



UNIVERSITY
OF PADUA

INTERNATIONAL PHD GUIDE

2025



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

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BEFORE YOUR ARRIVAL

VISA REQUIREMENTS

If you are a non-EU citizen, in order to enroll in a doctoral program you must contact the Italian consular representation in your country of residence to obtain an entry visa (more information in this [website](#)).

Please note that enrollment is not possible with a tourist visa.

PhD Visa application (Type D specifically for study purposes) must be submitted online through the [University platform](#) ; PhD Office

will confirm the application by attaching an admission letter and send it to the relevant Italian Embassy/Consulate in the Country of residence, that is in charge of issuing the visa for final approval. Please promptly inform the PhD Office via email phd.application@unipd.it if you have any difficulties obtaining a visa or your date of arrival has been delayed.

TAX CODE

The tax code is an alphanumeric code that allows Italian authorities to identify each individual. It is issued by the Italian Revenue Agency (Agenzia delle Entrate). Each tax code is unique and has no expiration date. The tax code is essential for many purposes, such as signing an employment contract, opening a bank account, registering with the National Health Service (Servizio Sanitario Nazionale), or accessing various public services. Prior to your arrival the PhD Office will request a tax code on your behalf and forward it to you once it has been issued. Please note that the procedure may take several weeks.

RECOGNITION OF FOREIGN QUALIFICATION

If you hold an academic degree obtained abroad, you can enroll in a PhD program



only if your degree was awarded by an officially recognized institution, is equivalent to an Italian second-cycle degree (Laurea Magistrale or Laurea Magistrale a ciclo unico), and gives access to PhD programs in the country where it was issued.

Major differences may lead to the rejection of recognition.

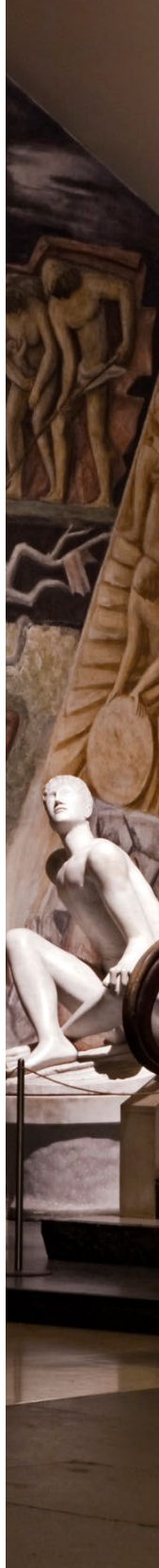
At the time of enrolment (or within 6 months after the start of the Course), you must submit complete documentation regarding your academic qualification, specifically:

A) In case of academic qualifications awarded in non-EU countries:

- a copy, in Italian or English, of the second-cycle degree as well as a copy of the certificate indicating the examinations taken and the relative grades, and **Declaration of Value** issued by Italian diplomatic or consular authorities or, alternatively, Statements of **Comparability and Verification** issued by the Italian ENIC-NARIC - CIMEA;

B) In case of academic qualifications awarded in European Union Countries:

- Diploma and **Diploma Supplement** in English for the second-cycle qualification or, alternatively, Statements of Comparability and Verification issued by the Italian ENIC-NARIC – CIMEA.



HOW TO GET TO PADUA

FROM VENICE AIRPORT

From the airport, travel to Padua by:

- BUSITALIA VENETO coach (every 40 minutes) until 11.50pm
- 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 decide whether to rent a private room or apartment, or to find accommodation at residences, colleges, apartments and facilities affiliated with the University. Many of the housing options are specifically reserved for international students.

ESU RESIDENCES AND ACCOMODATIONS

Fees depend on income, merit and type of accommodation. Each year in early summer an online call for applications is published. University residences are open from October to the end of July. You can find more information [here](#) or by email to accommodation@esu.pd.it

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. In case you need assistance you can contact **SAOS** (Servizio Accoglienza Ospiti Stranieri) which provides help to incoming international students in organizing and completing relevant procedures related to their stay in Italy. You can find the required information at the following **link**.

Here, you can find a tutorial on how to fill out a residence permit application.

HEALTHCARE

In order to stay in Italy for more than 90 days, you will be asked to provide proof of health insurance coverage, which can be obtained:

- through a private health insurance;
 - by registering with the Italian National Health Service (SSN), on a voluntary basis.
- Registration to the SSN allows you to select a General Practitioner and receive the same medical coverage standard and treatment as Italian citizens. Registration to the SSN is valid for one calendar year (January 1-December 31) regardless of the date of registration. Medical coverage is only valid in Italy.

If you are a PhD student (EU or non-EU) and you are in Padua alone (without dependents) the required fee is 700€. Alternatively, if you are in Italy with your family, you can contact uniulss@aulss6.veneto.it in order to calculate the amount required to extend coverage to your family members. Payment can only be made in a single installment and can not be requested retroactively.

