WELCOME DAY
Political Science and Law

1st Semester 2020/2021

Erasmus Central Office

ERASMUS+ for studies (KA103 from European countries)

Irene Occhipinti and **Federica Bison**

e-mail: erasmus.incoming@unipd.it

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

Elisa Zambon

e-mail: elisa.zambon@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.

You can only access the University's facilities by appointment only or if you have booked your attendance in presence

UNIVERSITÀ DEGLI STUDI DI PADOVA

Erasmus Office at …

DEPARTMENT OF POLITICAL SCIENCE - SPGI

Anna Gottardo

Via del Santo 28

Erasmus.spgi@unipd.it

Office hours: Tuesday 10AM – 1PM, 3PM – 5PM; Wednesday 10AM – 1PM

Ca' Borin + Wollemborg

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.

SCHOOL OF LAW

Giulia Marini

Via Portello 31

erasmus.giurisprudenza@unipd.it

Office hours: Monday 10AM – 1PM; Thursday 10AM – 3PM (from 1PM to 3PM by appointment only to be arranged by email)

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, 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:

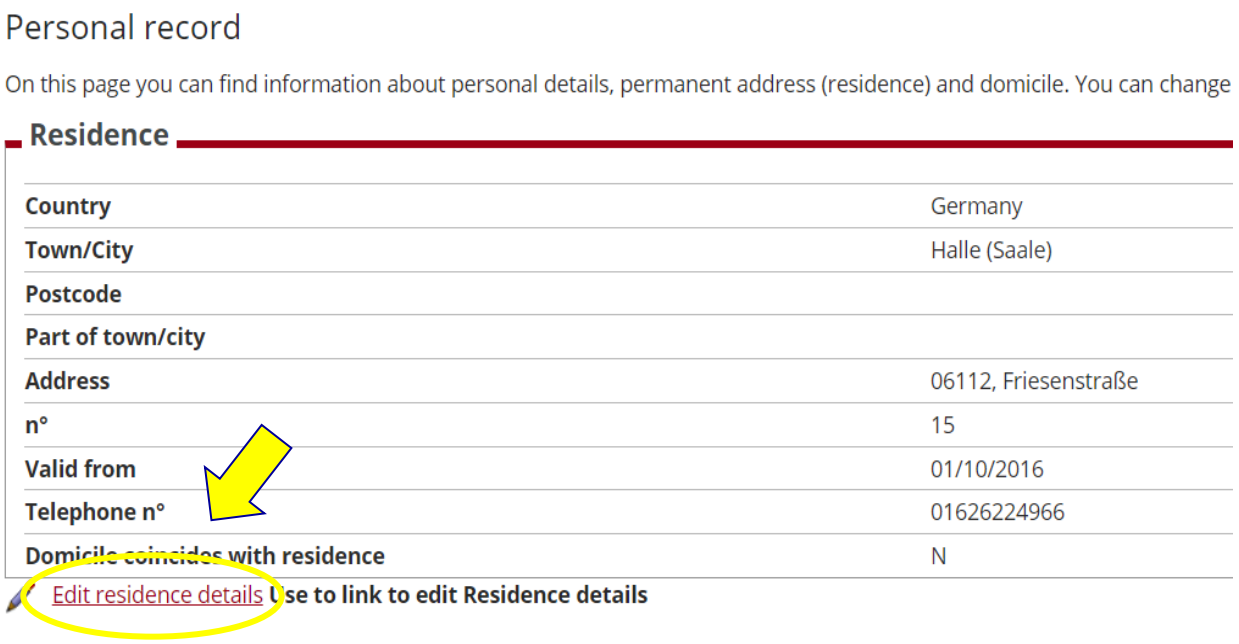
- **UNIWEB**: payment of € 24.50, study plan, online booklet, exam registration and acceptance of grades
- **Moodle**: sharing course materials and information
- **Webmail**: institutional email account

ON UNIWEB, please **update your personal profile** by adding

- your Italian **mobile phone** number and
- your **address in Padova**

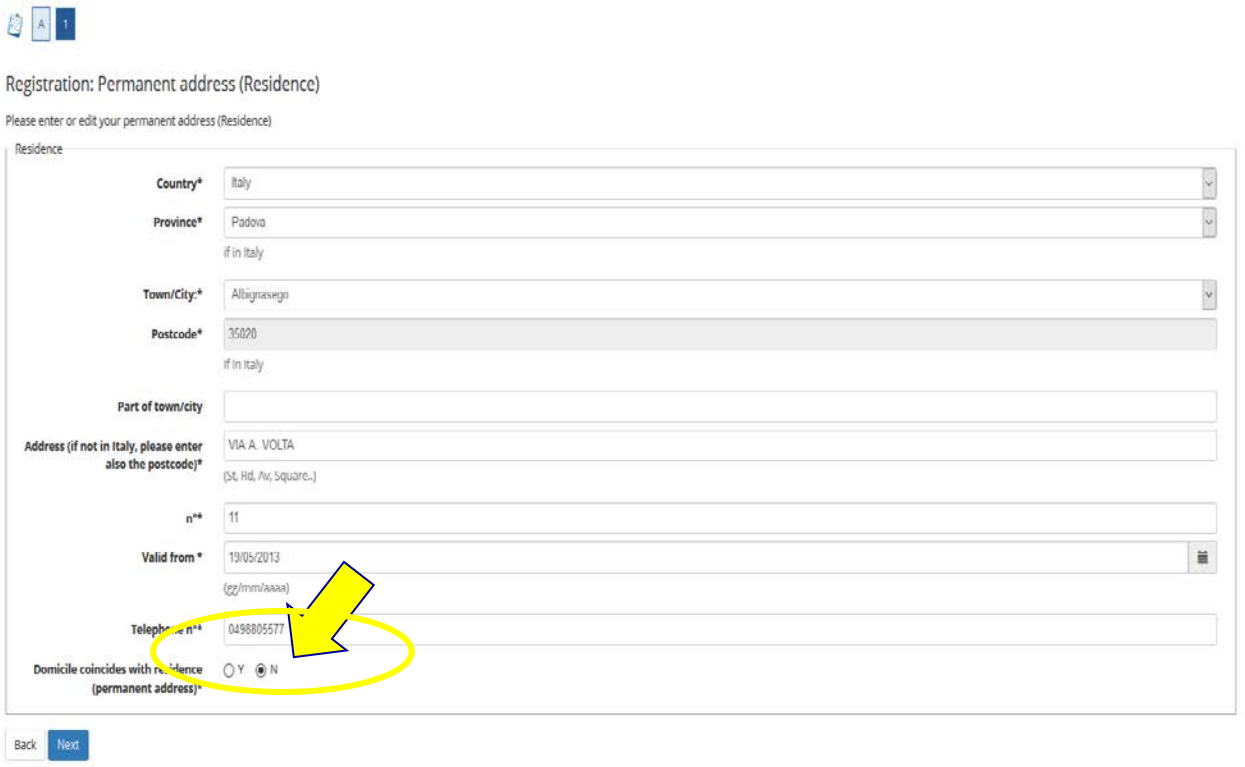
How to…

- *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*



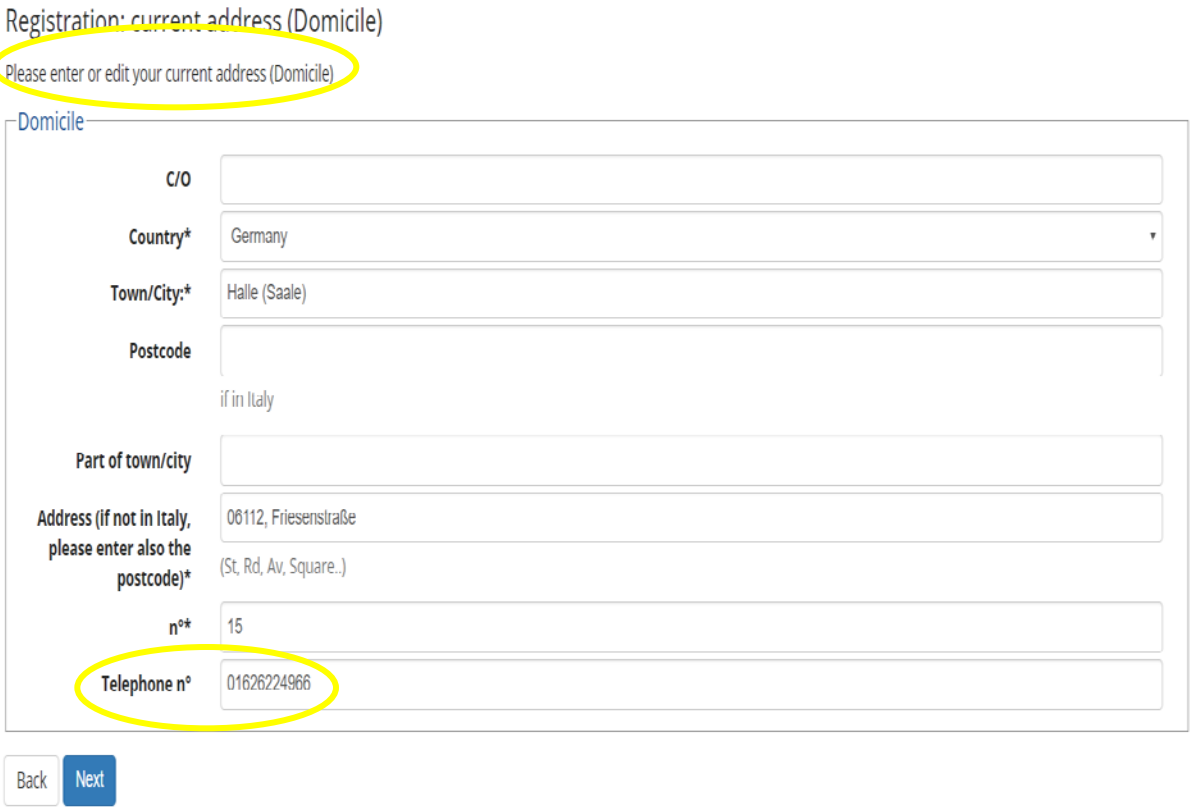
… how to…

- **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.

