19 – Padova

<https://goo.gl/maps/MvgdmqtRHQyCoNXd6>

EXCEPTION: NO need for an appointment

EU citizens from

- ERASMUS+ for studies KA103
- SEMP
- SEN COIMBRA
- ARQUS

who have a room in a dorm >>> You will be given the student card upon your arrival in the dorm

2. Your new UNIPD ACCOUNT

USERNAME: completename.completesurname@studenti.unipd.it

PASSWORD: it's the one you have set on your first access on UNIWEB

Same credentials for:

- **UNIWEB**: payment of the enrolment tax if due (€ 22.50, or € 189), study plan, online booklet, exam registration and acceptance of grades
- **Moodle**: register to the courses, sharing course materials and information
- **Webmail**: institutional email account (Google Suite) – active until the end of the Erasmus Mobility
- **UNIPD apps**: OrariUniPD, Affluences, etc.
- **Eduroam WI-FI**: find out more here <https://www.unipd.it/en/studying-padua/services/wi-fi>

UNIPD ACCOUNT: completename.completesurname@studenti.unipd.it

PASSWORD:

- ✓ To recover it: <https://uniweb.unipd.it/password/index.php/en/>
- ✓ (expired or forgotten password)
- ✓ Passwords expire every 3 months (do not let it expire!)
- ✓ Ask for help from the Buddies and the junior Tutors

3. CONTRIBUTION TO THE ENROLMENT

- ➔ **EXCHANGE STUDENTS: € 22,50** (€ 16 for the Government tax on enrolment and € 6,50 for the insurance on accidents in Unipd premises, and on the way from home to Unipd and viceversa)
- ➔ **SOME JOINT PROGRAMMES ONLY: € 189,00** (€ 16 for the Government tax on enrolment and € 173,00 for student services)

Your tax is automatically uploaded in your Uniweb account: **YOU CAN SEE THERE WHAT YOU WILL HAVE TO PAY!**

- Pay it online from your Uniweb account using PagoPA (further information here: www.unipd.it/en/pagopa)

- If you are already in Padua, you can download the payment slip from Uniweb and pay it at a tobacconist/cigarettes shop.

ATTENTION!! - If you do not pay the contribution, your enrolment will not be complete and **you will not be able to sign up for exams!**

4. UPDATE YOUR PERSONAL DATA ON UNIWEB

Please **update your personal profile** by adding:

- your Italian **mobile phone** number
- your **address in Padova**

- *Enter Uniweb and click on «Home» in the top right corner sandwich menu*
- *Click on «Master data»*
- *Click on «Edit residence details» in the Residence section*

Personal record

On this page you can find information about personal details, permanent address (residence) and domicile. You can change

Residence

Country	Germany
Town/City	Halle (Saale)
Postcode	
Part of town/city	
Address	06112, Friesenstraße
n°	15
Valid from	01/10/2016
Telephone n°	01626224966
Domicile coincides with residence	N

[Edit residence details](#) Use to link to edit Residence details



Registration: Permanent address (Residence)

Please enter or edit your permanent address (Residence)

Residence

Country*	Italy
Province*	Padova
	if in Italy
Town/City*	Albignasego
Postcode*	35020
	if in Italy
Part of town/city	
Address (if not in Italy, please enter also the postcode)*	VIA A. VOLTA
	(St, Rd, Av, Square..)
n°*	11
Valid from *	19/05/2013
	(gg/mm/aaaa)
Telephone n°*	0498805577
Domicile coincides with residence (permanent address)*	<input type="radio"/> Y <input checked="" type="radio"/> N

- **DO NOT CHANGE THE RESIDENCE ADDRESS!**
- *On the last question click on «N» to add the **Domicile section***
- *Click on Next*

Back Next

- Complete the **Domicile** section with your **address in Padova and your Italian mobile phone number**, if you have one (if not, write the number you are using here).
- Click on **Next** and it's done

Registration: current address (Domicile)

Please enter or edit your current address (Domicile)

Domicile

C/O	<input type="text"/>
Country*	Germany
Town/City:*	Halle (Saale)
Postcode	<input type="text"/>
	if in Italy
Part of town/city	<input type="text"/>
Address (if not in Italy, please enter also the postcode)*	06112, Friesenstraße (St, Rd, Av, Square..)
n°*	15
Telephone n°	01626224966

Back

Next

5. SPECIAL BENEFIT: SIM CARD WITH 60 GB OF INTERNET CONNECTION

Please apply ONLY after completing the other steps!