In order to enroll in the National Health Service, you can contact the **ULSS 6** desk in Palazzo del Bo (by appointment at [link](#)) or your nearest ULSS 6 Euganea Social Health District:



- Padova Bacchiglione
- Padova Terme Colli
- Padova Piovese
- Alta Padovana
- Padova sud

For more information please visit our [website](#)

BANK ACCOUNT

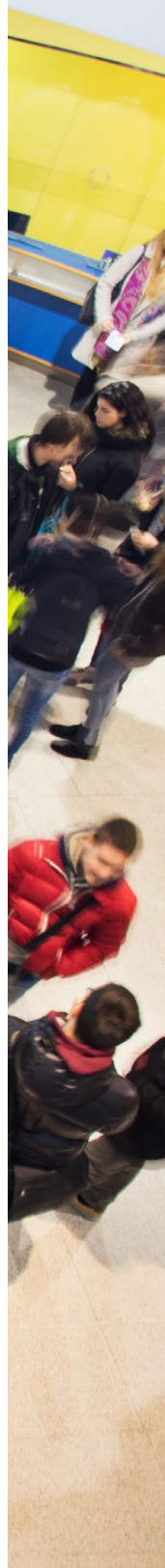
If you are an international PhD student and you have won a funded position, you need to upload your bank account details to Uniweb. It may be helpful to open an Italian bank account to avoid payment delays and any additional taxation. In such case, simply go to a branch office of any bank with the following documentation:

- your tax code
- your passport
- postal receipt of the residence permit application
- certificate of enrollment in the doctoral course

Any changes related to your bank account must be reported to the PhD Office.

ENROLMENT IN THE INPS SEPARATE PENSION SCHEME

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 enrol as para-subordinate worker to the Separate Pension Scheme at the Italian National Institute for Social Security (INPS). Registration can be completed online using the PIN code issued by INPS or via SPID (if you hold a valid Italian identity document). It may require some time to obtain the PIN code, so the request should be submitted as soon as possible; however, we recommend waiting until you arrive in Italy. Once enrolled in the Separate Pension Scheme, the "INPS Form" available on this [page](#) must be sent to the PhD Office. If you need any assistance, you can contact your Tutor Buddy.

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

First-year international students will be supported by a tutor buddy who will assist them. In a friendly way ("peer education"), your buddy will help you with all the bureaucratic procedures you are asked to complete.

ACADEMIC MEDIATORS

Academic mediators appointed within each PhD programme are responsible for offering support, active listening, and proposing solutions to PhD students who report interpersonal or relational issues during their doctoral studies. The list of mediators for each Doctoral Course is available [here](#).

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 70,000 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 and travel passes can be purchased at APS offices throughout the city, at edicole (newsagents) and tabaccherie (tobacconists), online or directly on board.

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

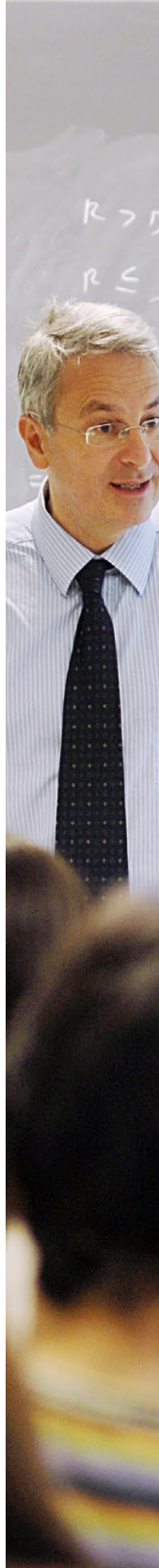
The Psychological Assistance Service is a point of reference for students who encounter psychological difficulties during their studies (anxiety, relationship problems, academic performance). It provides counselling so that students can play a productive role in University life, reaping the benefits 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

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](#).

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



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](#).



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](#).

NURSERY SCHOOLS

As part of its commitment to protecting children's rights and promoting a healthy work-life balance, the University has established agreements with the [Milla Baldo Ceolin](#) nursery school and the ["Marameo" nursery school](#). PhD students with children can benefit from reserved places and reduced enrollment fees.

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`, where they are going to receive all the official communications; after enrolment, you will receive an email with instructions in order to activate it.

LIBRARIES

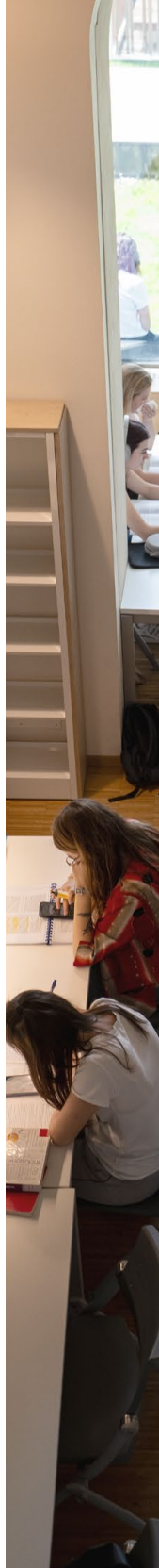
To develop co-ordinated library services, the University of Padua has set up a Library Centre, to oversee and promote the facilities and services offered by the several University of Padua libraries in the city. The list of libraries and information on access are available [here](#).



