UNIVERSITÀ
DEGLI STUDI
DI PADOVA

Libera il tuo futuro
Free your future

Survival Guide

for

International Students

International Desks @ Unipd

Index

The Agripolis Campus and

the Corte Benedettina

Palazzo Bo

Welcome!

Dear students,
Welcome to the **University of Padua**! We hope you are as excited as we are about the start of the new academic year. We also know how challenging beginnings can be: for this reason, we would like to help you to get your head around the University and the city. As **International Desks**, we have designed a survival guide to support your first steps once you have arrived in Padua. Here you will find important information about your studies, useful contacts and some tips for a successful student career and a unique experience in Padua.

Must-know

Ciao!	Hi! Hello!
Buongiorno	Good Morning
Come stai?	How are you?
Piacere di conoscerti	Nice to meet you
Grazie	Thank you
Prego	You're welcome
Per favore	Please
Aula	Classroom
Lezione	Class
Dove sono le lezioni?	Where are classes taking place?
Spritz	Spritz, typical alcoholic beverage
Vorrei uno spritz, per favore	I'd like a spritz, please
Goto	Glass (dialect of the Veneto region)
Un'ombra de vin	A glass of wine

Start your journey at the University of Padua

The Academic Calendar: classes periods and exam sessions

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Every year the activities of the University of Padua are marked by the **Academic Calendar**, which contains the deadlines and holidays of the University. The academic year begins on **October 1** and ends on **September 30**, and usually consists of two semesters.

Typically, our class and exam schedule is organised in semesters:

Fall semester:

Classes: September - January

Exams: January - February

Spring semester:
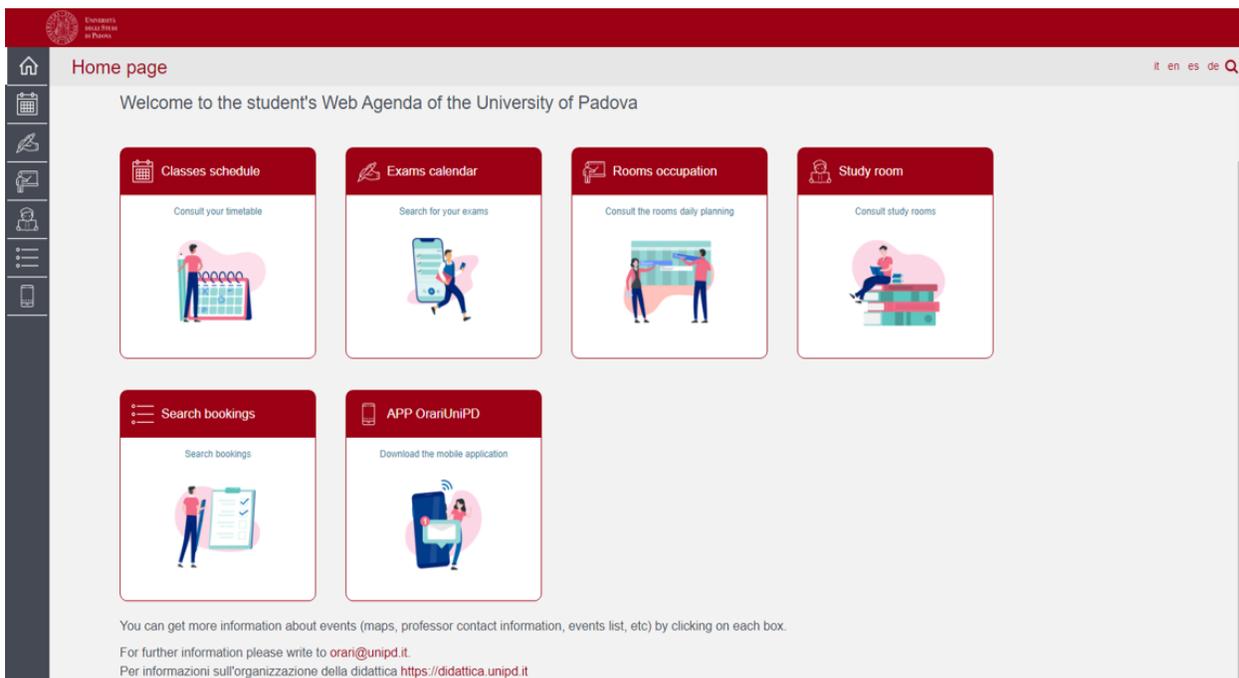
Classes: March - June

Exams: June - July

Extra exam session: August - September

You can find key academic dates for this year, including public holidays and office closures here.