- Request the modem with a SIM card with 60 GB of internet connection per month here: aiutididattica.unipd.it
- Receive it to your domicile in Padua.

Attention! The delivery of the SIM may take up to 2 months

THIS SIM CARD CANNOT BE USED FOR TELEPHONE CALLS,
IT'S ONLY FOR DATA.

Deadline: 30th November 2021

Go to aiutididattica.unipd.it and proceed as follows:




The screenshot shows the 'AIUTI DIDATTICA' website interface. The header includes the University of Padua logo and name. The main content area displays the 'PRIVACY POLICY STATEMENT' for TIM. A red box highlights the text 'Click on «ACCETTA», Accept' with a red arrow pointing to the 'ACCETTA' button at the bottom. The button is circled in yellow.

AIUTI DIDATTICA

Academic year
A.A. 2021/2022

Apply for benefits

SIM card activation

User profile 

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Logout

PRIVACY POLICY STATEMENT

TIM

TIM's privacy policy on the protection of personal data for public administration adhering to the Agreement between CONSIP S.p.A. and Telecom Italia itself dated 16/11/2018 ("Convenzione CONSIP")



Pursuant to Regulation 2016/679/EU (General Data Protection Regulation - hereinafter GDPR) and the still applicable provisions of Italian legislative decree no. 196/2003 (aka Privacy Code), Telecom Italia S.p.A., hereinafter TIM, provides public administration identified in art.1 of Italian legislative decree no. 165/2001 - and the subjects who, in accordance with the regulations in place (e.g. political movements, former art.24, paragraph 3, L.289/2002), are entitled to use the Agreement (up to the maximum overall quantity established therein and at the prices and conditions provided for therein) - with the privacy policy on the processing of their data in relation to the supply of electronic communications services provided for in

Premendo il pulsante "Accetta" dichiaro di aver letto e compreso l'informazione relativa al trattamento dei dati personali.

ACCETTA




V2021.9.7.0

Click on «**Connectivity benefits**»





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AIUTI DIDATTICA





Academic year
A.A. 2021/2022


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APPLICATIONS SUMMARY PAGE

 **Connectivity benefits**
Status: Application not submitted

 **Book voucher**
Status: Benefit not available yet


If you are an Erasmus student, please visit

CLICK HERE FOR DISCOUNTS ON LAPTOPS AND TABLETS

V2021.9.7.0

Click on «Continue»

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CONNECTIVITY BENEFITS ?

The University of Padua gives you the opportunity to receive a SIM card + Modem free of charge directly at an address of your choice.

We remind you that SIM cards and modems are only delivered within national boundaries.

If last year you benefited from the SIM card + Modem option and you are still eligible for it, you can enjoy it again this year. All you have to do is apply for renewal by 30/11/2021. After such deadline, you will no longer be able to apply for renewal of the benefit, and your actual SIM card will be deactivated.

CONTINUE >

V2021.9.7.0

Click on «Continue»



Apply for benefits



SIM card activation



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SIM CARD/MODEM BENEFIT ?

Connectivity service policy



60 Gbyte monthly data cap : domestic data allowance*, calculated on the transmitted/received Kbytes, to be used in the calendar month of the data cap itself. Should data cap be exceeded, data will not be stopped from working but slowed down to a maximum speed rate of not less than 32 kbps.

*domestic data allowance: the same services regulated within the European Economic Area (28 EU countries plus Iceland, Lichtenstein and Norway) are also included.

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CONTINUE >


Select your **domicile in Padua**, then Submit the application






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SIM CARD/MODEM BENEFIT ?

