WELCOME!

1° semester 2018.2019

Aula Vesalio | Via Giustiniani, 2

27.09.2018
Enrolment procedures

- **Enrolment at the Welcome meeting:**
  - Erasmus+ *students* KA103 ➝ Erasmus+ for Studies with Programme Countries, i.e. the 28 EU Member States, Iceland, Liechtenstein, Norway
  - SEMP ➝ Swiss European Mobility Programme

- **Enrolment at the International 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 reserved to

- **Erasmus+ students KA103**
  Erasmus+ for Studies with Programme Countries, i.e. the 28 EU Member States, Iceland, Liechtenstein, Norway

- **SEMP**
  Swiss European Mobility Programme

and ONLY if:

- You are citizen of EU or Switzerland, Iceland, Liechtenstein, Norway
- You have found an accommodation
- You have been in SASSA Service
STEP 1: SASSA Service

- You have received your Student ID card (badge) and the Blue Folder
- Inside the Blue Folder: your registration number (MATRICOLA) and your new USERNAME to access Uniweb and Moodle
- You should have paid the contribution of 24.50 Euros, covering the insurance costs (8.50) and the revenue stamp for enrolment (16.00)

If you have not been in SASSA service yet:

- You will be given an enrolment appointment (on 5th or 12th October)
**STEP 2 : School/Department Welcome Meeting**

On your arrival here, *you have shown the payment receipt* and you have received:

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

Page 1:
- write your registration number MATRICOLA (GREEN BOX)

Page 2:
- write the date under «Padova» and sign (RED BOXES)
- For female students ONLY: write the date under «Padova» and sign (BLUE BOX)

Hand in the form to the officers once you have finished
2. Municipal Registrar Office form

It is the communication to the Municipality of Padova about your stay.

You will be included in the list of foreign citizens living in Padova

- Write the date under «Padova lì»
- Sign under «Il Richiedente»
- Hand in the form to the officers once you have finished
This is the form used by University of Padova.

You should send a scan of it to your Home University to prove your arrival.
3. Arrival certificate

Does your Home University require its own ARRIVAL CERTIFICATE?

Please fill in the form as follows:

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

Write **26/09/2018** as arrival date

Hand in the form to the officers once you have finished.

We are going to sign and seal your arrival certificate. You will receive it back at the end of this meeting.

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

2) In the Blue Folder you find your **new username** for Uniweb, Moodle and institutional email address (name.surname@studenti.unipd.it)

*The password has not changed – but it expires each 3 months!*

www.uniweb.unipd.it > Forgotten password

3) 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**
Let’s speak English!

We are looking for **English language assistants**! They shall cooperate as **remunerated language assistants** at Schools located in **Padova**.

*Incoming Erasmus+ and SEMP students can participate.*

English Language proficiency: **Level C1 or higher**
(Certificates are requested only to non-mother tongue candidates)

**How to participate:** Fill in the online application form and submit your CV. An interview shall take place aimed at testing the language competence, the features required and your motivations.

For detailed information you must refer to the Official Call
TUTORS ARE....

There are 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
https://www.dsfarm.unipd.it/corsi/tutorato
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:
School of Medicine | Via Giustiniani, 2 | 35100 Padova

Monday to Thursday 15-17; Friday 11-13

Tel. 049.821 8672
tutor.medicinachirurgia@unipd.it

https://www.medicinachirurgia.unipd.it/tutorato
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
Medical School | University of Padova

- **1222** University of Padova founded
- **1399** Universitas Iuristarum (law, theology)
  Universitas Artistarum (including medicine)

  natio citramontana (local students)
  natio ultramontana (foreign students)
WHO WE ARE...

Departmental Director:
• Prof. Paolo Caliceti

International Dept. Coordinator:
• Prof. Barbara Gatto

International office:
• Dr. Silvia Boscolo
Organization

President: Prof. Mario Plebani

Dept. Coordinators:
Prof. Piero Maestrelli
Prof. Annalisa Angelini

International office:
Dr. Giuseppe Scarsi
… 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.
Padova University Hospital
Padova University Hospital

- 1,200-bed University Hospital (Policlinico)
- 1,000-bed Civil Hospital
- Laboratories: 30,000 m² with all biomedical disciplines
Classrooms

- **Policlinico**: Aula De Giovanni, Aula Morgagni, Aula Ramazzini, Aula Vesalio;

- **Clinica Ginecologica e Ostetricia**: Aula A, Aula B, Aula C, Aula D;

- **Clinica Ortopedica**: Aula Magna, Auletta;

- **Clinica Pediatrica**: Aula Magna, Auletta;

- **Dipartimento Neuroscienze**: Aula Magna, Auletta;

