



WELCOME!

2° semestre 2017.2018

Aula Informatica | Edificio B | Via Marzolo, 5

01.03.2017

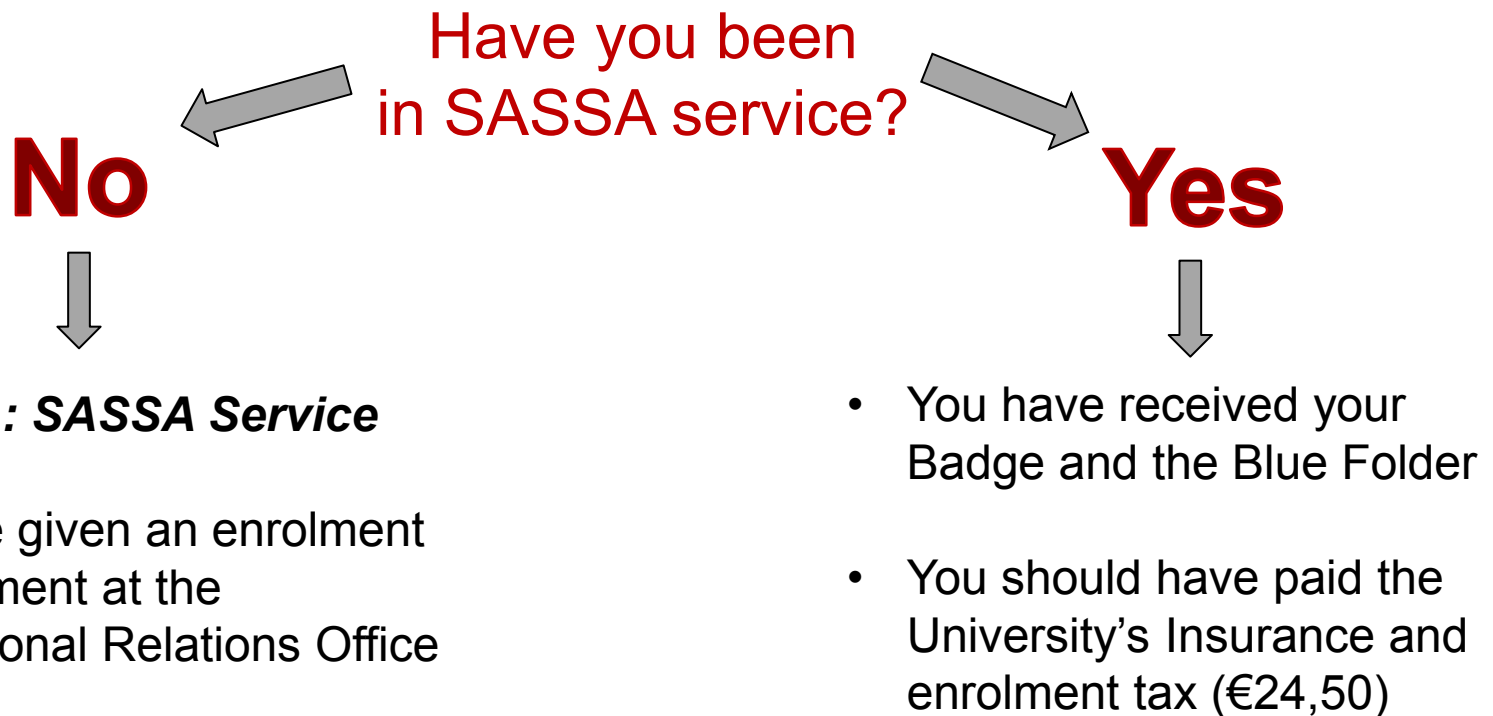
Enrolment procedures

- **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
- 

Enrolment procedures EU students

Enrolment at the Welcome meeting

(Erasmus +, SEMP, Coimbra students, with EU citizenship)





Enrolment procedures EU students

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



UNIVERSITA' DEGLI STUDI DI PADOVA

MOBILITA' INTERNAZIONALE/International mobility
DOMANDA DI ISCRIZIONE/Enrolment form

