



***WELCOME!***

***1st Semester 2019/2020***



UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA

# ADMINISTRATIVE ISSUES



## **SASSA Service - Via Tiepolo 48**

- There you receive your Student ID card (badge) and the Blue Folder
- Inside the Blue Folder:
  - ✓ registration number (MATICOLA)
  - ✓ new USERNAME to access Uniweb and Moodle
  - ✓ 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.*
- **UNIWEB:** The password is the one you have set in the Application Form. It expires every 3 months.

To recover your password: <https://uniweb.unipd.it/Home.do>



## *Update your Uniweb personal profile*

**Add your Italian mobile phone number, if you have one, and your address in Padova:**

- 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


### Personal record

On this page you can find information about personal details, permanent address (residence) and domicile. You can change

#### Residence

Country	Germany
Town/City	Halle (Saale)
Postcode	
Part of town/city	
Address	06112, Friesenstraße
n°	15
Valid from	01/10/2016
Telephone n°	01626224966
Domicile coincides with residence	N



 [Edit residence details](#) Use to link to edit Residence details



- **DO NOT CHANGE THE RESIDENCE ADDRESS!**
- **On the last question click on «N» to add the Domicile section**
- **Click on Next**



Registration: Permanent address (Residence)

Please enter or edit your permanent address (Residence)

Residence

Country*	Germany
Town/City*	Halle (Saale)
Postcode	
	if in Italy
Part of town/city	
Address (if not in Italy, please enter also the postcode)*	06112, Friesenstraße (St, Rd, Av, Square..)
n°*	15
Valid from *	01/10/2016
	(gg/mm/aaaa)
Telephone n°*	01626224966
Domicile coincides with residence (permanent address)*	<input checked="" type="radio"/> Y <input type="radio"/> N

Back

Next




- **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**

Registration: **current address (Domicile)**

Please enter or edit your current address (Domicile)

Domicile

C/O	<input type="text"/>
Country*	Germany ▼
Town/City:*	Halle (Saale)
Postcode	<input type="text"/>
	if in Italy
Part of town/city	<input type="text"/>
Address (if not in Italy, please enter also the postcode)*	06112, Friesenstraße (St, Rd, Av, Square..)
n°*	15
Telephone n°	01626224966 

Back

Next



The "codice fiscale" is a personal code made up of numbers and letters.

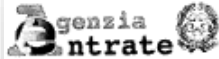
It is released by Agenzia delle Entrate and it never expires.

You might need it for the following reasons:



- to rent an apartment
- to open a bank account
- to reset your Uniweb password

You received the "codice fiscale" via email some time ago.

Copia per il richiedente

 **agenzia entrate**

### CERTIFICATO DI ATTRIBUZIONE DEL CODICE FISCALE

CODICE FISCALE		 TLGMSA96L45Z149G
COGNOME		
NOME		SESSO
COMUNE (O STATO ESTERO) DI NASCITA		PROVINCIA DI NASCITA EE
DATA DI NASCITA		
DATA 15/01/2019		UFFICIO DIR. PROV. PADOVA
IL FUNZIONARIO <i>Nicola Lopatriello</i>		

**AVVERTENZE**  
Questo certificato attesta il codice fiscale e i dati ad esso associati, registrati in Anagrafe Tributaria.  
La stampa del codice fiscale nel formato bar-code (codice a barre) ne consente l'acquisizione ottica, al pari del tesserino di codice fiscale e della Tessera Sanitaria.

AGE.DREFI.REGISTRO UFFICIALE.0075031.15-01-2019-U  
Identificativo certificato: 201975031



UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA


# ADMINISTRATIVE ISSUES

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 23<sup>rd</sup> September 2019 unless you register at SASSA after 23<sup>rd</sup> September.

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 for you!



UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA

AMMINISTRAZIONE CENTRALE  
AREA DIDATTICA E SERVIZI AGLI STUDENTI  
INTERNATIONAL OFFICE

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

**DICHIARAZIONE DI ARRIVO – Anno Accademico 2018/19**  
*Arrival Certificate – Academic year 2018/19*

Si attesta che  
*We hereby certify that*

Cognome e Nome: \_\_\_\_\_  
*Surname and Name:*

Luogo di nascita: \_\_\_\_\_  
*Place of Birth:*

Data di nascita: \_\_\_\_\_  
*Date of Birth:*

Università di provenienza: \_\_\_\_\_  
*Sending Institution:*

è arrivato/a il **26/09/2018**  
*arrived on*

presso l'**Università degli Studi di Padova**  
*at the University of Padova*

nell'ambito del programma di mobilità **Erasmus+ for studies**  
*in the framework of Erasmus+ for studies Programme*


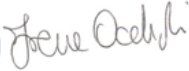
sotto la supervisione del Prof.: \_\_\_\_\_  
*under the supervision of Professor:*

nella scuola/ nel dipartimento of: \_\_\_\_\_  
*in the school / department of:*

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, 26/09/2018

Per il Capo Servizio  
*For the Head of the International Office*

Dirigente: Andrea Grappaglia, Responsabile del procedimento amministrativo: Elena Antonia  
tel. +39 (0)49 827 3061 email: erasmus.incoming@unipd.it





**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 International 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: 23rd September 2019***
- ***DO NOT SIGN THE FORM!! We will sign the certificate for you.***

***Please form an orderly queue in order to get the certificate signed.***



**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***

**Erasmus desks and contacts:**

**<https://www.unipd.it/en/desks-and-contacts>**



UNIVERSITÀ  
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DI PADOVA

ADMINISTRATIVE  
ISSUES

## INTERNATIONAL OFFICE @ PALAZZO BO Via VIII Febbraio 2, Palazzo BO - PADOVA

### ERASMUS INCOMING

Irene Occhipinti & Federica Bison

+39 049 8273061

[Erasmus.incoming@unipd.it](mailto:Erasmus.incoming@unipd.it)

### ERASMUS KA107 + Bilateral Agreements

Elisa Zambon

+39 049 8273741

[elisa.zambon@unipd.it](mailto:elisa.zambon@unipd.it)





# Erasmus Office

## Department of SPGI

**Anna Gottardo**

Via del Santo 28- tel. 049 827.4085

[Erasmus.spgi@unipd.it](mailto:Erasmus.spgi@unipd.it)

OFFICE HOURS:

Tuesday 10.00 – 13.00, 15.00 -17.00

Wednesday 10.00 – 13.00

## School of Law

**Giulia Marini**

Via 8 Febbraio 2 tel. 049 827.3061

[Erasmus.giurisprudenza@unipd.it](mailto:Erasmus.giurisprudenza@unipd.it)

OFFICE HOURS:

Monday 10.00 – 13.00,

Thursday 10.00 – 13.00



# LOCATION

Palazzo BO



← School of Law

SPGI →

Ca' Borin + Wollemborg



By tram (Riviera Tito Livio)  
By bus: 2,3,5,11,12,13,14,16,22  
By bike: always a good choice.





## **Refer to the Erasmus Office of LAW (Giulia) or SPGI (Anna) 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 or Elisa) for:**

- **Extension request**
- **Certificate of arrival and departure (certificate of stay)**
- **Transcript of records**



UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA

# UNIPD ACCOUNT





- For all the administrative procedures as a student (study plan, exams registration, etc.) you have an **Uniweb Account**, which has already been activated
- In your **Blue Folder** you have a new username (name.surname@studenti.unipd.it)
- Please **remember to activate your Uniweb profile and set your own password**
- Save the information for recovering your password (3 personal questions)
- Password expires every three months (do not let it expire!)
- Ask for help from Buddies and junior Tutors.

Servizi online





## Use the same credentials for:

- ❖ **UNIWEB**: exam registration and acceptance of grades
- ❖ **Moodle**: sharing course materials and information
- ❖ **Webmail**: institutional email account

Servizi online





UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA

**EXCHANGE STUDENTS**

**DURING YOUR STAY**



# LEARNING ITALIAN

- ❖ You have at your disposal a free Italian course offered by the CLA.  
<http://cla.unipd.it/en/courses/italian-courses/biannual-courses/>
- The course will start on **14<sup>th</sup> October**: please remember to
  - **enroll by 2<sup>nd</sup> October according to your self-evaluation (no initial test)**
  - **confirm your participation from 7<sup>th</sup> to 11<sup>th</sup> October**
- ❖ The course will be included in your transcript of records for 3 ECTS (you can also add it to your LA)
- ❖ The CLA also offers movies to rent, a tandem programme, theatre courses and much more.