- **Palasanità**: Aula VS01, Aula VS02, Aula VS03, Aula VS14, Aula VS15.
All students can have access to all the University libraries and study rooms
Study Rooms: [http://www.unipd.it/en/services/study-and-multimedia-facilities](http://www.unipd.it/en/services/study-and-multimedia-facilities)
https://www.medicinachirurgia.unipd.it/strutture/biblioteche
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.
Degree Courses (corsi di laurea)

Medicine and Surgery

Dentistry

17 Bachelor cycle (3-undergraduate degrees)
https://didattica.unipd.it/off/2018/LT/ME

6 Master cycle (2-graduate degrees)
https://didattica.unipd.it/off/2018/LM/ME

Medical Biotechnologies is held completely in english
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:
  • 21.01.2019 – 23.02.2019
  • 17.06.2019 – 27.07.2019
• Three ‘appelli’ (dates) per course per exam session
• In case of doubts, please contact your Buddy or the Tutor Service
INTERNATIONAL OFFICE @ PALAZZO BO
Via VIII Febbraio 2, Palazzo BO - PADOVA

ERASMUS KA 103
Irene Occhipinti
+39 049 8273597
erasmus.incoming@unipd.it

ERASMUS KA 107
Elisa Zambon
+39 049 8273741
elisa.zambon@unipd.it
Possibility to change the LA form, just once:

**Deadline 31.10.2018** for the 1st semester

**Deadline 31.03.2019** for the 2nd semester
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

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<tr>
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<th>Lectures</th>
<th>Examination/Registration</th>
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<tr>
<td><strong>First semester</strong></td>
<td>October 1&lt;sup&gt;st&lt;/sup&gt; 2018 – January 18&lt;sup&gt;th&lt;/sup&gt; 2019</td>
<td>January 21&lt;sup&gt;st&lt;/sup&gt; 2019 – February 23&lt;sup&gt;rd&lt;/sup&gt; 2019</td>
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<tr>
<td><strong>Second semester</strong></td>
<td>February 25&lt;sup&gt;th&lt;/sup&gt; 2019 to June 14&lt;sup&gt;th&lt;/sup&gt; 2019</td>
<td>June 17&lt;sup&gt;th&lt;/sup&gt; 2019 to July 27&lt;sup&gt;th&lt;/sup&gt; 2019</td>
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<tr>
<td><strong>(Extra examination period)</strong></td>
<td></td>
<td>August 19&lt;sup&gt;th&lt;/sup&gt;, 2019 to September 21&lt;sup&gt;st&lt;/sup&gt; 2019</td>
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# ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>Holidays</th>
<th>Date</th>
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<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; November 2018</td>
<td>All Sains</td>
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<tr>
<td>8&lt;sup&gt;th&lt;/sup&gt; December 2018</td>
<td>Immaculate Conception</td>
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<tr>
<td>22&lt;sup&gt;nd&lt;/sup&gt; December 2018 to 07&lt;sup&gt;th&lt;/sup&gt; January 2019</td>
<td>Christmas Holidays</td>
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<td>20&lt;sup&gt;th&lt;/sup&gt; April – 24&lt;sup&gt;th&lt;/sup&gt; April 2019</td>
<td>Easter Holidays</td>
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<tr>
<td>25&lt;sup&gt;th&lt;/sup&gt; April 2018</td>
<td>End of WWII</td>
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<tr>
<td>26&lt;sup&gt;th&lt;/sup&gt; April 2018</td>
<td>Giustinianea Feast</td>
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<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; May 2019</td>
<td>Labour Day</td>
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<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; June 2018</td>
<td>Republic Day</td>
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<tr>
<td>13&lt;sup&gt;th&lt;/sup&gt; June 2018</td>
<td>St. Anthony’s Day</td>
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<tr>
<td>15&lt;sup&gt;th&lt;/sup&gt; August 2018</td>
<td>Feast of the Assumption</td>
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In Italian [http://didattica.unipd.it/](http://didattica.unipd.it/)

In English [http://en.didattica.unipd.it/](http://en.didattica.unipd.it/)

In English: [https://en.didattica.unipd.it/catalogues/2018/ME](https://en.didattica.unipd.it/catalogues/2018/ME)


- proceed in this way:
  1 - Select your degree course;
  2 - Select your year of study;
  3 - Click on View Timetable.
A grade between 18 (min) and 30 (max) means you have passed the exam.

Remember to acceptance 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 reflect your online 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)
AT THE END OF YOUR STAY

1. Medicine and surgery students only:

   exams and practical trainings are included in the Transcript of Records. Parts of exams (so-called moduli) are certified by the Erasmus Officer of the School of Medicine (erasmus.medicinachirurgia@unipd.it).

   Find more precise information at this link: http://www.unipd.it/en/node/1314.
THANKS FOR YOUR ATTENTION!
International Office Staff