Web Agenda: classes, timetables, exams calendar, and classrooms

An important tool during your studies at the University of Padua is the **student's Web Agenda**.

From the homepage, you will be able to look for more information about the events (maps, teacher contact information, list of events, etc.) by clicking on each section.

Get now to the **student's Web Agenda**

Classes schedule:

Find the timetable by degree, lecturer or teaching unit. Select your School, your degree programme and the year of study.

Rooms occupation:

Select a date and a site of the University to see which rooms are occupied by which classes or activities. Do not forget to take a look at the colour legend at the bottom of the website page.

Study rooms:

Select a study room and verify the capacity, location, availability and opening times.

Libraries:

Here on Campus we have our own library, but you can check out all the libraries' opening hours and locations here. Do not forget to book a seat via **Affluences**!

Exam calendar:

Find the exams by degree, lecturer or teaching unit. Select your School, your degree programme and the year of study.

Search bookings:

Check the rooms' bookings to find out where and at what time a class, event or meeting is held. Also, by clicking on the name of the room you can easily find its exact location on the map.

Apps:

We invite you to download the **OrariUnipd** app to keep all information monitored directly from your smartphone. Do not forget to take a look at all the useful apps offered by the University of Padua!

Where to find the lectures: building facilities

The **School of Agricultural Sciences and Veterinary Medicine** includes four departments:

- the Department of Comparative Biomedicine and Food Science (BCA)
- the Department of Agronomy, Food, Natural resources, Animals and Environment (DAFNAE)
- the Department of Animal Medicine, Production and Health (MAPS)
- the Department of Land, Environment, Agriculture and Forestry (TESAF).

Each department offers multiple degree programmes; if you are enrolled in the Bachelor's degree programme in **Animal Care**, then the **Department of Comparative Biomedicine and Food Science** is your relevant department.

Classes are held either in the **Agripolis Campus** or in the **Corte Benedettina**: click on the location to open **Google Maps**, and do not forget to check in the **OrariUnipd** app the time, the class and the room!
Please be aware that before accessing a laboratory, you must prove that you have attended the relevant **safety course**. Once you have completed this course, you will receive a certificate demonstrating your attendance.

Find out more **here**.

📍 University of Padova - Campus Agripolis

📍 Corte Benedettina

EXPERIMENTAL FARM

2nd STECCA
Classrooms, Dept. DAFNAE and TESAF

VETERINARY HOSPITAL (OVUD)

CA' GIALLA
Classrooms, Canteen, Dept. BCA and MAPS, Tutor junior, Internship Office, Erasmus Office