Level from  
pre-A1 to C1

First Italian course  
with us is free of charge

## Enrolment process

The screenshot shows a web browser displaying the website of the University of Padova Language Centre. The browser's address bar shows the URL `cla.unipd.it/er/`. The website has a red header with navigation links: `Unipd.it`, `Contact us`, a search bar with the text `Testo da cercare`, and `IT`. Below the header is a navigation menu with the following items: `ABOUT US`, `SELF STUDY`, `LANGUAGE TESTS`, `COURSES`, and `MULTI-MEDIA LIBRARY`. The main content area features a large banner for **Italian Certification CILS** with the text **Certificazione di Italiano come lingua straniera CILS dell'Università per Stranieri di Siena** and **livelli A1 - C2**. To the right of the banner is a **NEWS** section with two items: **ITALIAN CERTIFICATION CILS** (Next session of Italian Certification for Foreigners: 3rd December 2019. Enrol to the preparation course!) and **LANGUAGE ADVISING** (CLA support service for UNIPD students and employees who wish to improve their language skills. Book your personal interview.). Below the banner and news section are three smaller tiles: **LANGUAGE TESTS** (with a photo of a woman reading), **SELF-STUDY** (with a photo of a woman at a computer), and **ERASMUS INCOMING** (with a photo of a globe). On the right side of the page, there is a sidebar with links: **MOODLE - ITALIAN**, **MOODLE - OTHER LANGUAGES**, **ACADEMIC CALENDAR 18/19**, and **FACEBOOK**. At the bottom of the page, there is a Windows taskbar with various icons and a system tray showing the time `15:08` and date `13/09/2019`.

## **The last step**

From 7<sup>th</sup> to 11<sup>th</sup> October

you have to:

- confirm your application
- choose one of the available courses according to your language level and your timetable preferences

- + Course starting dates
- + Course length and cost
- + Enrolment
- + **Class publication and confirmation**
- + Final tests and credits
- + Certificates
- + Giving up your place
- + Self study
- + Contacts



**Get ready!  
Courses  
will start on  
14<sup>th</sup> October**

**Via Venezia, 16 PADOVA**

**email: [didattica.cla@unipd.it](mailto:didattica.cla@unipd.it)**

 **[cla.unipd.it](https://www.facebook.com/cla.unipd.it)**

**[www.cla.unipd.it](http://www.cla.unipd.it)**

**Students' office opening hours:  
Monday to Friday  
9:30 am – 1:00 pm**





## ACADEMIC CALENDAR

	Lectures	Examination/ Registration
<b>First semester</b>	30 <sup>th</sup> September, 2019 to 18 <sup>th</sup> January, 2020	20 <sup>th</sup> January, 2019 to 29 <sup>th</sup> February, 2020
<b>Second semester</b>	2 <sup>nd</sup> March, 2020 to 12 <sup>th</sup> June, 2020	15 <sup>th</sup> June, 2019 to 18 <sup>th</sup> July, 2020
<b><u>(Extra examination period)</u></b>		(19 <sup>th</sup> August, 2019 to 21 <sup>st</sup> September 2019)



# ACADEMIC CALENDAR

<b>Holidays</b>	
1st November	All Saints
8th December	Immaculate Conception
21st December 2019 to 6th January 2020	Christmas
11th April – 14th April 2020	Easter
25th April	Liberation Day
1st May	Labour Day
1st June	Festa Giustiniana
2nd June	Republic Day
13th June	St. Anthony's Day
15th August	Feast of the Assumption



# COURSES & SCHEDULES

## Useful Links

- ❖ In Italian <https://didattica.unipd.it/off/2019>
- ❖ In English <https://en.didattica.unipd.it/off/2019>
- ❖ Schedules <https://gestionedidattica.unipd.it/Aule/Orario/>



Academic offer in English:

<https://en.didattica.unipd.it/catalogues>



## LEARNING AGREEMENT

### During the mobility

- **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!
- 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)
- Take your time in changing your LA and **send it only once you are sure** about the activities you wish to carry out



## LEARNING AGREEMENT During 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



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

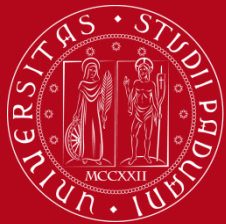
Component code (if any) at the receiving institution	Component title (as indicated in the course catalogue) at the receiving institution	Deleted component	Added component	Reason for change	Number of ECTS credits to be awarded by the receiving institution upon successful completion of the component
		<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.