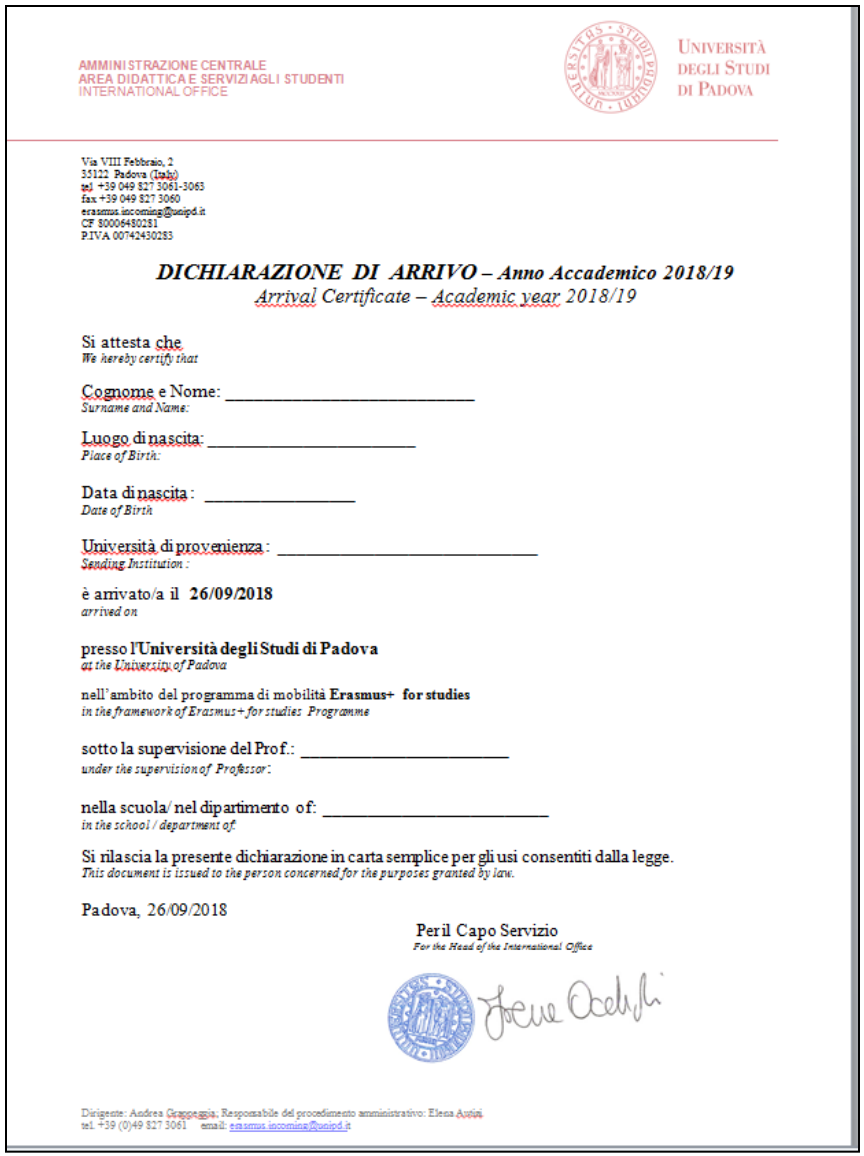
ARRIVAL CERTIFICATE

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!



AMMINISTRAZIONE CENTRALE
AREA DIDATTICA E SERVIZI AGLI STUDENTI
INTERNATIONAL 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.incoming@unipd.it
CF 80006480281
P.IVA 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 Grappeggia. Responsabile del procedimento amministrativo: Elena Astini
tel. +39 (0)49 827 3061 email: erasmus.incoming@unipd.it

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)

ITALIAN LANGUAGE COURSE

http://cla.unipd.it/en/courses/italian-courses/biannual-courses/

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)	**by 4th October**
2. Confirm your participation: you can choose one of the available courses according to your language level and your timetable preferences	from 7th to 9th October
3. Courses start	12th October

Courses may start online or in classroom. 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

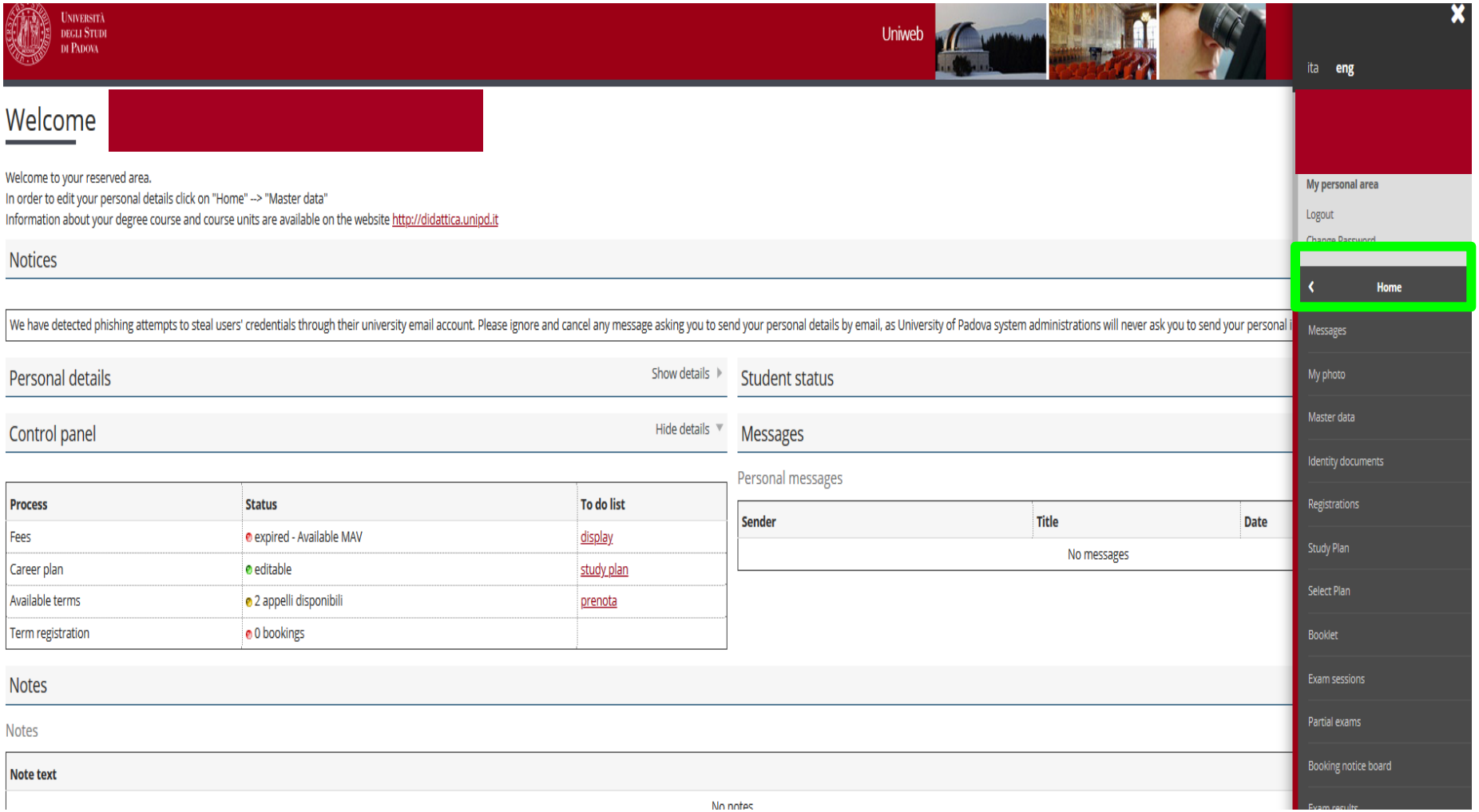
Opening hours: Monday to Friday 9:30AM till 1PM