PENTAGONO
Classrooms, Library, Students Secretary

1st STECCA
Classrooms, Dept. TESAF, MAPS and BCA

Bus stop «Agripolis»
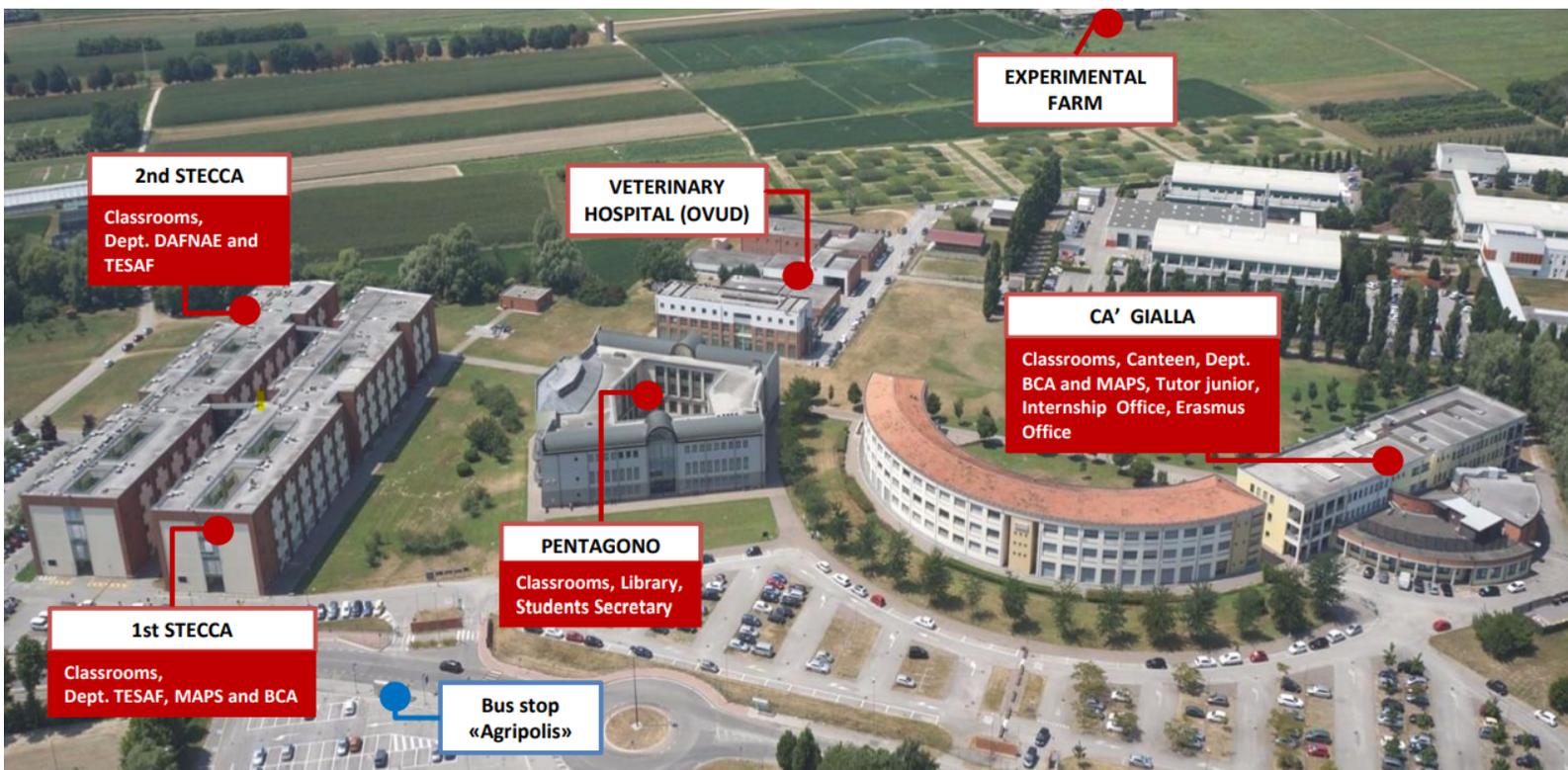
Want to take a quick virtual tour of the campus? Click here!

Online learning environment

Here you can find a short list of the platforms, applications, softwares and other tools that can be useful during your studies:

Unipd Webmail: the **institutional mailbox** students will be given once enrolled in a degree programme at the University of Padua (i.e., name.surname@studenti.unipd.it). Username and password are the same to log in to Uniweb. Let us remind you that the institutional Unipd account is a fundamental tool during your academic studies: the University will communicate with you through the Unipd account, so we recommend you to check it regularly so that you don't miss any important information!

Uniweb: the **information system** of the University of Padua which allows students to access the information about their university career, from pre-registration and enrolment procedures to exam enrolments and degree applications. Also, professors use Uniweb to insert exam calls, publish exam grades and register exams.

**didattica.unipd**: the **educational offer** of the University of Padua filtered by Schools and degree programmes. On the page of your degree programme, you can find information about the regulations of your degree under the banner 'Degree course details'. Make sure you read them carefully! You can also find information about each teaching unit and your professors' office hours.

Moodle: a free **software e-learning platform** that functions as an online support to traditional classes. Moodle allows teachers to create online lesson resources for students, communicate and post information on course units and lessons, and create assignments, exercises, and tests. On the homepage, you will usually find the list of participants (including the teacher and students) and a calendar with a course schedule and list of assignments. Other features of Moodle include online quizzes, forums, where students can post comments and ask questions, glossaries of terms, and links to other online resources. As Moodle is a web-based application, students can log in at any time from home or elsewhere. To log in, students will be asked to use their Unipd email account (name.surname@studenti.unipd.it) and to complete the procedure, they will be given a password to enter.

Zoom: a **video conferencing platform** for online classes you can download or access with the University Single-Sign-On authentication (@studenti.unipd.it)

Eduroam: an open network for students and staff members of the University of Padua as well as to guests coming from other institutions participating in the education roaming.
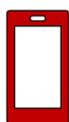
MyUnipd: a quick and easy way to manage your university career from your smartphone or tablet. Check out all the other **useful apps** for your studies and your stay in Padua!

Funding and fees

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Payment of **tuition fees** gives access to all services provided by the University of Padua. The maximum fee depends on the programme, but it **does not exceed 3,000 euros** per year and it is divided into **3 instalments**.