## Restrictions

As a general rule you can attend course units in any other Department/School, BUT you must make sure there are NO restrictions

### School of Law:

- “DDP-P” course units (or any other course units held in French) are NOT available for exchange students: these are special and reduced modules only for double degree students.

GI0270	GIP7082323	DIRITTO AMMINISTRATIVO (DDP-P) Info e programma immatricolazione A.A. 2015/16 Attuale A.A. 2017/18	9	Secondo semestre	ITA	<u>ALESSANDRO CALEGARI</u>
GI0270	GIP7082323	DIRITTO AMMINISTRATIVO	9	Secondo semestre	ITA	<u>CRISTIANA</u>



## Bachelor students at SPGI department and Law students interested in SPGI course units:

- Admission to master courses will depend on professors' decision
- You can attend bachelor courses and take the exam in English!  
A list of them can be downloaded here:  
<https://www.spgi.unipd.it/incoming-students>





✓ **«Corsi Integrati» are composed of two or more modules:**

It is compulsory to sit the exam and successfully pass all the modules otherwise they will not appear in your final transcript of records. You CANNOT choose only one module.

insegnamento  
MANAGEMENT DELLE RETI DI GOVERNANCE (C.I.)  
EPP4068100, A.A. 2016/17

▼ Principali informazioni sull'insegnamento	
Corso di studio	Corso di laurea magistrale in <a href="#">STUDI EUROPEI</a> SP1866, ordinamento 2013/14, A.A. 2016/17
Curriculum	<a href="#">POLITICHE DELL'UNIONE EUROPEA [002PD]</a>
Crediti formativi	
Denominazione inglese	MANAGEMENT OF NETWORK GOVERNANCE
Dipartimento di riferimento	<a href="#">Dipartimento di Scienze Politiche, Giuridiche e Studi Internazionali</a>
Obbligo di frequenza	No
Lingua di erogazione	ITALIANO
Sede	PADOVA



▼ Docenti			
Responsabile	PATRIZIA MESSINA	<a href="mailto:patrizia.messina@unipd.it">patrizia.messina@unipd.it</a>	SPS/04

▼ Moduli che appartengono al corso integrato		
Codice	Insegnamento	Responsabile
EPP4068101	<a href="#">ANALISI ORGANIZZATIVA (MOD. B)</a>	MAURO SALVATO
EPP4068102	<a href="#">POLITICHE DELL'UNIONE EUROPEA PER LO SVILUPPO LOCAL (MOD. A)</a>	PATRIZIA MESSINA





## STUDY PLAN ON UNIWEB

- 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
- Through this procedure you can add the course units listed in your approved Learning Agreement to your Online Booklet
- 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 on how to best fill in your Study Plan on the online 'Uniweb' platform, please download our [guide](#)
- At a later stage, you will receive a reminder about this procedure from the International Office ([erasmus.incoming@unipd.it](mailto:erasmus.incoming@unipd.it)).
- Refer to Anna or Giulia for support



# EXAMS

## Moodle

E-learning platform, to download course material.

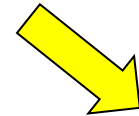
## Uniweb

Web platform, to enrol for exams, accept grades and get the credits for the final transcript of records.



