WELCOME!

2° semester 2017.2018

Aula Informatica | Edificio B | Via Marzolo, 5

01.03.2017
Enrolment procedures

- **Enrolment at the *Welcome meeting*:**
  - Erasmus +
  - SEMP
  - Coimbra group

- **Enrolment at the International Relations Office:**
  - All non-EU citizens
  - Bilateral Agreements
  - EMJMD
  - Joint or double degrees

- **Enrolment at the Enrolment office:**
  - International students (Degree seeking) enrolling in a full degree course
Have you been in SASSA service?

No

STEP 1: SASSA Service

You’ll be given an enrolment appointment at the International Relations Office

Yes

- You have received your Badge and the Blue Folder
- You should have paid the University’s Insurance and enrolment tax (€24,50)

Enrolment at the Welcome meeting

(Erasmus+, SEMP, Coimbra students, with EU citizenship)
On your arrival here, you have received some documents:

1. International mobility – enrolment form
2. Municipal Registrar Office form
3. Arrival certificate

*If you haven’t received any document, you’ll complete the enrolment at the International Relations Office. SASSA service will give you the appointment.*
Enrolment procedures
EU students

1. International Mobility – Enrolment form

Write the date near «Padova» and sign the form.

Hand in the form to the officers
2. **Municipal Registrar Office form**

Communication to the Municipality of Padova about your stay.

You haven’t received this form if you are an Italian citizen or if you live in another town/city.

- Write the date near «Padova lì»
- Sign near «Il Richiedente»
- Hand in the form to the officers
3. Arrival certificate

This is the form used by University of Padova.

You have to send a scan to your Home University to prove your arrival.
Does your Home University require its own ARRIVAL CERTIFICATE to be signed?

Please fill in the form as follows:

- Name, Surname, Home University / Institution
- Host University / Institution: UNIVERSITÀ DEGLI STUDI DI PADOVA
- Erasmus code: I - Padova01

Do not write the arrival date.

Hand in the form to the officers.

We are going to write the arrival date (26th September), sign and seal your arrival certificate. We are going to give it back to you at the end of this meeting.

Do not forget to collect it !!!
REMINDER

1) Send the **ARRIVAL CERTIFICATE** to your Home University. *We will not send it, you have to do it yourselves*

2) Pay the University’s Insurance and enrolment tax and send a photo of the receipt to [erasmus.incoming@unipd.it](mailto:erasmus.incoming@unipd.it)

3) In the Blue Folder you find your **new username** for Uniweb, Moodle and institutional email address ([name.surname@studenti.unipd.it](mailto:name.surname@studenti.unipd.it)) *The password hasn’t changed*

4) Visit our website for administrative procedures: [http://www.unipd.it/en/erasmus-studies-semp](http://www.unipd.it/en/erasmus-studies-semp)
   - *On your arrival*
   - *During your stay*
   - *At the end of your stay*
TUTORS ARE....

There’re local students available for international students about logistics issues (i.e. classes, how to contact professors, how to enrol exams, activation of the e-mail account, how to use Uniweb).

CONTACTS:

Tutors’ office:
Department of Pharmaceutical and Pharmacological Sciences (building A) beside room 6.

Monday to Thursday 12-13

Tel. 049.8275379
tutor.scienzedelfarmaco@unipd.it
Pharmacy Education in Padova

- Until 1874 - Faculty of Medicine, Surgery and Pharmaceutics
- 1879 - Degree course in Chemistry and Pharmacy
- 1931 - Degree course in Pharmacy, the first in Italy
- 1935 - Faculty of Pharmacy
- 1976 - Degree course in Pharmaceutical Chemistry and Technologies
WHO WE ARE...

Departmental Director:
- Prof. Paolo Caliceti

International Dept. Coordinator:
- Prof. Barbara Gatto

International office:
- Dr. Silvia Boscolo
... within the School of Medicine and Surgery

The Department of Pharmaceutical and Pharmacological Sciences (DPPS) manages Education in “Pharmacy”
Via Marzolo, 5.

Erasmus office: Via Marzolo, 9
Monday to Friday 10 – 12.30
Libraries, study rooms and computer labs

Dipartimento di Scienze del Farmaco (Via Marzolo, 5): Aula 1, Aula 2, Aula 3, Aula 4, Aula 5, Aula 6

Dipartimento di Scienze del Farmaco (Largo Meneghetti, 2): Aula A, Aula B

Complesso di Via U. Bassi, 2: Aula G.
Degree Courses (corsi di laurea)

Integrated Master level course (5-years)
Pharmacy

Integrated Master level course (5-years)
Pharmaceutical Chemistry and Technology

Master of Science (2-years)
Pharmaceutical Biotechnologies

Bachelor cycle (3-undergraduate degrees)
Applied Pharmaceutical Sciences
Integrated Master level course (5-years)

**Pharmacy**

The Integrated Master level Course provides the *scientific basis of medicines*, from the *chemical structure* and the *molecular mechanism of action* to *therapeutics*.