Here you will find the fee structure for students enrolled starting from the Academic year **2023/2024**.

As the University of Padua offers several funding opportunities, we invite you to have a look at our website to know more about merit-based scholarships and fee-waivers.

For further information on fees, scholarships and awards, you can find out more here: Funding and Fees | Università di Padova

Further Contacts:

benefici.studenti@unipd.it

Plan your Studies:
credits, study plan and exams

Whether you are starting your Bachelor's degree or you are enrolled for your Master's degree, in the following section we have prepared for you some useful information to start your new academic experience at the University of Padua.

ECTS

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The European Credit Transfer and Accumulation System (**ECTS**) introduces the "**credit**" as the measurement unit that defines a student's workload, including the time spent attending lectures, seminars, independent study, and examinations. Each course unit is assigned a certain number of credits which students obtain by passing exams and/or other assessment tests.

Key numbers:

- **1 ECTS credit = 1 Italian CFU (Crediti Formativi Universitari)**

- **1 ECTS credit = 25 working hours**

- **1 full year of study = 60 ECTS**

- **1st cycle Degree (3 years Programme) = 180 ECTS**

- **2nd cycle Degree (2 year Programme) = 120 ECTS**

Study plan

Once you are settled in Padua and the academic year has started, you must fill in a **Study Plan.**

The study plan is the complete list of exams students must carry out in order to earn the credits (**CFU/ECTS**) required to graduate. Each degree programme includes a number of learning activities such as teaching units, workshops or other activities. Some of them are **compulsory**, others are **optional** (you can choose among a group of courses) or **electives** (free choice).
Degree programmes can be organised in a single or multiple *curricula*, and these are specified in the relevant 'Outline for a Study Plan' (Manifesto degli Studi).

The sum of compulsory and optional activities represents your study plan. Students must fill out and submit their study plan according to the 'Outline for a Study Plan' (Manifesto) of their degree programme and the rules related to their enrollment year.

For further information, check the regulations of the School: we also put together a step-by-step guide on **how to fill your study plan!**

How to fill in the study plan

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To fill in and submit the study plan log into Uniweb with your Unipd email credentials (name.surname@studenti.unipd.it).

The study plan must be filled out with all the learning activities scheduled for the whole three-year duration of your first cycle degree programme (Bachelor's degree) or for the whole two-year duration of your second cycle degree programme (Master's degree).

There are **two types** of study plans:

Automatically approved: it allows you to choose your elective course units only among the educational activities offered by your Department/School in order to fulfil credit requirements. It is approved as soon as you click on '*Confirm Plan*' (i.e. all the activities are immediately uploaded to your online Transcript)

Requiring approval: it gives you the possibility to include educational activities offered by other Departments/Schools but is subject to approval by the relevant Degree Programme Board (*CCS - Consiglio del Corso di Studi*).

! **Do not worry!** You can **change** your study plan throughout the year according to the specific submission periods until you register for graduation. The specific deadlines are set by the School.

For the specific rules of your degree programme, we invite you to read the relevant Regulations.

Make sure that the **elective courses** you choose are compatible with your degree programme. Please check if further restrictions are specified in the 'Outline for a Study Plan' (Manifesto) of your Degree Programme and the submission periods of your School. Once you have submitted your study plan, we invite you to check whether it has been loaded on your online track before exam sessions begin.

! **The submission of the study plan is <u>compulsory</u>. Please be aware that you cannot take an exam if you have not submitted your study plan and/or it has not been approved yet.**

Should you have any doubts related to your study plan, you can contact the tutor's office or the Administrative Secretary of your School.

For further information:

agraria.medicinaveterinaria@unipd.it
tutor.agrariamedicinaveterinaria@unipd.it

Exams and grades

Exams are designed to test the knowledge and skills you acquired with a specific course unit. Check the complete list of course units for each programme.

Key facts:

- **Types of exams**: exams can be either **written** (multiple-choice questions, open questions, exercises) or **oral**, or **both** (in this case the exam is divided into multiple parts).
- **Scores**: Italian Universities use a 30-point scale for exams where the minimum passing grade is **18/30** and the maximum is **30 e lode (30/30 cum laude)**.
- **Signing up**: to sit an exam you will have to sign up for it. Check the instructions on how to register for exams.
- **Results**: in the section '*Exams Results*' of your Uniweb page you will find the results of your exams. We invite you to read carefully the Regulations of your degree programme for further information concerning rules and modality for academic examinations.
- **Reject or accept**: If you are not satisfied with your exam result, you have the possibility to **reject** it **within 7 days** after its publication on Uniweb, or it will be permanently recorded in your Transcript of Records. Please note that grades below 18/30 are not recorded in any case. Please be aware that once you refuse the grade, you will not be able to reclaim it afterwards. Here you can find the instruction for grade refusal.