# MOODLE

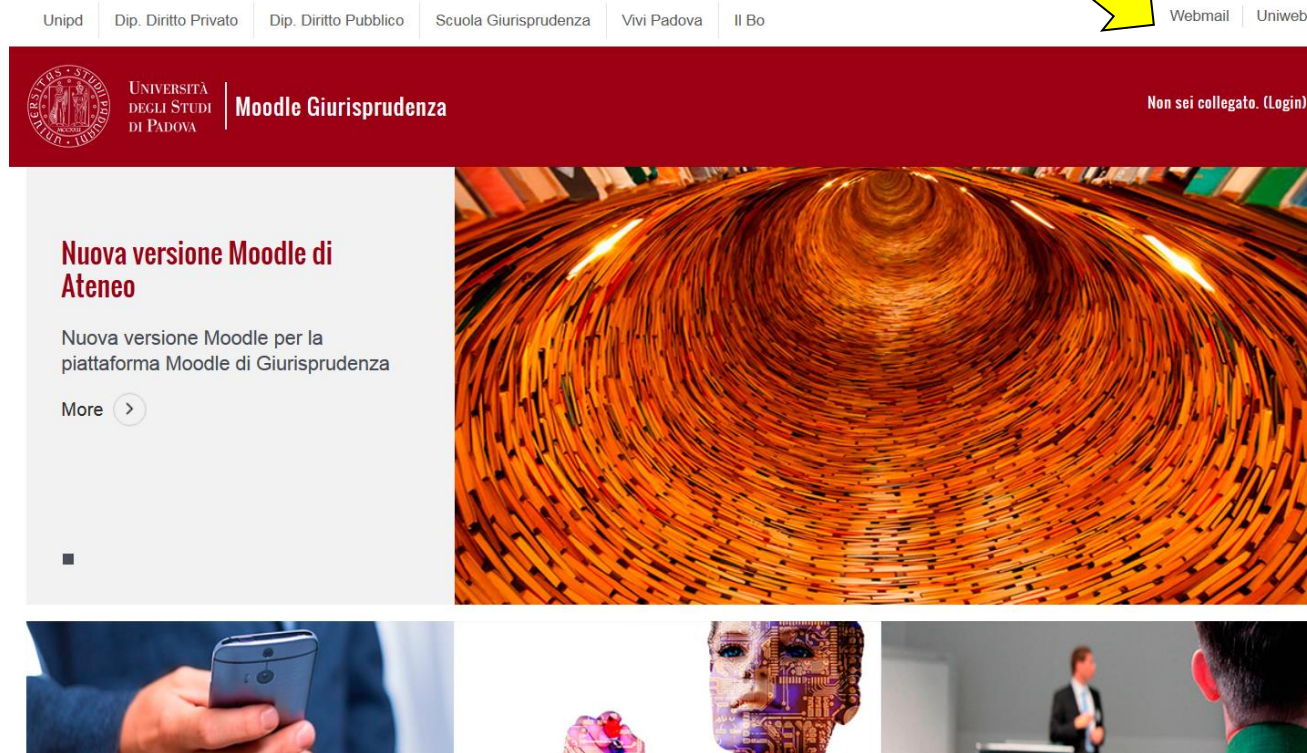
LOG IN on the TOP RIGHT



E-learning platform, to download course material

School of Law:  
<https://elearning.unipd.it/giurisprudenza/>

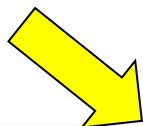
Department of SPGI:  
<https://elearning.unipd.it/spgi/>





# MOODLE

Click on «**ACCEDI A MOODLE CON SINGLE SIGN ON (SSO)**» (on the top left)



Se è la prima volta che arrivi in questa pagina

Accedi a Moodle con il Single Sign On



Il browser deve avere i cookie abilitati ?

[Recupero password SSO @studenti.unipd.it](#)

[Recupero password SSO @unipd.it](#)

Accesso a Moodle

Username

Password

Lo

1. Sei uno Studente o Docente o PTA dell'Università di Padova?

2. Non appartieni a nessuno dei riquadri a sinistra?



# MOODLE

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!

The screenshot shows the Moodle interface for a course. At the top, there is a navigation bar with links to various university departments and services like Webmail and Uniweb. Below this is a dark red header containing the university logo, the course name 'GIM0013134 - BANKING LAW 2018-2019 (De Poli PD)', and a user profile for Giulia Marini. A breadcrumb trail indicates the user's location: Home / Corsi / A.A. 2018 - 2019 / Corsi di laurea magistrale a ciclo unico / GI0270 - GIURISPRUDENZA (Ord. 2017) / 2018-GI0270-000ZZ-2017-GIM0013134-N0 / Iscrivimi in questo corso / Opzioni di iscrizione. The main content area is titled 'Opzioni di iscrizione' and lists the course 'GIM0013134 - BANKING LAW 2018-2019 (De Poli PD)' with the professor's name 'Matteo De Poli' and a collaborator 'Edoardo Cecchinato'. Under the heading 'Iscrizione spontanea (Studente)', it states 'Non è necessaria una chiave di iscrizione' and features a red 'Iscrivimi' button.