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

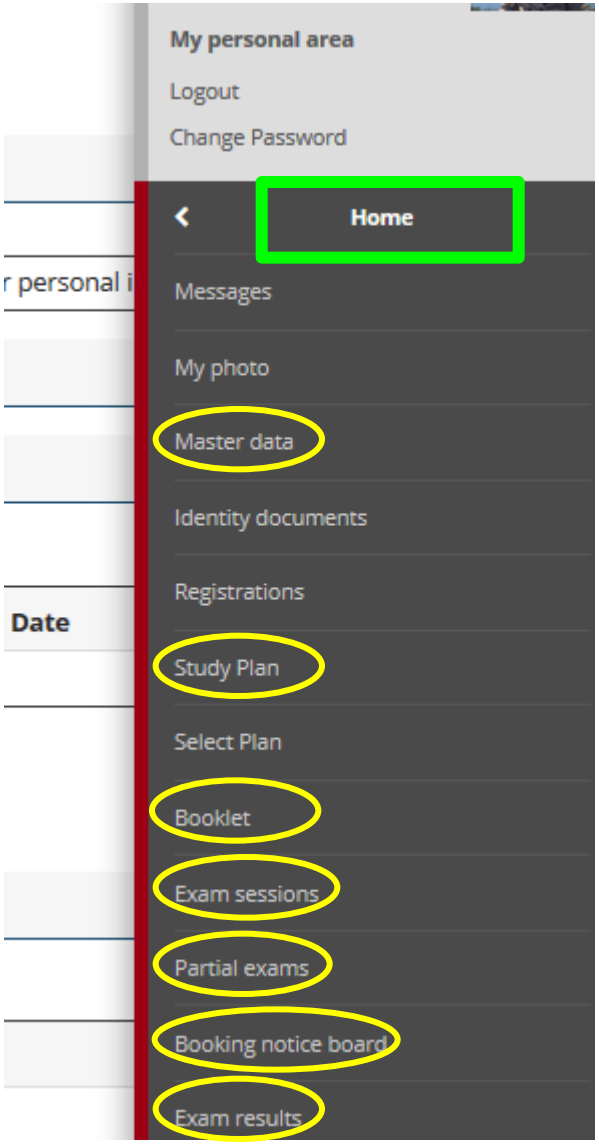
UNIWEB – https://uniweb.unipd.it/



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!

HOW TO REGISTER IN EACH COURSE UNIT

We advise that you start from the

COURSE CATALOGUE

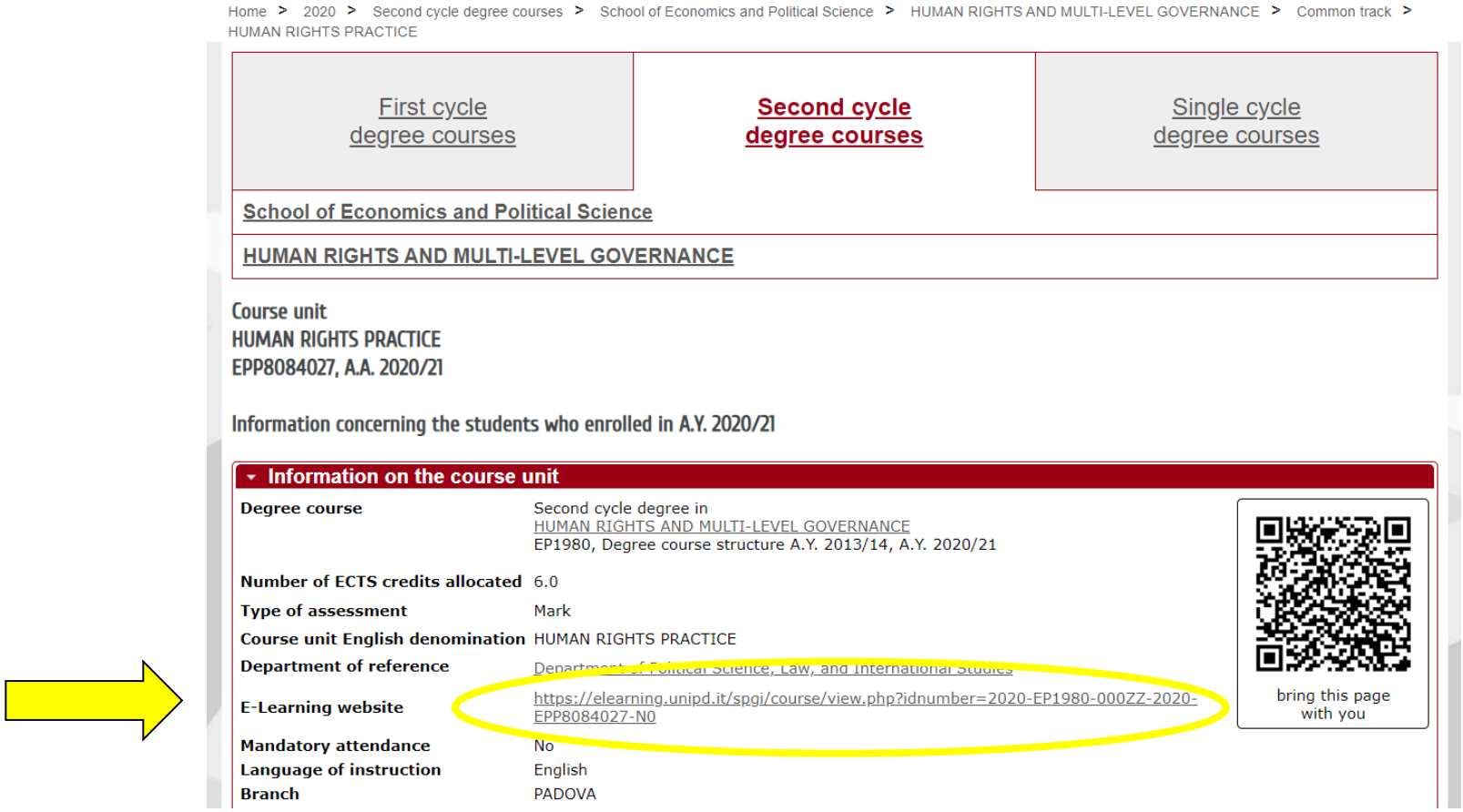
In Italian:
https://didattica.unipd.it/off/2020

In English:
https://en.didattica.unipd.it/off/2020

Academic offer in English:
https://en.didattica.unipd.it/catalogues

HOW TO REGISTER IN EACH COURSE UNIT

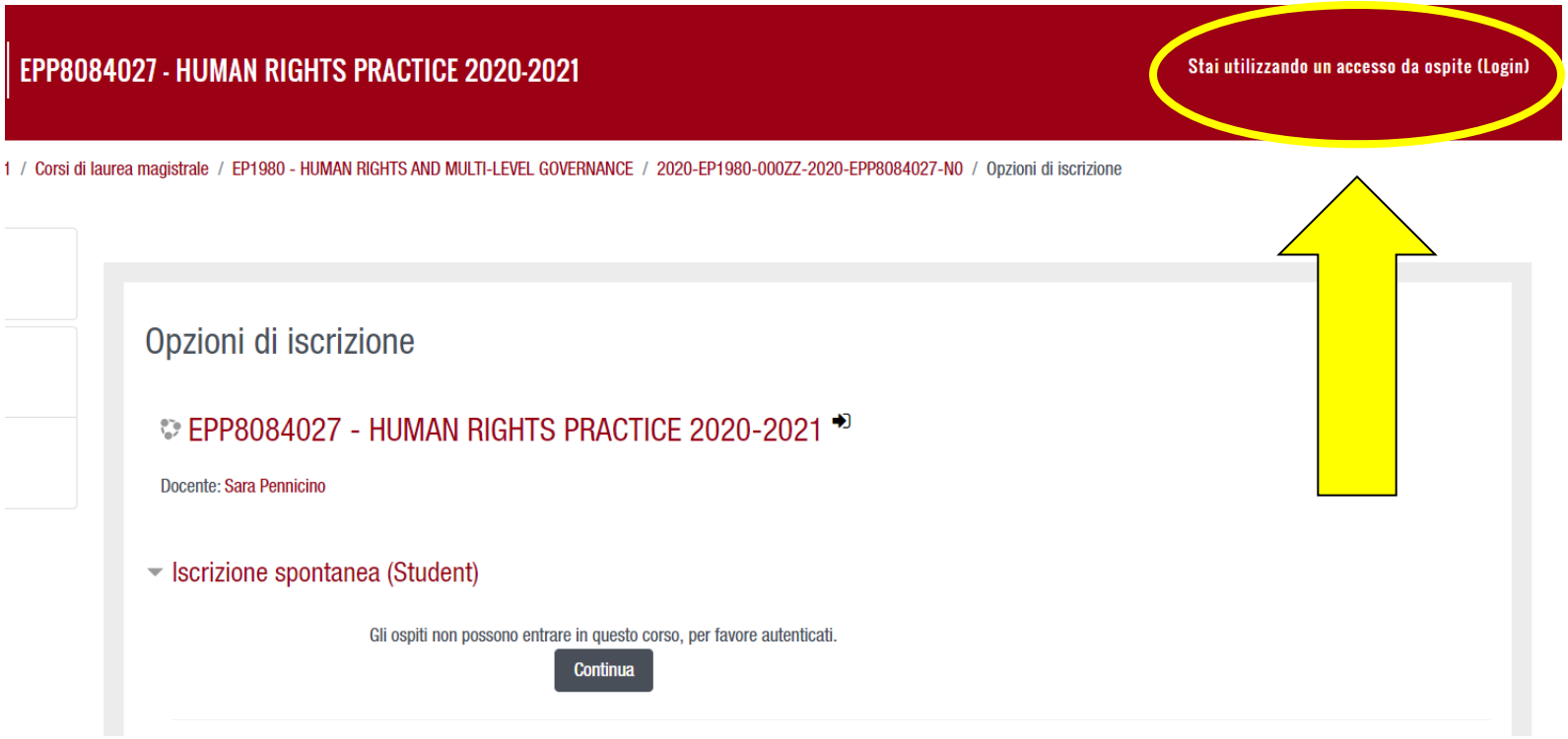
Go to the page of each course unit and click on the **E-learning website link**:



HOW TO REGISTER IN EACH COURSE UNIT

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:

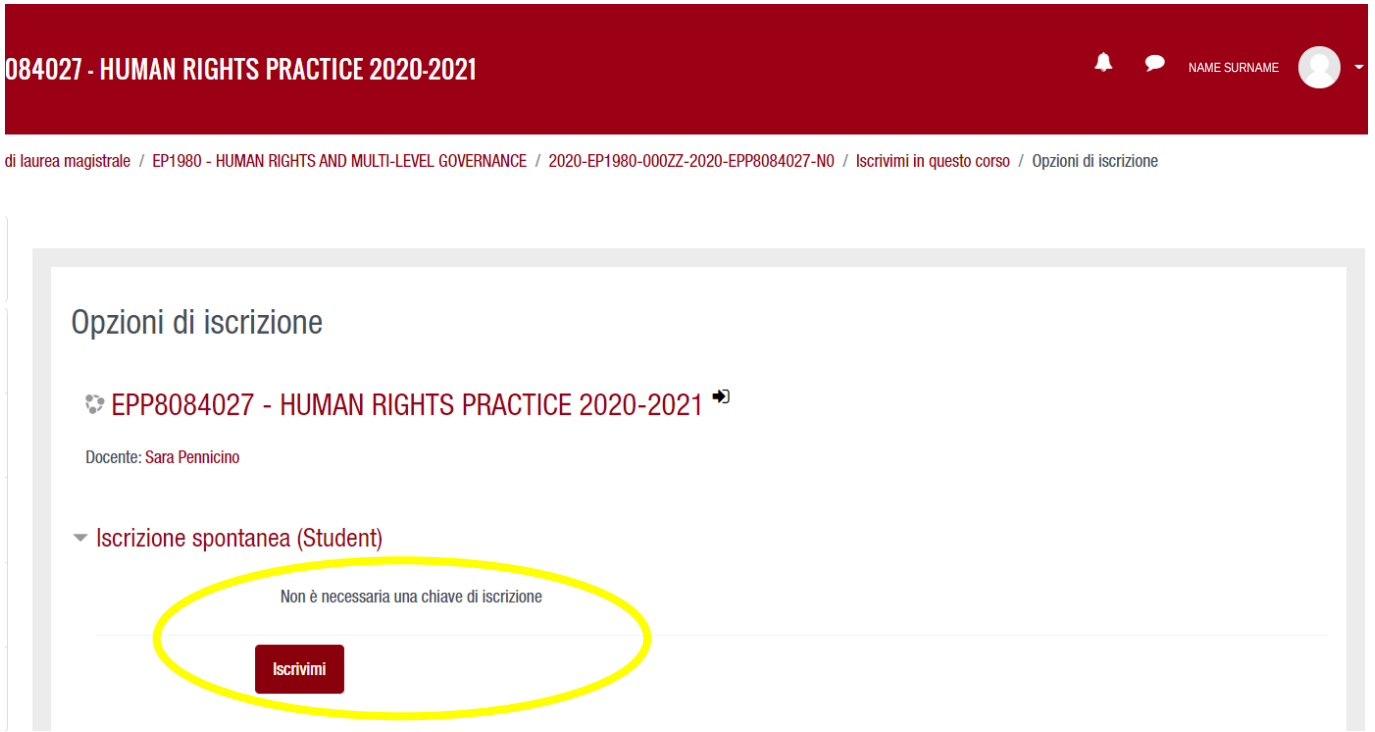


HOW TO REGISTER IN EACH COURSE UNIT

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

HOW TO REGISTER IN EACH COURSE UNIT

If no password (“*Chiave di iscrizione”*) **was set** by the Professor, you will just need to click on **ISCRIVIMI** (“Register me”):

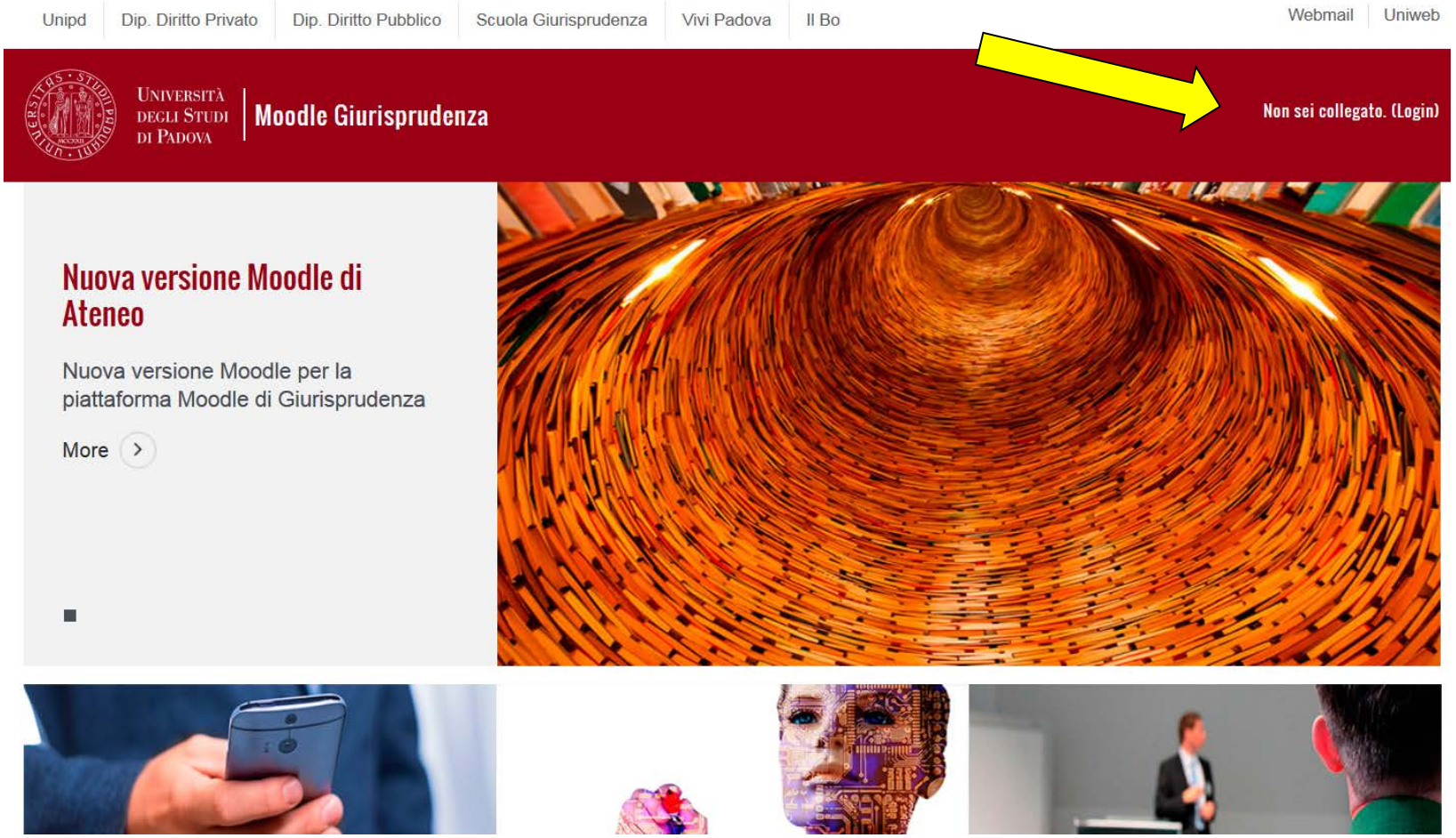


If a **password** (“*Chiave di iscrizione”*) **was set** , you should ask the Professor directly!