MOD. S/59



Al Rettore Magnifico

Il/La sottoscritto/a nel presentare domanda iscrizione come Exchange Student per l'anno accademico 2016-2017
The undersigned presenting the enrolment form as Exchange Student for the Academic Year 2016-2017

nell'ambito del Programma E+ Mobility for studies
in the framework of

UNIVERSITA' ESTERA DI PROVENIENZA (sending University):

Codice Erasmus/Erasmus code: NAZIONE (Country):

SOTTOAREA (Erasmus area code)

Decente responsabile a Padova (Dept. Coordinator in Padova):

DICHIARA

(DICHIARAZIONE SOSTITUTIVA DI CERTIFICAZIONE resa ai sensi dell'art. 46, D.P.R. n. 445 del 28.12.2000, T.U.
delle disposizioni legislative e regolamentari in materia di documentazione amministrativa)

COGNOME
Family name
NOME
Name
DATA DI NASCITA
Date of birth

Cognome/Name/Name

Nome/Name

COMUNE DI NASCITA
Place of birth

(Prov.)

(Nazione) (Country)

CITTADINANZA
Citizenship

CODICE FISCALE da ESSE3+
Tax code from ESSE3+

RESIDENZA
Permanent address

(Via e numero civico) (Street and nr.)

(City/Town)

(C.A.P.) (Post code)

(Nazione) (Country)

Priorità/priority

1 2 3

DOMICILIO
(indirizzo a Padova)
(Address in Padova)

(Via e numero civico) (Street and nr.)

(Comune di residenza) (City/Town)

(Prov.)

(C.A.P.) (Post code)

(Nazione) (Country)

Priorità/priority

1 2 3

e-mail

1° Telefono 1st telephone nr.	Domicilio Altro Residenza	Mobile Fisso Fax
2° Telefono 2nd telephone nr.	Domicilio Altro	Mobile Fisso
3° Telefono: cellulare italiano		

DATA DI ARRIVO REALE

DATA PARTENZA PRESUNTA

Dichiara di essere consapevole delle responsabilità e delle sanzioni penali stabilite dalla legge (art.76, D.P.R. n. 445 del 28.12.2000) in caso di dichiarazioni non veritiere e falsità in atti che, se riscontrate a seguito di controlli effettuati dall'Amministrazione, comporteranno anche la decadenza dai benefici eventualmente ottenuti.
The undersigned acknowledges the disciplinary and penal sanctions that would arise from any false declaration and agrees to accept the consequences and provide restitution to the University for any loss, expenditure or benefit resulting from or attributable to such false statement (in accordance with art. 76 D.P.R. 445/2000).

Il sottoscritto segnala di essere disabile Tipo di disabilità viva udinva mototna multipla altro

Il sottoscritto segnala di essere disabile

Padova, _____ (data) (Date) _____ (firma dell'interessato) (signature)

Ai sensi dell'art. 13, Decreto Legislativo 30 giugno 2003, n.196 i dati personali forniti dallo studente saranno trattati dall'Università degli Studi di Padova per le finalità di gestione della carriera universitaria, anche su supporto informatico, nel rispetto dei dati del 1° art. 7 del decreto medesimo concernente in capo al interessato.
In accordance with Act 196 30/06/2003 the undersigned accepts that his/her personal data be entered in the database of the University of Padova.

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

Hand in the form to
the officers

Enrolment procedures EU students

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*

Marca da bollo

Pr. n. _____ / _____
All'Ufficio Anagrafe
del Comune di PADOVA
SEDE

Oggetto: Istanza di iscrizione anagrafe dei temporanei
Ai sensi del D.Lgs. 30/2007
e di rilascio del relativo attestato di iscrizione
Anagrafica temporanea di cittadino dell'Unione Europea

Il/la sottoscritto/a _____
luogo di nascita _____
data di nascita _____
Cittadinanza _____ residente nello Stato estero di _____
indirizzo estero di residenza in Via/Piazza _____
documento: _____

CHIEDE
ai sensi del D.Lgs. 30/2007

L'ISCRIZIONE nello schedario della popolazione temporanea del Comune di Padova di cui all'art. 8 Legge 24 dicembre 1954, n. 1228 e dell'art. 52 D.P.R. 30 maggio 1989, n. 223
IL RILASCIO del relativo attestato di iscrizione;

In Via/Piazza _____ Tel. cellulare _____
 ALLOGGIO ESU ... ALTRO per i seguenti motivi: ATTIVITA' DI STUDIO C/O UNIVERSITA' DI PADOVA

A tal fine, consapevole della sanzioni penali previste all'art. 76 del D.P.R. n. 445/2000 per la falsità degli atti e dichiarazioni mendaci e previamente informato, autorizza la raccolta dei dati per l'emanazione del provvedimento amministrativo ai sensi della Legge n. 675/1996.