> **!** If you reject the grade or fail an exam, you can retake it in another session, but **do not forget to sign up for it!** Remember that only the **last** obtained result will be considered, and not the best one!

Study support

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As you begin your new academic experience, we want to make sure you have all the information you need about the study support offered by the University of Padua.

Tutors:

The **Tutoring Service** supports students throughout their University career. Tutors help students to manage their study time and to deal with any organisational difficulties, such as completing study plans, and offer support to plan for exams. Tutors are students enrolled in single-cycle degrees, Master's degrees, doctoral degrees or specialisation degrees.

Student Service Office: tutorato@unipd.it

Tutoring service of the School of Agricultural Sciences and Veterinary Medicine: tutor.agrariamedicinaveterinaria@unipd.it

More info **here**

Buddy:

Buddies are Master's students assigned to a group of international students: they will welcome and support you during your stay in Padua. They can help you get your head around university life: buddies can answer your questions, accompany you to the University offices in case of need, and, at the same time, help you to integrate into university life.

SLD:

Students with disabilities or Specific Learning Disabilities have access to specific tools and services supplied by the University during their studies. They can also benefit from special scholarships and fee-waivers, based on family income, merit and disability level.

Student Service Office - Inclusion: inclusione.studenti@unipd.i

During your studies

Services and free time

Once you have planned your studies, you can start exploring the services offered by the University and life in Padua. As a student of the University of Padua you have access to a wide range of services and facilities - make sure you check them out!

Physical and digital libraries: the University provides its students and staff with a **University Library System**, which includes a vast bibliographic and informative heritage accessible from both university libraries and through a digital library. To discover all related services, please check the dedicated webpage.
In addition to the resources normally available in open access, the University of Padova also provides content and tools usually accessible only under subscription. Most of the resources can be consulted off-campus using the Auth-Proxy service or the University Single-Sign-On authentication. You can also book a study space in any University library using the ad-free **Affluences mobile app**. The app is **free** to download from both the Apple App Store and Google Play.

Study rooms: you can find rooms designed for studying all over the city. Here you can find a list of them.

Canteens: students and staff can use the **canteens** managed by the ESU or other partners. Canteens are located in the city centre or near the main University buildings (even in other cities): find out the closest to your building here. Remember: to access the canteens you need to use your Tesserino Mensa.

University Sports Centre: the **CUS** (*Centro Universitario Sportivo*) organises many competitive and non-competitive sport courses (athletics, dance, fencing, fitness, judo, rugby, skating, soccer, tennis, volley, wheelchair basket, etc.) open to students at competitive costs. Make sure to check them out here!

University Language Centre: the **CLA** (*Centro Linguistico di Ateneo*) offers different language courses. Check all the available options here!

Students' Associations: The University of Padua recognizes and facilitates students' activities and their free associations promoting student-led activities and networking.

Getting around: Padua provides a network of **public transports** and various other means in order to get around and here we suggest some interesting options.

Cultural landmarks and museums: student and city life coexist in close proximity on a daily basis in Padua. As you will find student-filled piazzas, the open air of the river banks enjoyed by joggers, a summer aperitif on the Piovego waterfront, you will have the chance to explore the abundance of **cultural sites and events**. Features of a vibrant and welcoming city where students can spend time in places full of history, art and beauty. To dive into the Paduan life, we invite you to visit the prestigious Cultural Sites and the City Museums and Exhibitions. Do not forget to ask if there is any student **discount**!

Change University (transfer), degree programme, study track

During your studies, you may want to change University, the degree programme or other aspects of your academic career, either for personal or study-related reasons.

Find here information and procedures about **different possibilities**:

- Transferring FROM another Italian university
- Transferring TO another Italian university
- Changing the degree programme within the University of Padua
- Changing the study track (curriculum)

Note that related study experience can be recognised and credited to your degree as a form of **recognition of prior learning**.
Examinations or educational activities (already passed or to be passed shortly, before the deadlines for enrolment) can be validated in the following cases:

- request for change of programme
- request for a transfer FROM another Italian University TO the University of Padova
- request for validation of other examinations or extra-university educational activities
- applicant with an interrupted university career, or who has passed some examinations abroad and now wishes to enrol at the University of Padova.