Address

Select the address

Address details ^

Address

Town/City

POSTCODE

Province

Country

I hereby declare that I have read the provisions for the granting and use of SIM card/modem and undertake to comply with them ☒

You must declare that you have read the provisions

< CANCEL

SUBMIT APPLICATION

V2021.2.1.0

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ARRIVAL CERTIFICATE


ARRIVAL CERTIFICATE for ERASMUS KA103, SEMP, ARQUS, SEN COIMBRA GROUP students

This is the template of the Arrival Certificate used by UniPD.

It will be sent to you **via email** after you pick up your student card at **SASSA Service**. You should forward it to your Home University to prove your arrival.

The date stated in your Certificate will be **27th September 2021** (unless you arrive afterwards).

ATTENTION: we will certify only the physical presence in Padua.



UNIVERSITÀ
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AMMINISTRAZIONE CENTRALE
AREA DIDATTICA E SERVIZI AGLI STUDENTI
INTERNATIONAL OFFICE

Via VIII Febbraio, 2
35122 Padova (Italy)
tel. +39 049 827 3061-3063
fax +39 049 827 3060
erasmus.accomoda@unipd.it
CF 80004450281
PIVA 00742450283

DICHIARAZIONE DI ARRIVO – Anno Accademico 2018/19
Arrival Certificate – Academic year 2018/19

Si attesta che
We hereby certify that

Cognome e Nome: _____
Surname and Name:

Luolo di nascita: _____
Place of Birth:

Data di nascita: _____
Date of Birth:

Università di provenienza: _____
Sending Institution:

è arrivato/a il **26/09/2018**
arrived on

presso l'Università degli Studi di Padova
at the University of Padova

nell'ambito del programma di mobilità Erasmus+ for studies
in the framework of Erasmus+ for studies Programme



sotto la supervisione del Prof.: _____
under the supervision of Professor:

nella scuola/ nel dipartimento of: _____
in the school / department of

Si rilascia la presente dichiarazione in carta semplice per gli usi consentiti dalla legge.
This document is issued to the person concerned for the purposes granted by law.

Padova, 26/09/2018

Per il Capo Servizio
For the Head of the International Office

Dirigente: Andrea Cappuccia. Responsabile del procedimento amministrativo: Elena Anzini.
tel. +39 (0)49 827 3061 email: erasmus.accomoda@unipd.it

**Does your Home University require its own
ARRIVAL CERTIFICATE?**



NO



***Forward to your Home University the
Certificate of Arrival that you receive via
email by our office.***

Does your Home University require its own ARRIVAL CERTIFICATE?



YES



Fill in the form of your Home University as follows:

- **Name, Surname, Home University / Institution**
- **Host University / Institution:** *UNIVERSITÀ DEGLI STUDI DI PADOVA*
- **Erasmus code:** *I - PADOVA01*

DO NOT SIGN THE FORM!! *We will sign it for you*

- Please send the document by email to erasmus.incoming@unipd.it
- **SEND the ARRIVAL CERTIFICATE to your Home University** (we will not send it, you have to do it yourselves)

ARRIVAL CERTIFICATE for other students

If you are an **Exchange student of other programmes** (Erasmus+ KA107 or Bilateral Agreement) and you need an Arrival certificate, please write an email to mobility.in@unipd.it to request it, sending the template from your Home University.

If you are a **Joint Programme student** (Double/Joint Degree) and you also have an Erasmus+ KA103 scholarship, please write an email to mobility.in@unipd.it to request it, sending the template from your first University.

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ACADEMIC CALENDAR

ATTENTION! Classes are organized in semesters or in trimesters, depending on the specific degree course!

SEMESTER SYSTEM

First Semester

Classes:

4th October 2021 - 15th January 2022

Exam session:

17th January - 26th February 2022

Second Semester

Classes:

28th February - 11th June 2022

Exam session:

14th June – 23rd July 2022



Link: <https://www.unipd.it/en/key-academic-dates>

TRIMESTER SYSTEM

First Trimester

Classes: 4th October - 4th December 2021

Exam session: 9th December - 22nd December 2021

Second Trimester

Classes: 10th January - 19th March 2022

Exam session: 21st March - 31st March 2022

Third Trimester

Classes: 6th April - 11th June 2022

Exam session: 14th June - 16th July 2022

EXTRA EXAM SESSION

**End of August to Mid
September**

You are allowed to take exams and, if passed, they will appear in your Transcript of Records, but this period will not be part of your mobility (end with the summer semester).

