WELCOME DAY
School of Science
1st Semester 2020/2021

24th September 2020
Erasmus Central Office

ERASMUS+ for studies (KA103 from European countries)

Irene Occhipinti and Federica Bison

e-mail: erasmus.incoming@unipd.it

Address: Via Portello 31

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

Due to the Covid-19 safety measures we are still receiving students mainly online using the Zoom platform, by appointment only. The office is open to the public by appointment only.

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

Elisa Zambon

e-mail: elisa.zambon@unipd.it
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
REGISTRATION AT UNIPD

SASSA SERVICE (by appointment: https://incomingstudents.setmore.com/)

- your Student ID card (badge)

(on the card: registration number - MATRICOLA)

CONTRIBUTION TO ENROLMENT

- On Uniweb portal: payment € 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: payment of € 24.50, 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

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 «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**
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.
ARRIVAL CERTIFICATE

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 23rd September 2020 (unless you arrive afterwards).

REMIND: If you haven’t been to Sassa Service yet, PLEASE make an appointment ASAP!
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
• Arrival date: 23rd September 2020

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)
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)

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

3. **Courses start**

Courses will start online. Then, depending on how the situation develops, they may continue in the classroom.

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
Welcome

Welcome to your reserved area.
In order to edit your personal details click on "Home" → "Master data"
Information about your degree course and course units are available on the website http://dicattica.unipd.it

Notices

We have detected phishing attempts to steal users' credentials through their university email account. Please ignore and cancel any message asking you to send your personal details by email, as University of Padova system administrators will never ask you to send your personal data.

Personal details

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Student status

Messages

Personal messages

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<tr>
<td></td>
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</tbody>
</table>
UNIWEB

The most important tool, through which you have to:

- Pay the € **24.50** contribution to enrolment
- 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!!)
What is MOODLE?

Moodle is 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.

YOU MUST REGISTER IN MOODLE IN EACH COURSE UNIT YOU ARE GOING TO ATTEND!
Click on «**ACCEDI A MOODLE CON SINGLE SIGN ON (SSO)**» (on the top left)
COVID-19 MEASURES AND ACCESS TO CLASSROOMS

For «in classroom» teaching, the access to classrooms will be monitored through both your Study Plan in Uniweb and the registration to each course unit in the «MOODLE» e-learning platform.

If you intend to attend a course unit in presence, please constantly monitor your institutional email account («@studenti.unipd.it») to see if there is any communication regarding limitations to the students’ attendance in the classroom (due to limited places available, shifts may be established).
The guide “How to choose courses at Unipd” is available on our website at this link (“Learning Agreement changes” section):

https://www.unipd.it/en/exchange-students/erasmus-studies-incoming/during-your-stay-erasmus-studies
Go to the page of each course unit and click on the **E-learning website link**:
If you access from the course catalogue it’s easier: you will land directly in the Moodle’s course page.

To register in the course, you need to login to Moodle first:
We suggest that you consider the “Course units available in A.Y. 2020/21” section (left bottom box) to display the complete list of course units on offer (held both in Italian or in English) available per School.
In the course unit’s page in the course catalogue, you also find:
1) the direct link to the **timetable**
2) the direct link to the **Moodle page**
3) the **teaching modality**: online or blended (in classroom and online) – see image below
CONTACTS:

• For **Moodle in general**: Webmaster of each Moodle platform (see the contact email in the Moodle Homepage, on the right)

• For **problems with a specific Moodle course**: the Professor responsible for the course unit

• For the **Study Plan in Uniweb**: erasmus.incoming@unipd.it

• For the **Course catalogue**: Mobility desk @ School/Department.

• For the **Uniweb/student account**: erasmus.incoming@unipd.it
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?”
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 (Anna for SPGI students and Giulia for Law students).

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
Academic calendar, timetable and class attendance
First Semester (semester system)

**Classes**: 28th September 2020 to 16th January 2021

**Exam session**: between 18th January and 27th February 2021

The University is closed on the [Italian Public holidays](https://www.unipd.it/en/key-academic-dates) and classes are suspended during **Christmas holidays** (23rd December 2020 to 6th January 2021)
TIMETABLE

https://gestionedidattica.unipd.it/Aule/Orario/

Platform available in Italian, English and Spanish

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!
Download the **mandatory app** «OrariUnipd»:

https://play.google.com/store/apps/details?id=it.easystaff.unipd
https://apps.apple.com/it/app/orariunipd/id1436137050

You should set your **personal timetable** and you **must use it** to **notify your presence** in the classroom!
You can also book your place in the **study rooms**.

**Watch the app presentation on YouTube**
Study Plan and Exams
This year, due to the Covid-19 emergency, we ask you to “sign up” for the course units before the start of the lectures (you have received an email about this).

Anyway, it is compulsory to fill in the on-line study plan before sitting the exams

- Through this procedure you can add the course units to your ONLINE BOOKLET
- The study plan must correspond to your LA! 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 Anna or Giulia for support
EXAMS ON UNIWEB

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 Anna or Giulia 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
STUDENTS who give support to other students about:

- Course units schedules
- Didactic matters about course units
- Exams registration (how to sign up for exams, etc…)
- How to get in contact with a teacher
- How to activate your Uniweb account and recover your password
- Every-day-life at you Department

Contacts:

**SPGI DEP** (in Via del Santo, 28 - first floor):

Email: tutor.scipol@unipd.it

[www.spgi.unipd.it](http://www.spgi.unipd.it)

**Office hours**: from Monday to Friday from 10am to 12.30am and Wednesday also from 2pm to 4pm

**LAW SCHOOL** (Ufficio Studenti at Palazzo Bo):


Email: tutor.giurisprudenza@unipd.it

**Opening hours**: [https://www.giurisprudenza.unipd.it=scuola/attivit%C3%A0-di-supporto/accoglienza-e-tutor-junior](https://www.giurisprudenza.unipd.it=scuola/attivit%C3%A0-di-supporto/accoglienza-e-tutor-junior)
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.

LIBRARIES

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

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

/ Please consult the site of School of Science for full presentation on Libraries

STUDY ROOMS

[http://www.unipd.it/en/services/study-and-multimedia-facilities](http://www.unipd.it/en/services/study-and-multimedia-facilities)
Seats in **LIBRARIES** should be booked using «**Affluences**» app:


https://apps.apple.com/it/app/affluences/id869919405
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/

Sports and hobbies:  
https://www.unipd.it/en/discovering-padova/sport-and-leisure

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.padovanet.it/it/musei
PRACTICING YOUR RELIGION

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

JEWISH COMMUNITY
26, Via Piazzé – 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
THANK YOU FOR YOUR ATTENTION!

Alessandra