HOW TO REGISTER IN EACH COURSE UNIT

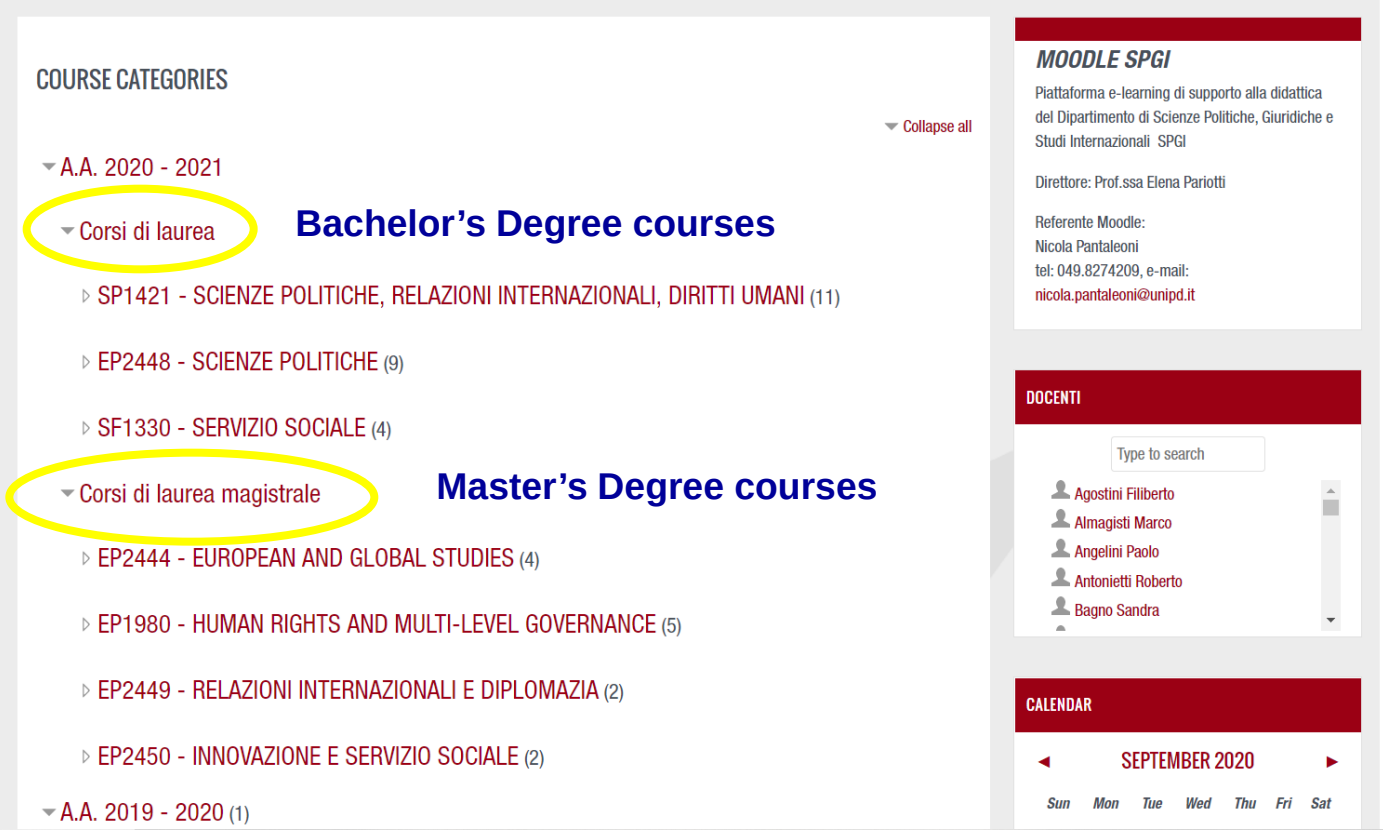
You can also access Moodle from the **Department e-learning page**:

(**LOGIN** on the top right)



HOW TO REGISTER IN EACH COURSE UNIT

If you do so, from the Homepage (scroll down) you can **browse** through the list of degree courses and the respective course units:



HOW TO REGISTER IN EACH COURSE UNIT

The **list of all e-learning platforms** is available here:

https://www.unipd.it/en/elearning

But we recommend that you **access from the course catalogue**, because it's easier!

Course Catalogue Restrictions and Learning Agreement

COURSE CATALOGUE

In Italian:
https://didattica.unipd.it/off/2020

In English:
https://en.didattica.unipd.it/off/2020

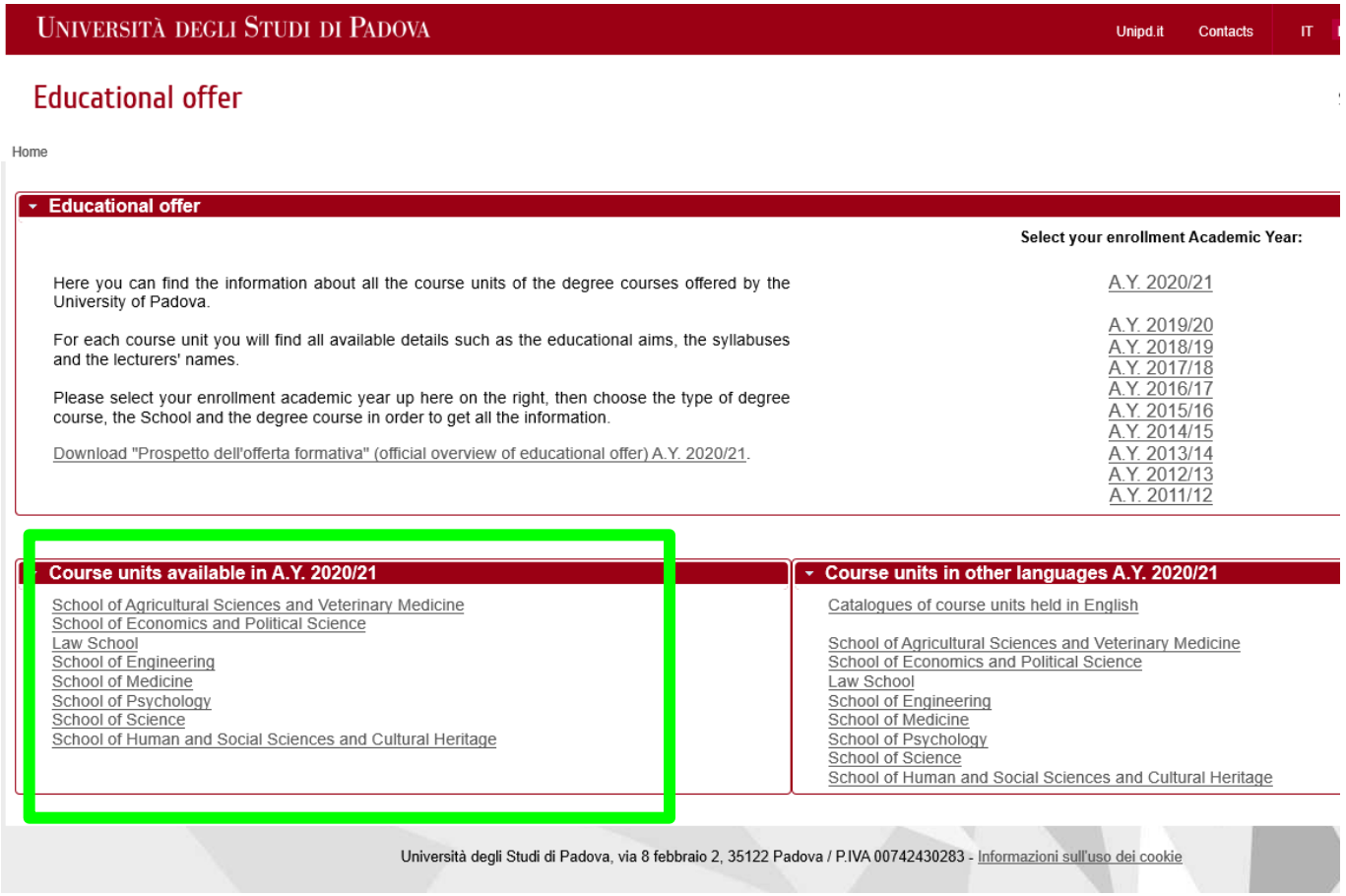
Academic offer in English:
https://en.didattica.unipd.it/catalogues