# EXAMS

- You don't have to sign up for classes, but you do for exams. **Do not forget to subscribe!**
- Erasmus+ and SEMP students will NOT be able to subscribe without their **Study Plan on Uniweb**
- *It is mandatory to sign up for exams using your Uniweb account even if a professor asks you to sign up on Moodle*



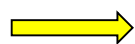
# EXAMS

- You can sign up only during the “Sign up session”: usually between **10 and 4 days before the exam** (please do not wait until the very last day!)
- **Exam session: First Semester** between 20th January, 2020 and 29th February, 2020, **Second Semester** between 15th June, 2020 and 18th July, 2020
- 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!
- Check the “**sign up session**”: **REFER ONLY TO UNIWEB FOR THE OFFICIAL EXAM DATES > EXAMS (BACHECA ESAMI)**



# EXAMS - BACHECA ESAMI

[www.unipd.it](http://www.unipd.it) > click on UNIWEB



Uniweb | Area stampa | Dipartimenti | Scuole

Webmail | Rubrica | SIT | Sostieni Unipd | 800 anni



UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA

SCEGLI IL TUO PROFILO IT EN CN

Future matricole

Studentesse e studenti

Personale

Cittadinanza e territorio

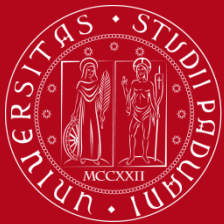


## Mentor&Me, un progetto Unipd che accompagna nel mondo del lavoro

Il progetto consente a chi studia di avere come guide professioniste e professionisti del mondo del lavoro, così da approfondire i possibili percorsi di carriera e le competenze oggi richieste dal mondo del lavoro, e ricevere supporto nelle scelte professionali







Click on **EXAMS**, then on **EXAM SESSIONS BOARD**



## Guest

- ➔ My personal area
  - Registration
  - Registrazione con SPID
  - Login
  - Forgotten password

## ➔ Didactics

## ➔ Exams

- Exam Sessions Board
- Exam Results Board

## ➔ Companies Area

- CV Search

## Exams

Department:

Course od Study:

Course:

Teacher:

Date of Exam:  (dd/mm/yyyy)

Search



Select the **DEPARTMENT**, the **DEGREE COURSE**, the **COURSE UNIT** and the **TEACHER** (information available on our website <https://en.didattica.unipd.it/off/2019> )

Home



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Exam Results Board

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## Exams

Department: [10143] DEPARTMENT OF PUBLIC, INTERNATIONAL AND COMMUNITY LAW

Course od Study: --choose--

Course: [GIM0013134] BANKING LAW

Teacher: --choose--

Date of Exam: --choose-- (yyyy)

DE POLI MATTEO

Search



## List of the **APPELLI** (dates of the exam): two 'appelli' (dates) per course unit per exam period

Course of study:

Course:

Teacher:

Date of Exam:  (dd/mm/yyyy)

Search

### Elenco dei turni d'appello recuperati

▲ Insegnamento ▼	Periodo iscrizioni ▲ Dal - Al ▼	▲ Date e ora del turno ▼	▲ Tipo ▼	Docenti	▲ #Iscr. ▼
[GIM0013134] BANKING LAW	31/05/2019 - 16/06/2019	20/06/2019 - 11:00	Orale	DE POLI MATTEO	0
[GIM0013134] BANKING LAW	28/06/2019 - 14/07/2019	18/07/2019 - 11:00	Orale	DE POLI MATTEO	0
[GIM0013134] BANKING LAW	16/08/2019 - 01/09/2019	05/09/2019 - 11:00	Orale	DE POLI MATTEO	0
[GIM0013134] BANKING LAW	30/08/2019 - 15/09/2019	19/09/2019 - 11:00	Orale	DE POLI MATTEO	0
[GIM0013134] BANKING LAW	31/05/2019 - 16/06/2019	20/06/2019 - 09:00	Orale	DE POLI MATTEO	0
[GIM0013134] BANKING LAW	28/06/2019 - 14/07/2019	18/07/2019 - 09:00	Orale	DE POLI MATTEO	0
[GIM0013134] BANKING LAW	16/08/2019 - 01/09/2019	05/09/2019 - 09:00	Orale	DE POLI MATTEO	0
[GIM0013134] BANKING LAW	30/08/2019 - 15/09/2019	19/09/2019 - 09:00	Orale	DE POLI MATTEO	0



# GRADES

- **IMPORTANT:** if you do not sign up for the exam, the professor will not be able to register your grade
- 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 results.



# GRADES

- The grade will be visible in **UNIWEB - EXAM RESULTS BOARD**
- Check that all your exams have been registered on your **ONLINE BOOKLET** (libretto online) before the end of your mobility.  
**Your ToR will be based on what is written in your booklet at the end of your stay!**
- Your ToR will not include any **failed exams**: should you need a certificate of failed exams, please refer to the Professor in charge directly!!