DICHIARA
(ai sensi e per gli effetti degli articoli 46 e 76 del D.P.R. n. 445/2000 e art. 9, comma 4 del D.Lgs. 30/2007)

di essere domiciliato all'indirizzo sopra indicato;
 di avere la disponibilità di risorse economiche sufficienti al soggiorno;
tali risorse sono erogate da _____
e per tutta la durata del corso di studi
 di essere in possesso di tessera sanitaria TEAM in corso di validità e/o assicurazione come stabilito dal D.Lgs. 30/2007

Il/la sottoscritto/a è a conoscenza che l'Amministrazione ricevente può effettuare controlli in merito alle dichiarazioni rese acquisendo la relativa documentazione d'ufficio e specifica che le dichiarazioni rese sopra sono verificabili tramite le Università degli studi di Padova e l'Università degli Studi dello Stato di provenienza; pertanto autorizza il funzionario responsabile del procedimento alla richiesta e visione ed acquisizione della documentazione necessaria ad eventuali controlli circa la veridicità delle dichiarazioni rese.

Il/la sottoscritto/a autorizza le suddette Università ad acconsentire la verifica della disponibilità delle risorse economiche sopra indicate, a qualsiasi titolo posseduto, da parte dei funzionari delegati del Comune di Padova in qualità di ufficiali Anagrafe delegati dal Sindaco.

Ai sensi dell'art. 10 del D.Lgs. n. 30/2007 e informato che i dati sopra riportati vengono acquisiti ai sensi delle disposizioni del Comune di Padova per il quale sono richiesti e verranno utilizzati esclusivamente per tale scopo.

Padova lì _____ Il Richiedente _____

DOCUMENTI ALLEGATI
 Fotocopia della dichiarazione Università di Padova relativa all'attività di studio da svolgere presso la stessa Università
 fotocopia documento di identità

Padova _____
l'Ufficiale d'Anagrafe ricevente

Enrolment procedures EU students

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*

AREA RELAZIONI INTERNAZIONALI, RICERCA E TRASFERIMENTO
TECNOLOGICO
SERVIZIO RELAZIONI INTERNAZIONALI
INTERNATIONAL RELATIONS OFFICE



UNIVERSITÀ
DEGLI STUDI
DI PADOVA

Via VIII Febbraio, 2
35122 Padova (Italy)
tel. +39 049 827 3061-3063
fax +39 049 827 3060
erasmus@unipd.it
CF 80006480281
P.IVA 00742430283

DICHIARAZIONE

Declaration

Si attesta che lo studente
We hereby certify that the student

nato a () il / /
born in on

iscritto all' ()
coming from

è assegnatario di una borsa di mobilità Erasmus + /KA1
has been selected in the framework of Erasmus + /KA1 Programme

che usufruirà presso l'Università degli Studi di Padova, nell'A.A. 2016 2017
at the Università degli Studi di Padova, for the Academic Year 2016 2017

per il periodo dal al (data provvisoria)
for the period from till (provisional date)

nell'ambito del flusso coordinato dal Prof. 1.
under the supervision of Prof.

Si rilascia la presente dichiarazione in carta semplice per gli usi consentiti dalla
legge.

This document is issued to the person concerned for the purposes granted by law.

Padova,

Per il Capo Servizio
For the Head of the International Office

Gene Occhipinti

Università degli Studi di Padova
SERVIZIO RELAZIONI INTERNAZIONALI
Via VIII Febbraio n. 2
35122 Padova (Italia)





Enrolment procedures EU students

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 !!!

Enrolment procedures EU students

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
- 3) In the Blue Folder you find your **new username** for Uniweb, Moodle and institutional email address (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>
 - *On your arrival*
 - *During your stay*
 - *At the end of your stay*

TUTORS ARE....