Depending on the degree you are enrolled in, the procedure for the request may vary. If you are interested in credit recognition, please visit the dedicated webpage where you will find more specific information about procedures and deadlines.

International mobility opportunities

- **Erasmus+**: the Erasmus+ for Studies programme allows students to spend a period of **study** (between 2 and 12 months) in Europe, at one of the 500 partner universities, or in a non-European country. Instead, students who wish to carry out an **internship** abroad can apply to Erasmus+ for Traineeship. For further mobility opportunities, we invite you to visit the dedicated website.

- **Joint or double degrees**: the University of Padua promotes joint or double degree programmes which are organised in cooperation with one or more partner institutions. Upon completion of the international programme, students will obtain a **double degree** (two or more national degrees issued by the partner universities) or a **joint degree** (jointly issued by two or more of the partner universities), in compliance with the different national rules and the agreements signed by the partner institutions.

- **Summer and Winter Schools**: in view of promoting internationalisation, the University of Padua supports the organisation of International Summer and Winter Schools and intensive learning courses, other than promoting similar opportunities organised by its partners.

- **Summer courses in Bressanone**: every year, the University of Padua holds summer courses at its campus in Bressanone/Brixen (Bolzano), open to students enrolled for the current academic year.

Internship

What

The internship is a period of **training** students may carry out during their academic studies. Internships may be required by the regulations of the degree programme, or they may be carried out on a voluntary basis.

Who

An internship involves three subjects: the **intern**, the **promoter** (the University of Padua) and the **host** (the company or public institution).

The university tutor, usually a teacher from the University, and the company tutor (not necessarily the same as the legal representative) guide and follow the trainees in the performance of their duties.

Why

The aim of the internship is to help students to get in touch with the **working environment** in the interested field, and to deepen skills and knowledge acquired during their studies.

Where

The period of the internship is spent at **companies** or **public institutions** which have subscribed an agreement with the University.

When

The **curricular internship** must be carried out during academic studies and its fulfilment implies the attainment of ECTS.

On this page you can find all the information about the internships for Animal Care students. For more information on rules and regulations, visit the dedicated website.

Career Service Unit: stage@unipd.it

Obtaining your degree

Writing your thesis

In order to obtain their degree, students must sit a **final examination**. The final examination consists of a written thesis the student submits and defends to the Degree Commission during the graduation session.

The **thesis** is the result of research carried out under the supervision of a thesis supervisor on a topic relevant for your study field. The **supervisor** is the person who will oversee the progress of the work: he or she must be a professor of a teaching course of the student's study plan. We suggest first gathering information on the research topics of the professors (see the Syllabus) and then to contact the potential supervisors to know more about the research they could be involved in.

Once you have defined the **topic** with your supervisor, it is useful to develop a table of contents that will serve as a guide and outline for your writing. Before approaching the writing, the first step should be to review the existing literature on the topic with possible suggestions provided by your supervisor.

Typically, a thesis includes the title page, the table of contents, an introduction, chapter(s), conclusion(s), bibliography, and sometimes an appendix. For the thesis format, we invite you to ask your supervisor and refer to the guidelines of your School. Make sure you stay in touch with your supervisor as you can discuss the possibility of submitting parts and setting deadlines, and further discuss the progress of your work.

Like any academic work, your thesis should be structured according to methodologies specific to the subject or the field in which you are graduating. When invoking opinions, theories, and data from existing literature, the source must always be indicated, providing the reader with the essential elements to identify it accurately. The use of other people's texts without explicitly stating the source may constitute plagiarism, with very serious consequences.

UNIPD libraries regularly organise workshops to help you improve your research skills and guide you through all the resources and tools available tuìo students (such as Zotero, a reference management software).

Registering for graduation

To graduate, you must register according to the procedure in the '*Diploma attainment*' section on **Uniweb** and the following steps:

- inserting dissertation information
- fill in the Almalaurea questionnaire
- approval of the dissertation title by your supervisor
- register for graduation upon choosing when to graduate.

Only at this point is your application correctly submitted and you will find the payment slip of € 16.00 in the section '*Contributions*' on Uniweb.

! **It is important to register for graduation on Uniweb according to the deadlines for each graduation session set by your School every academic year.**

To be admitted to the graduation session, you must:

- have discussed the outline of your thesis with your supervisor, and have regularly submitted your work to them;
- have sat and recorded all the examinations of your study plan at least 15 days before the graduation dates;
- have paid the tuition fees;
- have asked your supervisor to approve your dissertation title and have submitted your dissertation in accordance with the procedure and by the set deadlines;
- have paid the revenue stamp for graduation; otherwise, your student's records cannot be approved.