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

PhD students awarded a scholarship will receive an annual amount of € 16.243 or € 18.643 depending on PhD course, paid in 12 monthly instalments. 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:

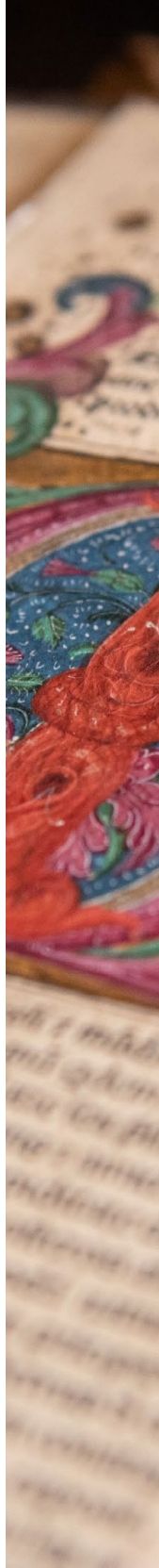
travels, conference and seminars fees, consumables (e.g. chemical reagents, audio-visual media, photocopies...), publication fees, specific training aimed at research (e.g. language courses), IT supports for research (software licenses etc.), IT equipment to support research (personal computers, tablets).

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](#).



TUITION FEES

PhD students contribute to the cost of their university education by paying an amount that includes the regional tax for the right to education and a stamp duty.

A reduction of the regional tax can be requested by submitting an ISEE (Equivalent Economic Situation Indicator).

PhD students with disabilities are entitled to a full exemption from the regional tax and are only required to pay the stamp duty.

More information available on [this page](#).

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.



MATERNITY

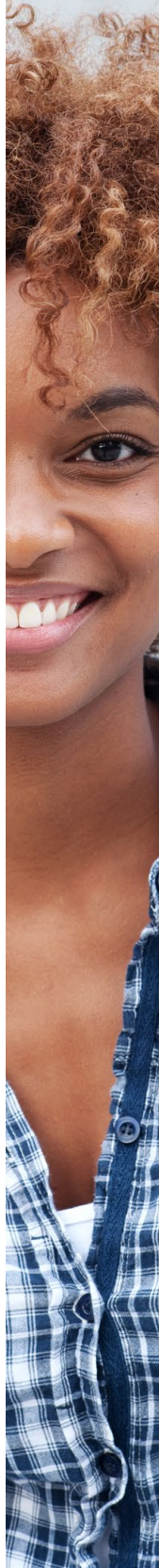
Maternity leave is the mandatory period of absence from work during pregnancy and after childbirth, and it is also granted to PhD students.

Upon confirmation of pregnancy, the PhD student is required to promptly notify the PhD Office phd@unipd.it in order to initiate the suspension of the PhD programme.

Attendance in doctoral activities must be suspended starting from two months prior to the expected due date and for the three months following childbirth.

With the approval of a specialist from the National Health Service (SSN) and the competent occupational physician, the suspension may instead start one month before the expected due date and continue for four months after childbirth, or it may cover a continuous five-month period following childbirth.

During this suspension period, if specific eligibility requirements are met, it is possible to apply for the [maternity allowance](#) – Separate Pension scheme, provided by INPS. The application must be submitted online through the INPS portal.



If the allowance is granted, the University may provide a **supplemental contribution**, which can be requested by writing to **trattamenti.economici@unipd.it**.

At the end of the mandatory leave, PhD candidates may request an additional suspension period of up to six months, known as **congedo parentale**.

If the requirements are met, also for the period of parental leave it is possible to request an economic allowance. The right to take advantage of this suspension is also granted to the father PhD student, as an alternative to the mother.

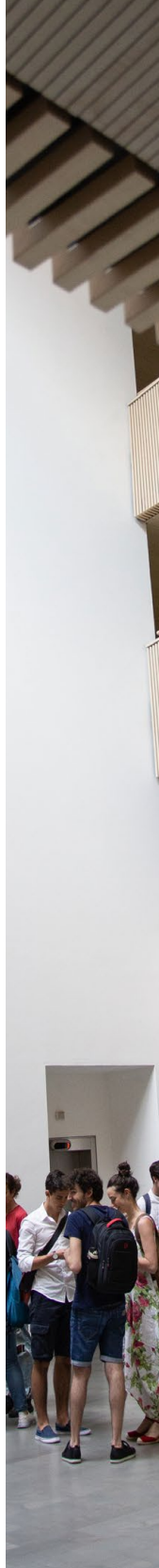
CERTIFICATES

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** 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 Martiri della Libertà 8 - 35137 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

[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](#)





UNIVERSITÀ
DEGLI STUDI
DI PADOVA

UNIPD.IT