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

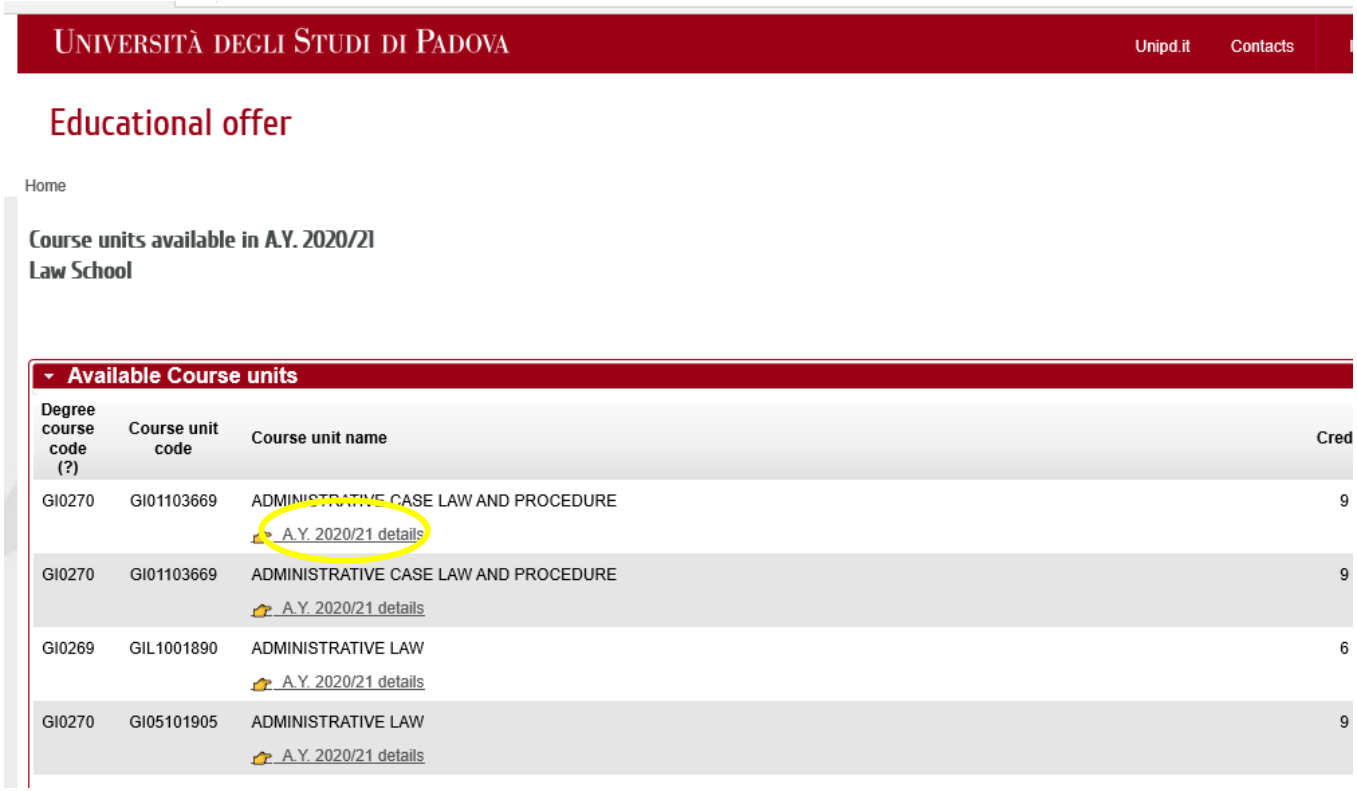
TIPS ON THE COURSE CATALOGUE

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



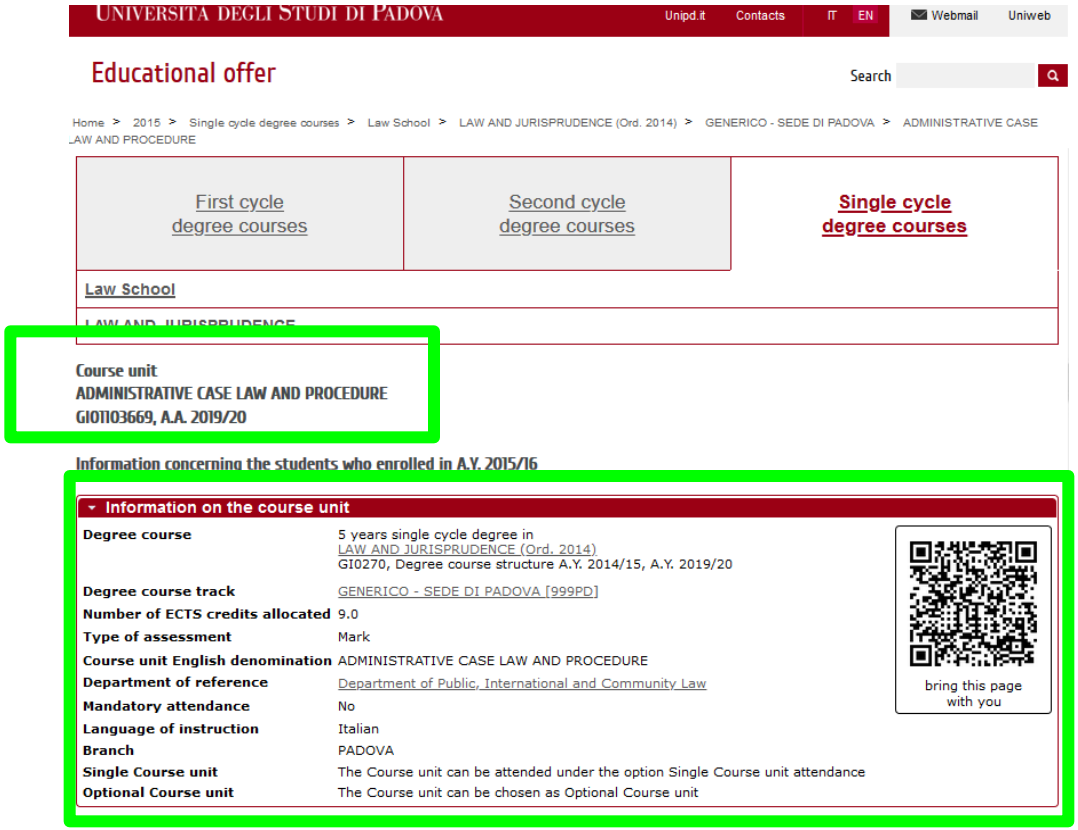
TIPS ON THE COURSE CATALOGUE

You click on "**Current A.Y. 20XX/XX**" to display relevant information related to the specific course unit you wish to attend



Information required for your Learning Agreement and your Study Plan on Uniweb available on the Course Catalogue:

- **Course Unit code** (e.g. GI01103669)
- Course Unit exact **name**
- **Degree Course** to which it belongs
- **Number of credits**
- **Department of reference**
- **Period**: when the course unit is offered (First Semester, Second Semester or Annual)
- **Language** of instruction
- **Branch**: the campus where the course unit is offered (some course units are only offered at Treviso or Rovigo, even though you are allowed to attend them)
- **Lecturers**: click here and information about the Teacher in charge will show up (contacts details and receiving hours as well)
- **Syllabus**

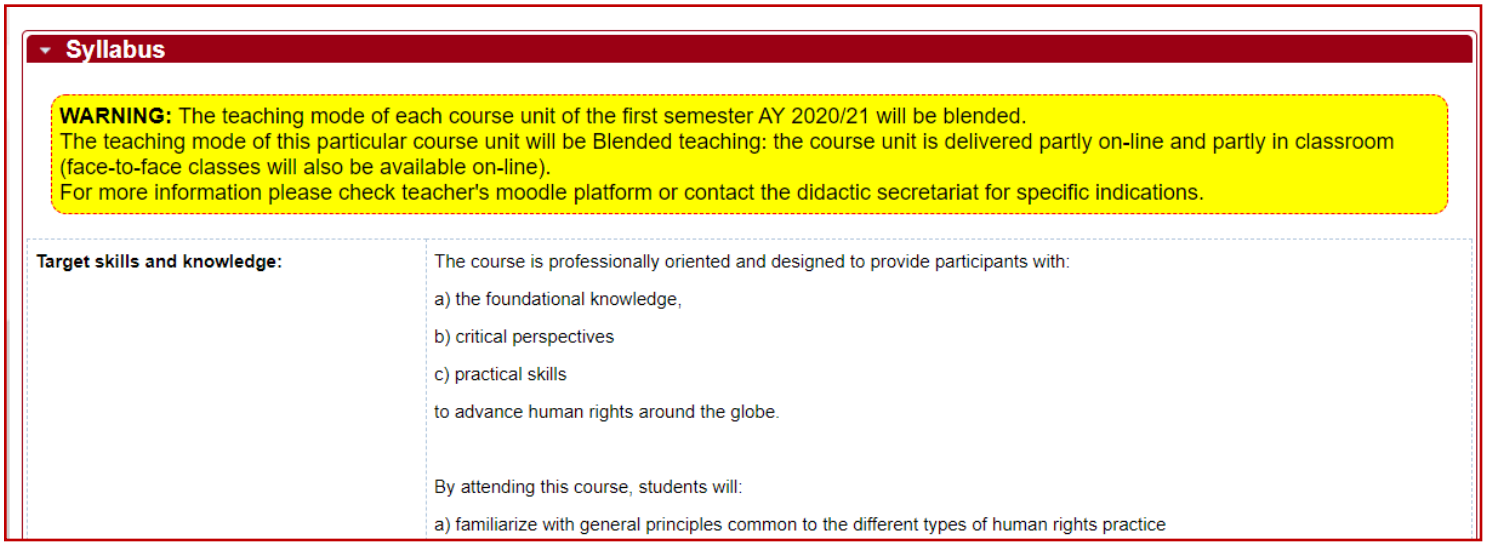


TEACHING MODALITY

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



Syllabus

WARNING: The teaching mode of each course unit of the first semester AY 2020/21 will be blended.
The teaching mode of this particular course unit will be Blended teaching: the course unit is delivered partly on-line and partly in classroom (face-to-face classes will also be available on-line).
For more information please check teacher's moodle platform or contact the didactic secretariat for specific indications.

Target skills and knowledge:	The course is professionally oriented and designed to provide participants with: a) the foundational knowledge, b) critical perspectives c) practical skills to advance human rights around the globe. By attending this course, students will: a) familiarize with general principles common to the different types of human rights practice

RESTRICTIONS

As a **general rule you can attend course units in any other Department, as long as your LA is approved**, **BUT** you must make sure there are NO restrictions.

1. School of Law: "DDP-P" course units

They 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 immatricolati A.A. 2015/16 Attuale A.A. 2017/18	9	Secondo semestre	ITA	ALESSANDRO CALEGARI
		DIRITTO AMMINISTRATIVO		Secondo		CRISTIANA

RESTRICTIONS

2. **SPGI Department: Bachelor students CANNOT choose course units from the Master's degree programme in "Human Rights and Multi level Governance".**
They can choose course units from OTHER Master's degree programmes: in this case, they should check the prerequisites in the syllabus of each course unit.