Theory and *laboratory experiences*, as well interaction with *Local Health Districts* improve the students’ skills for the professional career mainly in *Community Pharmacy* and in public *Health Pharmaceutical Services*. 
Integrated Master level course (5-years)

**Pharmaceutical Chemistry and Technology**

This course has been designed to offer multi-knowledge mainly in **pharmaceutical and pharmacological issues**, experiencing experimental to **design and develop innovation in medicines**. Students acquire skills in **analytical chemistry, biotechnology, nanotechnology, molecular pharmacology** and **toxicology** useful for a career in bio-pharmaceutical industry, but also in Pharmacy.
Master of Science (2-years)

Pharmaceutical Biotechnologies

The purpose of the Laurea Magistrale (Master of Science) in Pharmaceutical Biotechnologies (two years, 120 CFU) is to endow students with a sound scientific knowledge for modern pharmaceutical research and health biotechnologies.
Bachelor cycle (3-years)

Applied Pharmaceutical Sciences

The course aims to train professionals in the field of healthcare products based on medicinal plants. The course combines a strong background in chemical, physical and biological disciplines, the specific competences of applied herbal Sciences to supply chain that includes task management, quality control and development of production, processing and marketing of medicinal plants and their derivatives. There will be a period of internship required which can be played in industries, external companies or organizations, on the basis of appropriate agreements.
EXAMS

• *It's mandatory to sign up for exams using your Uniweb account*

• You don’t have to sign up for classes, but for exams. **Do not forget to subscribe!**

• Check the inscription period: **10 to 4 days before the exam**

• **Exam periods:**
  
  • 04.06.2018 – 20.07.2018
  • 20.08.2018 – 21.09.2018

• Two ‘appelli’ (dates) per course per exam session

• In case of doubts, please contact your Buddy, the Erasmus Office of the School or the Tutoring Service
INTERNATIONAL OFFICE @ PALAZZO BO
Via VIII Febbraio 2, Palazzo BO - PADOVA

ERASMUS INCOMING
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+39 049 8273597
E r a s m u s . i n c o m i n g @ u n i p d . i t

ERASMUS KA 107
Elisa Zambon
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e l i s a . z a m b o n @ u n i p d . i t
LEARNING AGREEMENT

DURING THE MOBILITY LEARNING AGREEMENT

To change the LA form:

from 20.03.18 to 31.03.2018 for the 2\textsuperscript{nd} semester

<table>
<thead>
<tr>
<th>Component code (if any) at the sending institution</th>
<th>Component title (as indicated in the course catalogue) at the receiving institution</th>
<th>Deleted component</th>
<th>Added component</th>
<th>Reason for change</th>
<th>Number of ECTS credits to be awarded by the receiving institution or successfully completed at the component</th>
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Total: ____

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Total: ____

The student, the sending and the receiving institutions confirm that they approve the proposed amendments to the mobility programme.

Approval by e-mail or signature of the student and of the sending and receiving institution responsible persons.
EXTENSION OF THE MOBILITY PERIOD

- Go to the International Office (Palazzo Bo) to get the application for the extension
- Sign it and have it signed from your Departmental Coordinator in Padova
- Hand it in to the International Office (Palazzo del Bo), they will send it to your university by email
- After your university counter-signs the application for approval, you will be sent an e-mail
- Inform Sassa Service that you will require an extension for the accommodation
<table>
<thead>
<tr>
<th>Period</th>
<th>Lectures</th>
<th>Examination/Registration</th>
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<tbody>
<tr>
<td>Second semester</td>
<td>February 26th, 2018 to June 1st, 2018</td>
<td>June 4th, 2018 to July 20th, 2018</td>
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<td>(Extra examination period)</td>
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<td>August 20th, 2018 to September 21st 2018</td>
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<td>Holidays</td>
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<td>1st November 2017</td>
<td>All Sains</td>
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<td>8th December 2017</td>
<td>Immaculate Conception</td>
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<td>23rd December 2017 to 07th January 2018</td>
<td>Christmas</td>
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<td>30th March – 3rd April 2018</td>
<td>Easter</td>
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<td>25th April 2018</td>
<td>End of WWII</td>
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<td>30th April 2018</td>
<td>Giustinianea Feast</td>
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<td>1st May 2018</td>
<td>Labour Day</td>
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<td>2nd June 2018</td>
<td>Republic Day</td>
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<td>13th June 2018</td>
<td>St. Anthony’s Day</td>
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<td>15th August 2018</td>
<td>Feast of the Assumption</td>
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COURSES & SCHEDULES

- In Italian http://didattica.unipd.it/
- In English http://en.didattica.unipd.it/
- In English: http://www.unipd.it/en/courses-held-english
- You can attend courses in any other Department/School, but please note that in this case timetables may overlap!
A grade between 18 (min) and 30 (max) means you have passed the exam.

Remember to acceptation is automatic after 7 days.

Check that all your exams have been registered on your on-line booklet (libretto online) before the end of your mobility.

Your ToR will be based on what will be written on your booklet!
AT THE END OF YOUR STAY

Three steps to conclude your Erasmus stay:

1. Transcript of Records (Student Office)
2. Final interview (Uniweb)
3. Confirmation of Stay (International Relations Office, Palazzo Bo)
THANKS FOR YOUR ATTENTION!

International Office Staff

Università degli Studi di Padova