WELCOME DAY
School of Science

2nd Semester 2019/2020
**Erasmus Central Office**

**ERASMUS+ for studies** (KA103 from European countries)

Irene Occhipinti and Federica Bison

e-mail: erasmus.incoming@unipd.it

**ERASMUS+ KA107** (from non-European countries) and **BILATERAL AGREEMENTS**

Elisa Zambon

e-mail: elisa.zambon@unipd.it

**Address:** Via VIII Febbraio (Palazzo Bo)

**Office hours:** Monday, Tuesday and Wednesday from 10AM – 1PM; On Tuesday also from 3PM to 4:30PM; Thursday from 10AM – 3PM
LOCATION

School of Science
Via G. Jappelli, 1
35121 Padova

Erasmus Office School of Science
Alessandra Miola
Via Jappelli, 1 (II floor)
Mon-Tue- Wed: 10 am – 1 pm
Refer to the Erasmus Office School of Science (Alessandra) for:

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

Refer to the Central Office at Palazzo Bo (Irene, Federica or Elisa) for:

- Extension request
- Certificate of arrival and departure (certificate of stay)
- Transcript of records
Intro School of Science

HISTORY

• From 1399 to 1806 it belonged to the University of the Artists
• Since 1873 till 2013 it has been called the Faculty of Mathematical, Physical and Natural Science
• In 2013 it became the School of Science

DEPARTMENTS

• Biology
• Chemical sciences
• Geosciences
• Physics and Astronomy
• Mathematics
• Statistical Sciences
All lessons will take place in the building called ‘Fiori di Botta’, via del Pescarotto, 8


Buses: 7, 10, 18

Bike: always a good choice 😊
Department of Chemical Sciences

Via Marzolo, 1 and via Loredan, 6


Labs: via Marzolo, 1

How to get here:
Buses: 4, 9, 14, 15, 24
Bike: always a good choice 😊
Department of Geosciences
via Gradenigo, 6

More about all the classrooms: https://www.geoscienze.unipd.it/planimetrie-edificio
Labs: http://147.162.183.151/laboratori/lista_laboratori

How to get here:

Buses: 9, 15 (via Belzoni) - 7, 10, 18 (via Venezia)

Bike: always a good choice 😊
Department of Physics and Astronomy

- Main building: via Marzolo, 8  ➔  Buses: 4, 9, 14, 15, 24
- Paolotti: via Belzoni, 7  ➔  Buses: 9, 15
- Polo didattico: via Loredan, 10  ➔  Buses: 4, 9, 14, 15, 24
- Ex Rizzato: vicolo osservatorio, 3  ➔  Buses: 2
- Astronomic observatory in Asiago  ➔  By bus (SITA) or by car

Bike: always a good choice, but perhaps Asiago is too far

http://www.dfa.unipd.it/index.php?id=112
Department of Mathematics

- Torre Archimede: via Trieste, 63  ➡️  Buses: 4, 9, 14, 15, 19, 24, 55
- Paolotti: via Belzoni, 7  ➡️  Buses: 9, 15

Bike: always a good choice

http://www.math.unipd.it/it/dipartimento/sedi/
Department of Statistical Sciences

Via Cesare Battisti, 241

Buses: 4, 14, 19, 24, 55

Bike: always a good choice

https://www.stat.unipd.it/studiare/il-campus-di-santa-caterina
ADMINISTRATIVE ISSUES
REGISTRATION AT UNIPD

On your arrival, at SASSA SERVICE you receive / received

- your Student ID card (badge) and
- the Blue Folder

Inside the Blue Folder you have:

1. registration number (MATRICOLA)

2. Payment slip (MAV) of € 24.50 for administrative costs and University insurance for accidents

ATTENTION!! - If you don’t pay the contribution of € 24.50, your enrolment will be cancelled and you will not be able to sign up for exams.
3. Your new UNIPD ACCOUNT

USERNAME: name.surname@studenti.unipd.it

PASSWORD is the one you have set in the Application Form

About your password

• To recover it: https://uniweb.unipd.it/password/index.php/en/
• Password expires every three months (do not let it expire!)
• Ask for help from Buddies and junior Tutors

Same credentials for:

➢ UNIWEB: study plan, online booklet, exam registration and acceptance of grades
➢ Moodle: sharing course materials and information
➢ Webmail: institutional email account
ON UNIWEB, please update your personal profile by adding

• your Italian **mobile phone** number and

• your **address in Padova**

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**How to…**

• **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**
… how to…

• **DO NOT CHANGE THE RESIDENCE ADDRESS!**

• **On the last question** click on «\textbf{N}» to add the Domicile section

• **Click on Next**
… how to

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

It will be sent to you via email shortly. You should forward it to your Home University to prove your arrival.

The date stated in your Certificate will be 2nd March 2020 (unless you register at SASSA afterwards).