You can attend bachelor courses held in Italian and take the exam in English!
A list of them can be dowloaded here:
https://www.spgi.unipd.it/incoming-students

RESTRICTIONS

3. GENERAL RULE which applies to all Schools: «*Corsi Integrati*»:

They are course units 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 GOVER ANCE (C.I.)
EPP4068100, A.A. 2016/17

Principali informazioni sull'insegnamento

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

Docenti

Responsabile	PATRIZIA MESSINA	patrizia.messina@unipd.it	SPS/04

Moduli che appartengono al cor

Codice	Insegnamento	Responsabile
EPP4068101	ANALISI ORGANIZZATIVA (MOD. B)	MAURO SALVATO
EPP4068102	POLITICHE DELL'UNIONE EUROPEA PER LO SVILUPPO LOCALE (MOD. A)	PATRIZIA MESSINA

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?"*

LEARNING AGREEMENT during the mobility

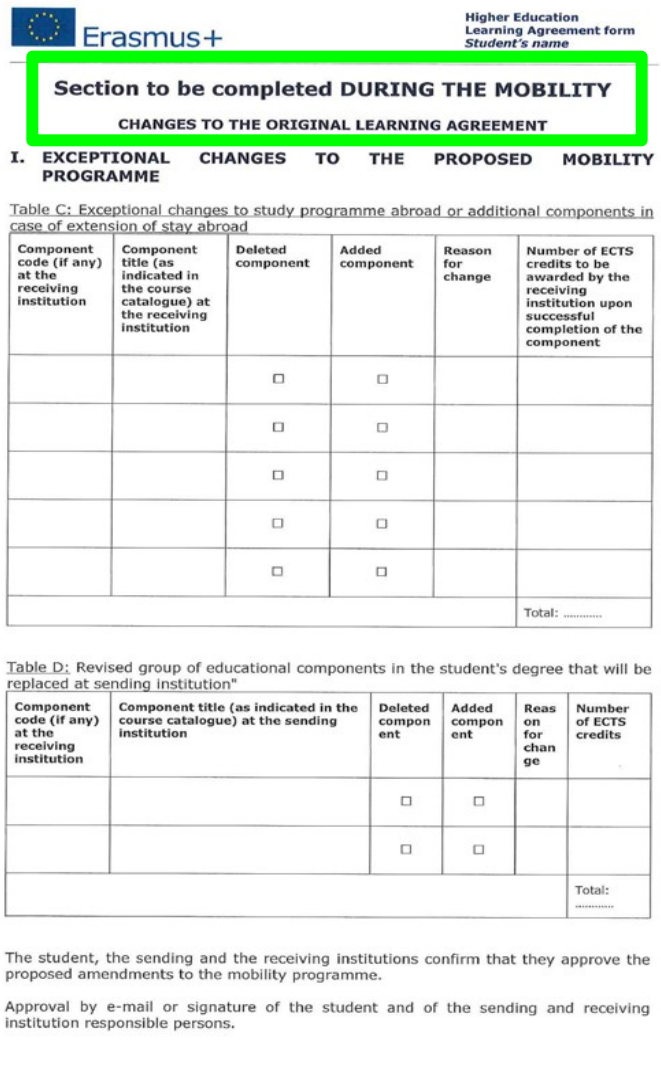
- We recommend that you change your LA **within 30/40 days from the beginning of the Semester however UNIPD does not set a specific deadline** (you should also check your Home University rules) so …
- … take your time in changing your LA and send it only once you are sure about the activities you wish 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

- **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 <u>during the mobility, NOT another before the mobility</u>)
- Remember to write your **name** on the top right
- Please also specify the **code of each course unit**
- Remember to **sign** the LA



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
		☐	☐		
		☐	☐		
		☐	☐		
		☐	☐		
		☐	☐		
					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
		☐	☐		
		☐	☐		
					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.

Academic calendar, timetable and class attendance

ACADEMIC CALENDAR

https://www.unipd.it/en/key-academic-dates

First Semester (semester system)

Classes: 28th September 2020 to 16th January 2021

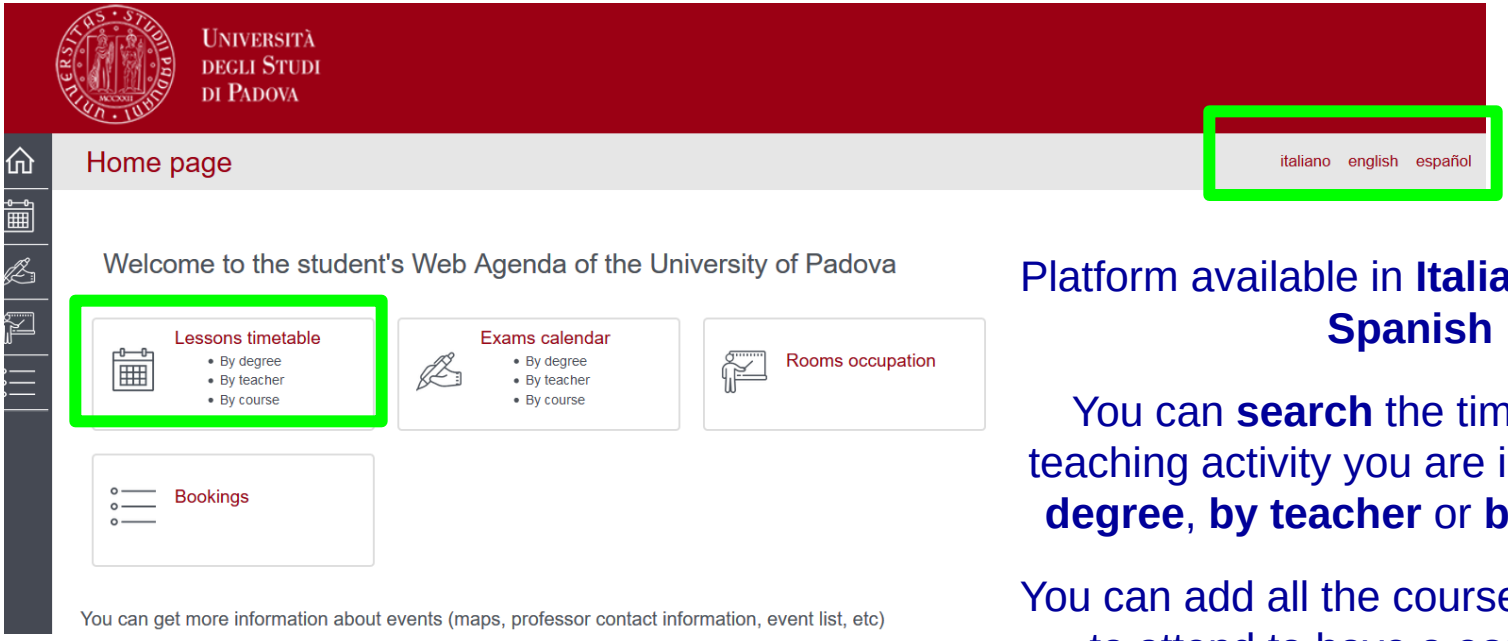
Exam session: between 18th January and 27th February 2021

The University is closed on the **Italian Public holidays** 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!

TIMETABLE

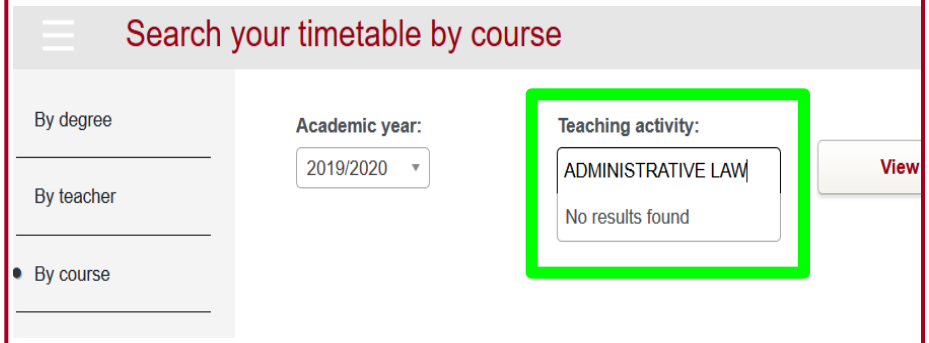
WARNING

You should search for the **official name of the course unit**, NOT its English translation.

Check the **language of instruction** to know whether the official name of the course unit is in Italian or in English.

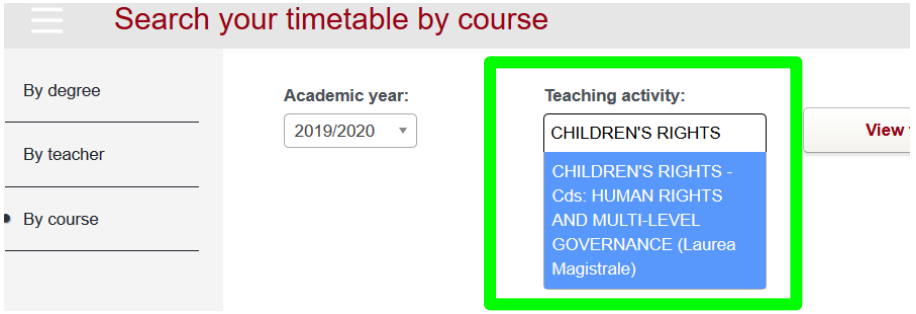
CASE 1: Administrative Law

The official name is in Italian as the language of instruction is Italian, therefore you have to search "***Diritto Amministrativo***"



CASE 2: Children's Rights

The official name is in English as the language of instruction is English



We remind you that this semester:

For each course unit, one of the following teaching modalities will be adopted:

1. **Dual teaching**: the course is offered simultaneously in class and online.
2. **Blended teaching**: part of the course if offered exclusively online, part is offered both in class and online.
3. **In presence teaching**: the activity (lab, trainings, field trips) is offered in presence only. Students who cannot physically attend the activity will be provided with online materials to acquire the relevant competencies.
4. **Online teaching**: the course is offered exclusively online.

The information about the teaching modality of each course unit is in the course catalogue (https://en.didattica.unipd.it/).