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COVID19 MEASURES

“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)

Since 6th August, the Green Pass is mandatory:

- University buildings** (*a negative test result is also accepted*)
- indoors in bars and restaurants, when sitting at a table
- public events (shows, sport events, etc.), fairs, conventions
- museums, exhibitions, other cultural institutions
- cinemas, theaters, concert halls, amusement and thematic parks
- swimming pools, gyms, wellness centres, team sports activities, spa centres
- indoor cultural, social, recreational centres
- airplanes, Intercity and High Speed trains ("Freccie"), long-distance buses

>>> Please **read** the **STUDENT GUIDELINES** for the return of in-person teaching activities

>>> Please **read** the **FAQ on COVID-19 effects on student mobility**

WE REMIND YOU THAT:

- It is mandatory to **ALWAYS** wear the face mask **in closed public spaces**
- Please respect the **social distancing**, staying **at least 1 meter away from other people** (2 meters when doing physical activity)
- Please wash your **hands** frequently

FOR ANY SPECIFIC QUESTIONS RELATED TO THE **GREEN PASS** OR THE **VACCINATION** PLEASE SEND AN EMAIL TO YOUR CONTACT OFFICER AT UNIPD:

- erasmus.incoming@unipd.it
- mobility.in@unipd.it

- **21st September** at 11am - *“How to become familiar with the teaching tools”*: <https://unipd.zoom.us/j/81595907721>
- **23rd September** at 11am - *“Meet the University Language Centre (CLA)”*: <https://unipd.zoom.us/j/88386271941>
- **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 (www.unipd.it/relint/en (click on “International students > Guided Tour of Padua”)
 - >>> Deadlines: 21st September for 25th and 26th September tours;
28th September for 2nd October tours

welcome
Dante

THANK YOU FOR YOUR ATTENTION!

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PAYMENT OF CONTRIBUTION FOR ENROLMENT

When do we have to pay 22,50 €?

As soon as you can, you can also pay online!

Hello, how do we know if we have to pay 22,50€ or 189€ for the tax pay ?

22,50 Euros is the contribution that exchange students have to pay, 189 Euros is a contribution that only a few double degree students have to pay. You have to pay what you see on your Uniweb, Tuition fees section.

If I am taking the classes from my home country and I am not going to be in Padova, is the fee mandatory?

You will have to pay the contribution to enrollment even you if you attend online only (but exams are in presence!)

My Payment for the fee 22,50 at PagoPA failed yesterday, can I just try it again? The program sent me a lot of e-mails in Italian which I didn't understand well.

If it failed you should be able to try to pay again, in case you still cannot pay please send us screenshots!
erasmus.incoming@unipd.it OR mobility.in@unipd.it

UNIWEB/UNIPD ACCOUNT

When my Unipd account is not working, can I sign in again?

You cannot register in Uniweb a second time, one person one registration. You can try to change your password if you forgot it using the Forgotten Password procedure.

I still don't have the email with the new username (nome.cogome@unipd.pt), should I have already received it?

A few students are not enrolled yet, you will be enrolled soon, just wait.

I have a question about the „registration number“ required in the „Access Declaration Form“ on Uniweb: should I insert my ID number from my identity card or what is meant by registration number?

The registration number is the student number on your Student card ("matricola").

I am a PhD student, is my email account studentid.unipd.it, too? Thanks!

Yes, it's the same domain.

What do you mean by "Do not let your password expire" how can we do this?

You have to change it before it expires, every 3 months.

ARRIVAL AND ATTENDANCE CERTIFICATES

Can I complete the arrival form/residence form when I haven't yet found where I'll be living? I'm staying in a hostel whilst I search for a room.

No, you should book your appointment at SASSA only after you have your new address in Padua.

How will I receive my attendance certificate if I study online?