For more information on graduation sessions and procedures, we invite you to visit the dedicated [website](#).
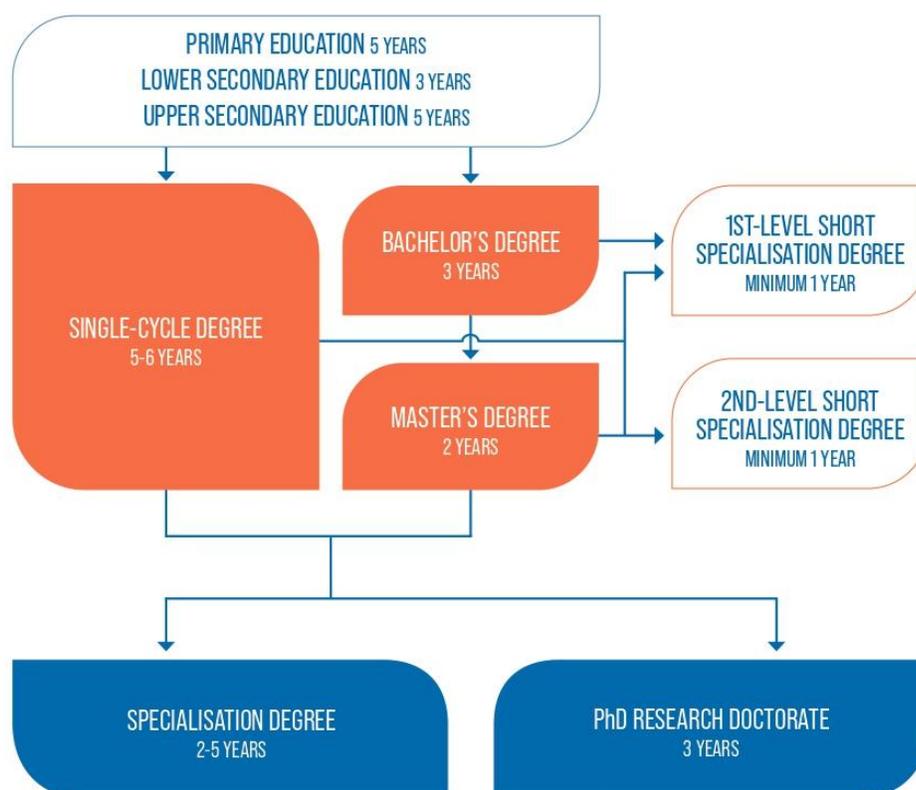
You can also find more information tailored to Animal Care students [here](#) and [here](#).

After your studies

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- **Pursuing your studies**: after graduation, you can decide to pursue your studies with a Second or Third cycle education programme, with short specialisation or professional courses, depending on the title you obtained.

THE ITALIAN EDUCATION SYSTEM

PRIMARY EDUCATION 5 YEARS
LOWER SECONDARY EDUCATION 3 YEARS
UPPER SECONDARY EDUCATION 5 YEARS

SINGLE-CYCLE DEGREE
5-6 YEARS

BACHELOR'S DEGREE
3 YEARS

1ST-LEVEL SHORT SPECIALISATION DEGREE
MINIMUM 1 YEAR

MASTER'S DEGREE
2 YEARS

2ND-LEVEL SHORT SPECIALISATION DEGREE
MINIMUM 1 YEAR

SPECIALISATION DEGREE
2-5 YEARS

PhD RESEARCH DOCTORATE
3 YEARS

Find here more information on the Italian Higher Education system and the different opportunities offered by the University of Padua for your further studies.

- **Job Placement**: if you decide to start your professional career, the University of Padua provides some useful tools to help you approach the job market.

  The **Career Service** of the University of Padua offers different career guidance opportunities, such as mentoring projects, job counselling, workshops also for the development of soft skills and more. We invite you to consult the dedicated [website](#) to find more information about all the projects and possibilities.

  If you want to get in touch with companies or find a job, you can find more services on this [page](#).

- **Join our [Alumni Association!](#)** The Alumni Association seeks to unite all of its graduates within a community to which all may have freedom of access and equal consideration.

  In this way, former students — Alumni — can continue to be inspired in their professional and private lives by the fundamental values of the University, becoming standard bearers wherever they may be.