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NOTIFICATION OF IN CLASSROOM ATTENDANCE

Downoald 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 and reserve your place** in the classroom!
You can also book your place in the **study rooms**.

Watch the app presentation on YouTube

How to attend lessons in class @GIURI:

https://www.giurisprudenza.unipd.it/turni-la-partecipazione-presenza-alle-lezioni

- Download **SHIFTS FOR ATTENDANCE IN PRESENCE** for courses held in presence only!
- Please note that shifts @Giuri are defined for the first three weeks – updates soon
  - Shifts are organized according to:
  - The initial letter of your **surname**
  - the **degree course** of each course unit
  - The **year** in which the each course unit is taught

TURNI PER LA PRESENZA A LEZIONI NEL 1° SEMESTRE A.A. 2020/2021

LA PARTECIPAZIONE IN PRESENZA E' OFFERTA AI SOLI STUDENTI REGOLARI E SOLO PER IL RELATIVO ANNO DI CORSO

Attenzione!
Le ripartizioni del 1° anno sono state effettuate sulla base di una stima [illegible] preimmatricolazioni e potrebbero pertanto essere soggetto a modifiche.

PADOVA

CLM in GIURISPRUDENZA (GI0270) sede di Padova

anno di corso	turno	da … (iniziale cognome)	a … (iniziale cognome)	Calendario delle prime tre settimane
1° (A/K)	1°	A…	D…	Lu 28 settembre; Me 30 settembre; Ma 6 ottobre; Lu 12 ottobre; Me 14 ottobre
	2°	E…	K…	Ma 29 settembre; Lu 5 ottobre; Me 7 ottobre; Ma 13 ottobre
1° (L/Z)	1°	L…	Q…	Lu 28 settembre; Me 30 settembre; Ma 6 ottobre
	2°	R…	Z…	Ma 29 settembre; Lu 5 ottobre; Me 7 ottobre
2°	1°	A…	Cul…	Lu 28 settembre; Ma 6 ottobre; Me 14 ottobre
	2°	Daf…	Iul…	Ma 29 settembre; Me 7 ottobre; …
	3°	Juc…	Poz…	Me 30 settembre; Lu 12 ottobre; …
	4°	Ram..	Zud…	Lu 5 ottobre; Ma 13 ottobre; …
3°	1°	A…	Bul…	Lu 28 settembre; Me 7 ottobre; …
	2°	Bur…	Fas…	Ma 29 settembre; Lu 12 otttobre; …
	3°	Fav…	Marc…	Me 30 settembre; Ma 13 ottobre; …
	4°	Marz…	Sam…	Lu 5 ottobre: Me 14 ottobre; …
	5°	Sar…	Z…	Ma 6 ottobre; …
4°	1°	A…	Dal Mas…	Lu 28 settembre; Ma 6 ottobre; Me 14 ottobre
	2°	Dal San..	Llak…	Ma 29 settembre; Me 7 ottobre; …
	3°	Lom…	Rag…	Me 30 settembre; Lu 12 ottobre; …
	4°	Ram..	Z…	Lu 5 ottobre; Ma 13 ottobre; …
5°	1°	A…	Col…	Lu 28 settembre; Ma 6 ottobre; Me 14 ottobre
	2°	Cos…	Guz…	Ma 29 settembre; Me 7 ottobre; …
	3°	Haj…	Pier…	Me 30 settembre; Lu 12 ottobre; …
	4°	Piet…	Z…	Lu 5 ottobre; Ma 13 ottobre; …

Turni
=
Shifts

Class attendance: Reserve your seat @ SPGI

How to attend lessons in class @ SPGI:

For dual, blended and in presence teaching **RESERVATION IS MANDATORY**
for those who want to attend lessons in class

How to reserve a seat?

- From Wednsday to Sunday you can reserve a seat for the lessons of the following week through MOODLE platform

- If lessons will be held in the same room and hour you'll be able to reserve your seat submitting only one reservation

- If lessons will be in different rooms you'll have to reserve each lesson

FIRST COME, FIRST SERVED!

Mandatory reservation to attend lessons in class @ SPGI – an example

PRENOTAZIONE LEZIONI IN AULA

Tutte le lezioni si terranno in:
AULA N dalle ore 12:30 alle 14:30
Palazzo Wollemborg, via del santo 26, Padova

Gli studenti intenzionati a partecipare a ***tutte*** le lezioni di questo insegnamento per **singola settimana**, devono iscriversi nella relativa lista fino ad esaurimento dei posti a disposizione.

Si ricorda che:

- durante la permanenza nell'edificio e nell'aula è **obbligatorio indossare la mascherina** e attenersi a tutte le indicazioni di prevenzione anticovid;
- le iscrizioni si apriranno il mercoledì (ore 8:30) e si chiuderanno la domenica (ore 20.30) della settimana precedente il pacchetto lezioni.
- è fatto obbligo di disiscriversi dalla relativa lista nel caso si sia costretti a rinunciare alla presenza in aula.

Prenotazione per la settimana 28/09 - 02/10 solo cognomi dalla A alla L

Date lezioni: **28-29-30 settembre 2020**
Apertura prenotazioni: mercoledì 23 settembre ore 8:30
Chiusura prenotazioni: domenica 27 settembre ore 20:30

Mandatory reservation to attend lessons in class @ SPGI – an example

Prenotazione per la settimana 28/09 - 02/10 solo cognomi dalla A alla L

Date lezioni: **28-29-30 settembre 2020**
Apertura prenotazioni: mercoledì 23 settembre ore 8:30
Chiusura prenotazioni: domenica 27 settembre ore 20:30

Place: Aula N, via del Santo 26, Padova

Start date: Monday, 28 September 2020, 12:30 PM

End date: Wednesday, 30 September 2020, 2:30 PM

Reservation start on: Wednesday, 23 September 2020, 8:30 AM

Reservations not yet opened

Reservation end on: Sunday, 27 September 2020, 8:30 PM

Mandatory reservation to attend lessons in class @ SPGI – an example

EPP8084278 - EUROPEAN AND GLOBAL ECONOMY 2020-2021 - PROF. ROBERTO GANAU

Annunci

Pagina dell'offerta Formativa

Pagina dell'offerta Formativa

Introduction to the Course

ONLINE CLASSES

REGISTRATION FOR CLASSROOM LESSONS

Study Plan and Exams

STUDY PLAN ON UNIWEB

This year, due to the Covid-19 emergency, we ask you to "sign up" on Moodle 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

GRADES ON UNIWEB

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!!

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Useful Services for your daily-life

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UNIVERSITÀ DEGLI STUDI DI PADOVA

JUNIOR TUTORS SERVICE

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

Zoom: https://unipd.zoom.us/j/9850243397

https://www.spgi.unipd.it/servizi/tutor-junior

Office hours: from Mon, Wed and Friday from 10am to 12.30am and Wednesday also from 2pm to 4pm

LAW SCHOOL (Ufficio Studenti at Palazzo Bo):

https://elearning.unipd.it/giurisprudenza/course/index.php?categoryid=8

Email: tutor.giurisprudenza@unipd.it

Opening hours:
https://www.giurisprudenza.unipd.it/scuola/attivit%C3%A0-di-supporto/accoglienza-e-tutor-junior

CANTEEN

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)

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UNIVERSITÀ DEGLI STUDI DI PADOVA

LIBRARIES

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

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

Network of the **Social Sciences Libraries** (*Polo di Scienze sociali*)

http://biblio.scipol.cab.unipd.it/

http://bibliotechecaborin.cab.unipd.it/

Network of the **Law Libraries** (*Biblioteca Centrale di Giurisprudenza*)

http://meneghelligiuridica.cab.unipd.it/

STUDY ROOMS

https://www.unipd.it/en/studying-padova/services/study-and-multimedia-facilities

All students can access all University libraries and study rooms.

Seats in LIBRARIES should be booked using «**Affluences**» app:

https://play.google.com/store/apps/details?id=fr.affluences
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

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SPORTS

Cus Padova: http://www.cuspadova.it/

Sports and hobbies: https://www.unipd.it/en/inclusion-leisure-sport-and-volunteering

GROUPS AND ASSOCIATIONS

Erasmus students Network: http://www.esnpadova.it

ASSOCIAZIONE ERASMUS PADOVA

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/

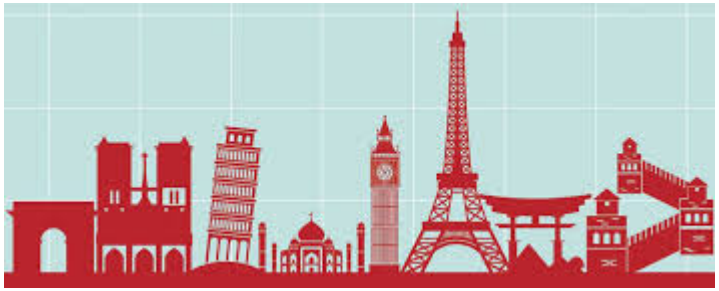
http://mobilitycenter.comune.padova.it

SELECTIVE WASTE: https://www.padovanet.it/informazione/raccolta-differenziata-padova

DISCOVER PADOVA

LEISURE

Https://ilbolive.unipd.It/
Http://www.padovaeventi.org/
Http://www.padovaoggi.it/eventi



https://www.musei.unipd.it/en

http://padovacultura.padovanet.it/it/musei

PRACTICING YOUR RELIGION

CATHOLIC CHURCHES
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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