REMIND: If you haven’t been to Sassa Service yet, PLEASE go there as soon as possible (VIA TIEPOLO, 48)

If your Home University requires its own form, please stay here till the very end of the meeting, we are going to sign it AFTER THE PRESENTATION!
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

Please 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
• Arrival date: 2nd March 2020

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

SEND The ARRIVAL CERTIFICATE to your Home University (we will not send it, you have to do it yourselves)

Please form an orderly queue in order to get the certificate signed.
You have at your disposal a free-of-charge Italian course offered by the CLA (Level from pre-A1 to C1)

The course will be included in your transcript of records for 3 ECTS (you can also add it to your LA).

To attend the course:

1. **Enroll** according to your self-evaluation (there is no placement test) by 5th of March

2. **Confirm your participation**: you can choose one of the available courses according to your language level and your timetable preferences from 11th of March

3. **Courses start** 16th March

The CLA also offers movies to rent, a tandem programme, theatre courses and much more.
Language Centre (CLA) Students Office

Contacts

http://cla.unipd.it/en/

Address: Via Venezia, 16 (5th floor) – 35131 Padova

Opening hours: Monday to Friday 9:30AM till 1PM

Tel.: +39 049 827 6185 (only during opening hours)

Email: didattica.cla@unipd.it (for inquiries about courses)
Unipd tools for students
UNIWEB and MOODLE
UNIWEB

The most important tool, through which you have to:

- Update your personal data (Master Data)
- Fill in your Study Plan
- Check the complete list of your course units in the 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!!)
MOODLE

➢ School of Science: https://elearning.unipd.it/scuolascienze/

It’s an e-learning platform through which professors make available to students teaching material, publish information about the course and lessons, assign tasks, exercises, tests and more.

To access use the same credentials for Uniweb.
L'anno 2013 ha visto l'attivazione delle otto Scuole dell'Università degli Studi di Padova come previsto dalla legge n. 240 del 30 dicembre 2010. La Scuola di Scienze comprende i corsi di studio della ex-Facoltà di Scienze MM.FF.NN. e della ex-Facoltà di Scienze Statistiche.
Click on «ACCEDI A MOODLE CON SINGLE SIGN ON (SSO)» (on the top left)
To subscribe and download the course unit material, a **password** (*Chiave di iscrizione*) **might be set by the Professor.** You should ask the Professor directly!
Course Catalogue
Restrictions and Learning Agreement
COURSE CATALOGUE

In Italian:
https://didattica.unipd.it/off/2019

In English:
https://en.didattica.unipd.it/off/2019

Academic offer in English:
https://en.didattica.unipd.it/catalogues
We suggest that you consider the “Course units available in A.Y. 2019/20” section (left bottom box) to display the complete list of course units on offer (held both in Italian or in English) available per School.
You click on “Current A.Y. 20XX/XX” to display relevant information related to the specific course unit you wish to attend.
Information required for your Learning Agreement and your Study Plan on Uniweb available on the Course Catalogue:

- **Course Unit code** (e.g. GI01103669)
- Course Unit exact **name**
- **Degree Course** to which it belongs
- **Number of credits**
- **Department of reference**
- **Period**: when the course unit is offered (First Semester, Second Semester or Annual)
- **Language** of instruction
- **Branch**: the campus where the course unit is offered (some course units are only offered at Treviso or Rovigo, even though you are allowed to attend them)
- **Lecturers**: click here and information about the Teacher in charge will show up (contacts details and receiving hours as well)
- **Syllabus**
How to get in contact with a teacher...

http://www.didattica.unipd.it/

• Write the teacher’s surname in the website’s search engine

• Click on the teacher’s name which appears next to the course title

• Visit the teacher’s page where you will find all their contact information and their office hours

How to write/talk to a teacher...

The relation between teachers and students is pretty formal in Italy

Please remember to use the courtesy form (LEI) if you are speaking or writing in Italian

e.g. “Buongiorno professoressa Bianchi, sono uno studente Erasmus di Coimbra, posso chiederLe un’informazione?”
RESTRICTIONS

As a general rule you can attend course units in any other Department/School as long as your LA is approved, **BUT** you must make sure there are NO restrictions
Second Semester (semester system)

**Classes**: 2nd March to 12th June 2020

**Exam session**: between 15th June and 18th July 2020

The University is closed on the **Italian Public holidays** and classes are suspended during **Easter holidays** (11th to 14th April 2020)

https://www.unipd.it/en/key-academic-dates
Welcome to the student’s Web Agenda of the University of Padova

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

You can add all the course units you wish to attend to have a complete and customised overview of your timetable.

Make sure to select the course unit belonging to the correct degree course!