They'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**



Department of Pharmaceutical and Pharmacological Science

Location: WHERE WE ARE.

... 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

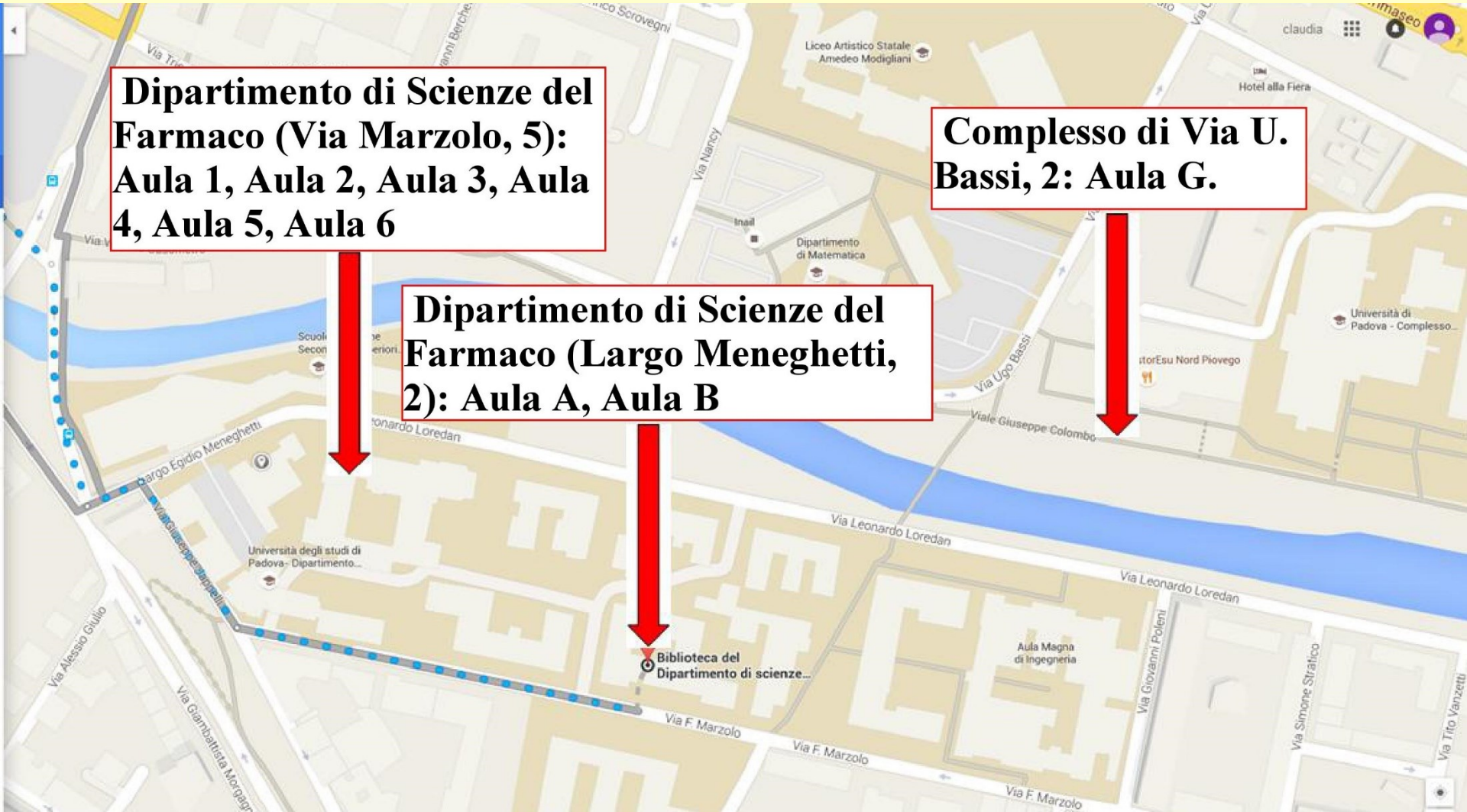


Libraries, study rooms and computer labs

**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)

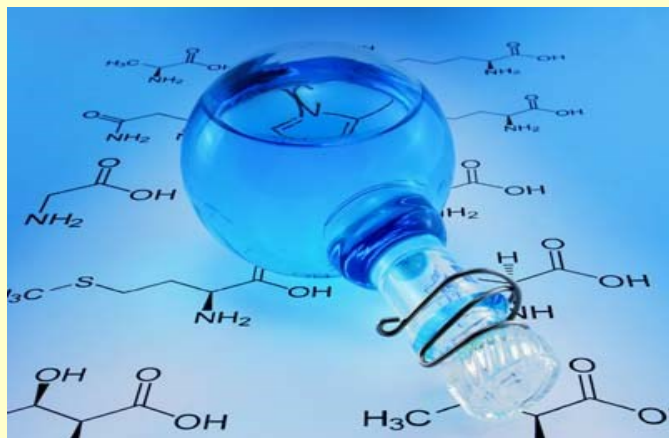
Applied Pharmaceutical Sciences

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**

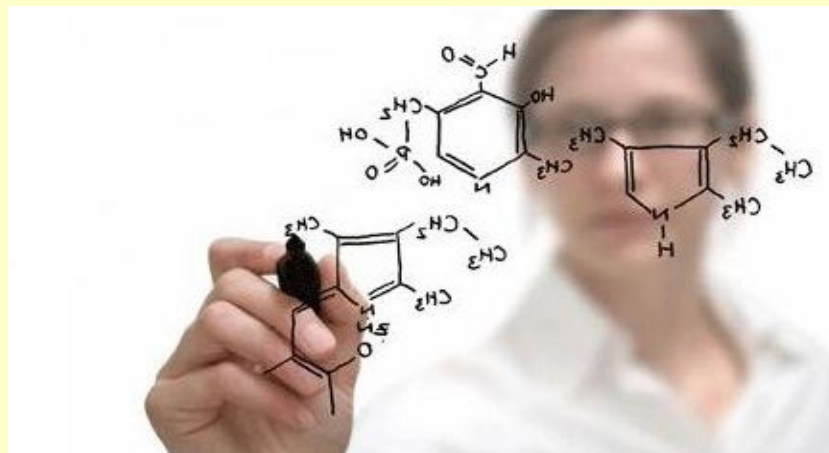


Integrated Master level course (5-years)

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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Erasmus.incoming@unipd.it

☐ ERASMUS KA 107

Elisa Zambon

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elisa.zambon@unipd.it



DURING THE MOBILITY LEARNING AGREEMENT

To change the LA form:

from 20.03.18 to 31.03.2018 for the 2nd semester



Erasmus+

Higher Education
Learning Agreement form
Student's name

Section to be completed DURING THE MOBILITY

CHANGES TO THE ORIGINAL LEARNING AGREEMENT

I. EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME

Table C: Exceptional changes to study programme abroad or additional components in case of extension of stay abroad

Component code (if any) at the receiving institution	Component title (as indicated in the course catalogue) at the receiving institution	Deleted component	Added component	Reason for change	Number of ECTS credits to be awarded by the receiving institution upon successful completion of the component
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
Total:					

Table D: Revised group of educational components in the student's degree that will be replaced at sending institution"

Component code (if any) at the receiving institution	Component title (as indicated in the course catalogue) at the sending institution	Deleted component	Added component	Reason for change	Number of ECTS credits
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
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

ACADEMIC CALENDAR

	Lectures	Examination/ Registration
Second semester	February 26th, 2018 to June 1st, 2018	June 4th, 2018 to July 20th, 2018
<u>(Extra examination period)</u>		August 20th, 2018 to September 21st 2018

ACADEMIC CALENDAR

Holidays	
1st November 2017	All Sains
8th December 2017	Immaculate Conception
23rd December 2017 to 07th January 2018	Christmas
30th March – 3rd April 2018	Easter
25th April 2018	End of WWII
30th April 2018	Giustiniana Feast
1st May 2018	Labour Day
2nd June 2018	Republic Day
13th June 2018	St. Anthony's Day
15th August 2018	Feast of the Assumption

COURSES & SCHEDULES

- ❖ In Italian <http://didattica.unipd.it/>
- ❖ In English <http://en.didattica.unipd.it/>



- ❖ <http://medicinachirurgia.unipd.it/orari-delle-lezioni>
- ❖ 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!

GRADES

- 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**