A complete online mobility should be agreed in advance and you need to check with your home University if this is possible. Exams are in presence, unless you ask for a special permission to do them online. We may issue a special Attendance certificate which specifies the different periods of attendance of the study activity, online and in presence. Please contact us by email about this, if this is your case.

SIM CARD

Does the SIM work with WhatsApp and alike (so services that need an SMS activation)? Or is it only working for hotspots?

The SIM will be given with a modem which can be used as any modem, so with Wi-Fi you can connect with any device. You cannot use it for services that require a telephone number.

Concerning the SIM card for data, are there any conditions to obtain it ? (for ex, having only online lessons, being granted a scholarship, ...)

It's free and all students can request it. It can only be delivered by post.

As you said, we can get the sim card after doing all the steps. But, one of the step is we have to update our personal data which includes the Italian number. How do we update the number if the sim card is given after this?

You have to wait to request the SIM card until you have a mobile number that works in Italy.

CLASSES

Is attendance in classes mandatory? Is presence part of the evaluation?

Most classes do not have mandatory attendance, nonetheless it is recommended to inform the responsible Professor that you are not going to attend the classes or that you will partially attend the classes, in case the Professor wants to assign you some extra reading before the exam.

Will classes also be recorded/hybrid just in case someone gets sick or is unable to attend?

All classes will be either recorded or streamed live. You will find info about this in the Moodle page of each course (see the Webinar of 21st Sept).

All the classes will be held in person?

Yes.

SASSA and Student card - 1

If I have accommodation in a University residence do I have to go to SASSA?

If you are an EU student you will find the student card at the dorm, otherwise you will have to make an appointment with SASSA. Exception: All double degree students will have to make the appointment at SASSA (students who refer to Elisa Zambon).

Hi, so the address to book the appointment at Sassa, should it be my home address or residency address in Padova?

The address in Padua, we call “residence” the permanent address and “domicile” the temporary address.

Will we collect the student ID Card after the quarantine or are we able to collect it right after our arrival to the dorm?

You cannot move from your room during the quarantine, so you have to make an appointment to collect your student card at SASSA on a day after the end of your quarantine. You can make the appointment in advance of course (<https://incomingstudents.setmore.com/>).

SASSA and Student card - 2

If I am not gonna be in Padua till next week to pick up my Student ID, how can I sign up for the language classes with a deadline at 1. October?

You don't need either a student card nor the Unipd student account to do that, you can sign up as an external user.

Is it possible to pick up your key on Saturday for a SASSA building?

You will find your key at the dorm unless SASSA has told you differently (please check their email with instructions for your arrival). SASSA is closed on Sat and Sun.

The students that did not apply to SASSA for house, they can still do it now?

No, now it's too late, there is already a long waiting list.

Which address do I write down for the appointment to pick up the student ID Card in case I do not have a room yet?

You have to wait and make the appointment only after you have an address in Padua.

OTHER TOPICS - 1

Do we need to have an Italian phone number while we are staying in Italy?

No, if you have an European SIM that works in Italy. You will only need the Italian number if you are an extra-EU citizen and you have to apply for a residence permit.

Hi, is there in Padova a sport department for students ?

Yes, we have a sport centre: CUS (<https://www.cuspadova.it/>).

Which face masks are required in Italy? Only FFP2, or are medical masks also allowed?

Any type of face mask is allowed, including the so-called "community masks" made in fabric.

Is there a transport card for students to use public transportation during the semester? If so do we have to pay extra for it?

You can purchase a monthly pass, there are reduced fares for students. The main Busitalia ticket office is right outside the railway station.

OTHER TOPICS - 2

Will we receive any guidance or help with the use of public transport? I mean, information about bus routes. I don't know why, but I can't find any information about it in google maps.

You can ask your Buddy if you have one, or use the transport company app "Busitalia Veneto"

Hello, I am going to need a bike to get around Padova. Does the university provide a possibility to hire bikes?

There are bike sharing companies, <http://www.goodbikepadova.it/default.aspx> and Mobike (download the Mobike App).

Do you have any information about the OLS? Why some of us have not received the email with the account and password to take the language test yet?

Your home university is in charge of the OLS, please ask them.