Platform available in Italian, English and Spanish
LEARNING AGREEMENT during the mobility

- We recommend that you change your LA within 30/40 days from the beginning of the Semester however UNIPD does not set a specific deadline (you should also check your Home University rules) so …

- … take your time in changing your LA and send it only once you are sure about the activities you wish to carry out

- If your Home University does not require a specific form, download the Standard European form from our website
  https://www.unipd.it/en/exchange-students/erasmus-studies-incoming/during-your-stay-erasmus-studies

- Hand in or send by email your LA (signed by you) to your Erasmus officer (Alessandra Miola).

- Once signed by the Academic Coordinator, it will be sent back to your email address.

- Pay close attention to any comments we might add to the LA!
LEARNING AGREEMENT during the mobility

- Make sure to fill in the **right template** (LA during the mobility, NOT another before the mobility)

- Remember to write your **name** on the top right

- Please also specify the **code of each course unit**

- Remember to **sign** the LA
Study Plan and Exams
At Unipd you’re not asked to “sign up” for the course units in order to attend lectures, but it is compulsory to fill in the on-line study plan before sitting the exams

- You can fill in your study plan after the approval of your final LA by UniPD!
- Through this procedure you can add the course units to your ONLINE BOOKLET
- You can change your Study Plan as many times as you need!
- 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
- For specific instructions please download our GUIDE (Uniweb: how to fill in the Study Plan) and
- refer to Alessandra Miola for support
You don’t have to sign up for classes, but you do for exams.

**DO NOT FORGET TO SUBSCRIBE ON UNIWEB!**

- You will be able to sign up **only for the course units included 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

- For specific instructions please download our [GUIDE](#) (Uniweb: how to sign up for exams) and refer to Alessandra Miola for support
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**)
- **Check that all your grades have been registered on your ONLINE BOOKLET (libretto online) before the end of your mobility.**

**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!!
Useful Services for your daily-life
To eat in any of the university canteens you have to download the QR code online from “Sportello Studente” of ESU website:

https://myesupd.dirittoallostUDIO.it/

Sportello studente is the same platform where you filled in your Accommodation Form

For any issues, refer to dirittoallostUDIO@esu.pd.it

Prices for exchange students: €4.60 «primo or secondo» (one plate), €5.70 «primo and secondo» (two plates)
All students can access all University libraries and study rooms.

You can find: reading rooms, books, journals, copy machines, computers…

Visit the University Catalogue (https://catalogo.unipd.it/F/?func=find-b-0) to find books/journals shelf-number

http://www.unipd.it/en/services/study-and-multimedia-facilities
WIFI CONNECTIONS

- Eduroam: [https://www.csia.unipd.it/servizi/servizi-utenti-istituzionali/eduroam](https://www.csia.unipd.it/servizi/servizi-utenti-istituzionali/eduroam)

HEALTH AND PRIMARY SERVICES

All relevant information are provided at the following link:

- English version: https://www.unipd.it/en/healthcare
- Italian version: https://www.unipd.it/assistenza-sanitaria

Our University offers to all students

- Psychological and Psychiatric Services
- Gynaecology and Andrology Services

Find more precise information at this link: http://www.unipd.it/en/node/1314
SPORTS

Cus Padova: http://www.cuspadova.it/


GROUPS AND ASSOCIATIONS

Erasmus students Network: http://www.esnpadova.it

University: https://www.unipd.it/associazioni

City: www.provincia.padova.it/index_net.php?p=2
RESPECT THE ENVIRONMENT

BIKE CULTURE

https://mobike.com/it/
http://www.goodbikepadova.it/
http://www.lamentecomune.it/
https://lastazionedellebiciclettepadova.wordpress.com/
http://mobilitycenter.comune.padova.it

SELECTIVE WASTE:
http://www.padovanet.it/dettaglio.jsp?id=2409#.VeA0pPntlBf
LEISURE

Http://ilbolive.unipd.it/
Http://www.padovaeventi.org/
Http://www.padovaoggi.it/eventi

DISCOVER PADOVA

http://www.unipd.it/universita/patrimonio-artistico-culturale
https://www.musei.unipd.it/en
http://www.discoverpadova.com/
http://madtrip.co/explore/padova
http://padovacultura.padovananet.it/it/musei
PRACTICING YOUR RELIGION

CATHOLIC CHURCHES
HTTP://WWW.DIOCESIPADOVA.IT/

JEWISH COMMUNITY
26, Via Piazze – Padova

EVANGELIC CHURCH
6, Corso Milano – Padova

GREEK ORTHODOX CHURCH
c/o Chiesa di San Clemente, Piazza dei Signori – Padova

ROMANIAN ORTHODOX CHURCH
Via Vigonovese 71 - 35127 Padova

EVANGELIC CHRISTIAN CHURCH
Via Pietro Martire Vermigli – Padova

ISLAMIC ASSOCIATION - LA MOSCHEA DI
PADOVA
156, v. Ponte Vigodarzere - Padova
This presentation is available online

Website of School of Science

https://www.unipd.it/en/erasmus-and-other-exchange-programmes
THANK YOU FOR YOUR ATTENTION!

Erasmus Office School of Science
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