Where can I find the form for the request of accompaniment?

1. From the homepage of www.unipd.it, select 'Studying in Padua'.

2. Once the item has been selected, scrolling down the page will take you to "Student administration and supports" and all you have to do is select "Resources and supports for students with disability or learning disabilities".
3. You just need to select "Support for lesson attendance, individual study and examinations" and you will be on this page. At this point you just need to open "Buddy service" by clicking on the + to the left of the item.

4. Under "Buddy service", you will find the deadlines to be met for sending the request of accompaniment and the form to fill in.
How do I fill in the form for the request of accompaniment?

1. Once you have downloaded and opened the form, you can proceed to fill it in as it is an editable .pdf file.

2. Starting from the top, fill in all the required fields, paying attention to the description of the information to be entered in the form (e.g. under 'NAME AND SURNAME', enter your first and last name).

3. Under your name and surname, the first spot to be filled in is "Valid for the week of (insert date of Monday)", which should be filled in by entering the date of the Monday of the week for which you are making the request.

For example, if I have to apply for accompaniment for the week from Monday 5 October to Friday 9 October, I will have to enter the date 5 October.

4. Once you have indicated the week in which you are requesting accompaniment, you should proceed to enter all the individual accompaniment requests you need during the week, paying attention to the day on which they are requested (in the example shown there are requests only for Monday and Tuesday but the form to be filled in goes up to Friday) and the time at which they are requested.
5. Under the voice "Specify: name of lesson or exam or lunch." indicate the activity for which you are requesting **accompaniment** which, as specified in the column heading, may be a lesson, an examination or an accompaniment to the canteen. In addition, the duration of the activity in question should be indicated.

<table>
<thead>
<tr>
<th>Monday</th>
<th>Time of departure</th>
<th>Place of departure</th>
<th>Place of arrival</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storia dell'estetica-prof. Tomasi 9:30-10:30</td>
<td>9:00</td>
<td>Residenza Copernico</td>
<td>Classroom S, Liviano</td>
</tr>
<tr>
<td>10:30</td>
<td>Classroom S, Liviano</td>
<td>Residenza Copernico</td>
<td></td>
</tr>
<tr>
<td>Storia dell'estetica-prof. Tomasi 9:30-11:30</td>
<td>9:00</td>
<td>Residenza Copernico</td>
<td>Classroom S, Liviano</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:30</td>
<td>Classroom S, Liviano</td>
<td>Canteen Pio X</td>
</tr>
<tr>
<td>13:00</td>
<td>Canteen Pio X</td>
<td>Residenza Copernico</td>
<td></td>
</tr>
</tbody>
</table>

For example on Monday morning I have to go to Prof. Tomasi's History of Aesthetics lecture, the lecture lasts one hour from 9:30 to 10:30 so I write this information in the first column, **on the first line where I make the request**.

6. Under 'Time of departure' you should indicate the **exact time you request an accompaniment**, that means when the volunteer/tutor will pick me up for the accompaniment.

For example, if I have to be in class at 9:30 on Monday morning, the volunteer will pick me up at 9:00 so that I can get to class on time.
7. Finally, under the voices "Place of departure" and "Place of arrival", it should be specified where the volunteer/tutor who is to pick me up for the accompaniment should be and where he/she should take me. In these spots it is always good to be very precise, indicating both the classroom of the lesson and the respective building.

For example, on Monday morning the place of departure is my residence, the Residenza Copernico, so I write Residenza Copernico and I will be at the entrance of my residence. The place of arrival, on the other hand, where Prof. Tomasi’s lecture will be held is Classroom S at the Liviano.

8. If I wish to request to be accompanied to the canteen, as shown in the example, I will have to enter "lunch" in the first column and indicate the canteen to which I wish to be accompanied and the time at which I wish to have lunch. **Please note that the maximum duration of lunch is 90 minutes.**

For example, on Tuesday, Professor Tomasi gives a two-hour lecture and finishes almost at lunchtime, so I ask for a volunteer to pick me up outside Liviano's Classroom S and take me to the nearest canteen, which in this case is the Pio X canteen. As I have a maximum of 90 minutes, I ask for the volunteer to take me home at 13:00. If I have to go home earlier, I can put an earlier time, but I cannot ask for the volunteer to come after 1pm.