Click on **EXAMS**, then on **EXAM RESULTS BOARD**



## Guest

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## Exams

Department:

Course od Study:

Course:

Teacher:

Date of Exam:  (dd/mm/yyyy)

Search



## 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 by your **Departmental Coordinator in Padova first** and **then by your Home University**
- Once fully signed, send it by email ([erasmus.incoming@unipd.it](mailto:erasmus.incoming@unipd.it)) to the International Office (Irene)
- **Inform Sassa Service** that you will require an extension for your accommodation (if you are staying in University residences)



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**EXCHANGE STUDENTS**

**AT THE END OF YOUR STAY**





## Three steps to conclude your Erasmus stay:

1. **Transcript of Records** (request form online [www.unipd.it/relint/en](http://www.unipd.it/relint/en)). It will be sent by e-mail to your Home University unless you pay the *marca da bollo* (revenue stamp) for a personal hard-copy.

Check that all your exams have been **registered on your ONLINE BOOKLET** (libretto online) before the end of your mobility.

2. **Final survey** (Exchange students on [Uniweb](#) / KA107 EU Survey): take the confirmation to Palazzo Bo in order to get your ...
3. **...Confirmation of Stay** ([International Office, Palazzo Bo](#)) by appointment ([www.unipd.it/relint/en](http://www.unipd.it/relint/en))

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



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# USEFUL TIPS



# 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?”



## CANTEENS

- To eat in any of the University canteens **YOU HAVE to register online** [www.esupd.gov.it](http://www.esupd.gov.it) (online services) and you will receive a QR code
- Find more information in your Blue folder
- <http://www.unipd.it/servizi/opportunita-tempo-libero/ristorazione/ristorazione-studenti?target=Studenti>  
Prices for exchange students: €4.60 «primo **or** secondo» (one plate), €5.70 «primo **and** secondo» (two plates)
- For any issues, refer to [dirittoallostudio@esu.pd.it](mailto:dirittoallostudio@esu.pd.it)



# HEALTH

## The EHIC/TEAM, European Health Insurance Card

- EU Citizens living in Italy are eligible for public health care, producing the EHIC (or TEAM) card issued by their respective country of origin
- The EHIC makes the holder eligible for urgent and necessary health care, with direct access to health care structures.
- Should you need medical assistance, please consult a General Practitioner or family doctor first, chosen from the lists posted in all health care districts.
- <https://www.unipd.it/en/healthcare>



# SPECIALIST SERVICES

## at the University of Padova

- Gynecology Service
- Andrology Service
- Psychological Assistance Service (S.A.P.)
- Psychiatric Consultancy Service (S.C.P.)
- <https://www.unipd.it/en/discovering-padova/healthcare-and-primary-services>



# LIBRARIES and STUDY ROOMS

**All students can access all University libraries and study rooms.**

University Library System: <http://bibliotecadigitale.cab.unipd.it/en/>

<http://catalogo.unipd.it/F?func=find-b-0>

Study Rooms: <http://www.unipd.it/en/services/study-and-multimedia-facilities>





# WIFI CONNECTION

- ❑ Eduroam : <https://www.ict.unipd.it/servizi/servizi-utenti-istituzionali/eduroam/modalita-di-accesso-eduroam>
- ❑ Padovawifi: <http://www.padovawifi.it/index.php?cont=come.php>



# SPORTS

- Sports and hobbies: <https://www.unipd.it/en/discovering-padova/sport-and-leisure>
- Cus Padova <http://www.cuspadova.it/>



# RESPECT THE ENVIRONMENT

## Bike culture

- <http://www.goodbikepadova.it/>
- <http://www.lamentecomune.it/>
- <https://lastazione dellebicyclettepadova.wordpress.com/>
- <http://mobilitycenter.comune.padova.it>



## Selective waste

- <http://www.padovanet.it/dettaglio.jsp?id=2409#.VeA0pPntlBf>



# GROUPS AND ASSOCIATIONS

Erasmus students Network

<http://www.esnpadova.it>

University

<https://www.unipd.it/associazioni>

City

<http://visualizza.provincia.padova.it/portale.php?MODULO=48&azione=visDati>



## LEISURE

- <https://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/](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



**THANK YOU FOR YOUR  
ATTENTION!**

**Anna and Giulia**



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**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 International 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: 23rd September 2019***
- ***DO NOT SIGN THE FORM!! We will sign the certificate 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.***