- Since 2004, more than 400 students from all over the world have chosen Padua to study and enhance their knowledge in **Biotechnologies for Food Sciences**. If you want to know more about their stories and their career path, have a look at our growing **[Biotech Alumni Community](#)**, a project launched in October 2022.
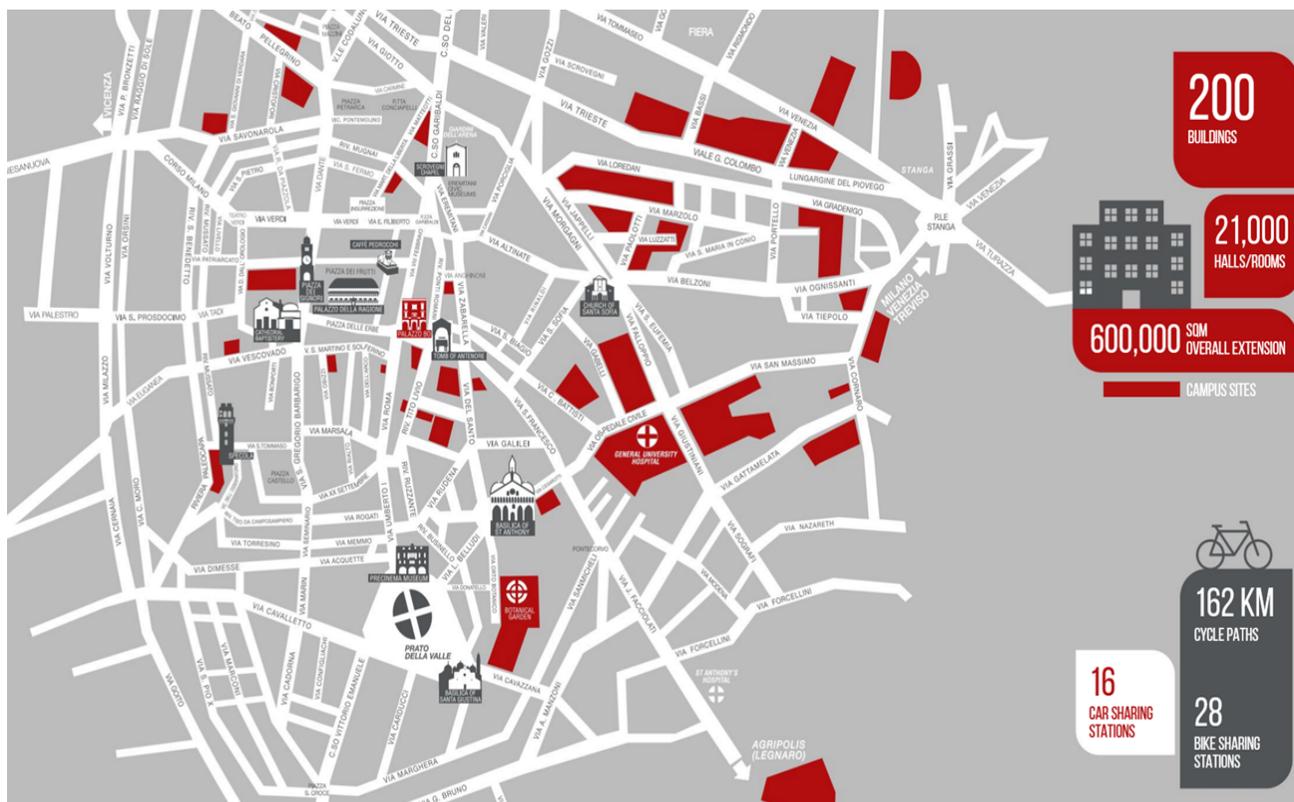
Contacts

Who should I contact?

Important:

always use your university email address (name.surname@studenti.unipd.it) and include your student ID number (numero di matricola) when contacting University services.

- For **academic enquiries**, write to: **cdl.animalcare@unipd.it**
- **Tutors** can offer study support; get in touch with them at: **tutor.agrariamedicinaveterinaria@unipd.it**
- The **International Desk** is a dedicated department-based support desk for international students. To contact the International Desk you can write an email to Dr. Aurora Zecchinato: **cdl.animalcare@unipd.it**
- If you have a question about **study plans, exams, or graduation, contact the School office**: **agraria.medicinaveterinaria@unipd.it**
- If you have a question about the **Erasmus or other mobility programmes**, write to Dr. Susanne Kloehn at: **erasmus.agripolis@unipd.it**

On the School website you can find many useful resources: remember to check it often!

Further Contacts and Information

Health insurance information

Psychological assistance Services

Padua Tourist information

Emergencies contacts:

European Emergency number: 112

App: 112 Where Are U

FOLLOW US!

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