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UNIVERSITÀ DEGLI STUDI DI PADOVA

Libera il tuo futuro
Free your future

Survival Guide

for

International Students



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Department of Chemical Sciences (DiSc), Via Marzolo 1 – 35131 Padova



Palazzo Bo

Welcome!

Dear students,

Welcome to the **University of Padua**! We hope you are as excited as we are for 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 Desk**, 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! (informal, not for Professors)	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
Pausa pranzo	Lunch break
Mensa	Canteen
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

Dialect of the Veneto Region

Goto	Glass
Un’ombra de vin	A glass of wine
Schei	Money

Start your journey at the University of Padua

Stay permit and accommodations

For any guidance through the process of obtaining your Italian stay permit, please contact the SAOS office. Otherwise, you can follow the step-by-step guide or the online tutorial.

Email: saos@unipd.it

For information on accommodations in Padua, you can check our website here.

Email: housing@unipd.it

The Academic Calendar: classes periods and exam sessions



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 comprises two semesters.

Typically, schedule for degree programmes are organised in semesters:

Fall semester:

Classes: October - January

Exams: January - February

Spring semester:

Classes: March - June

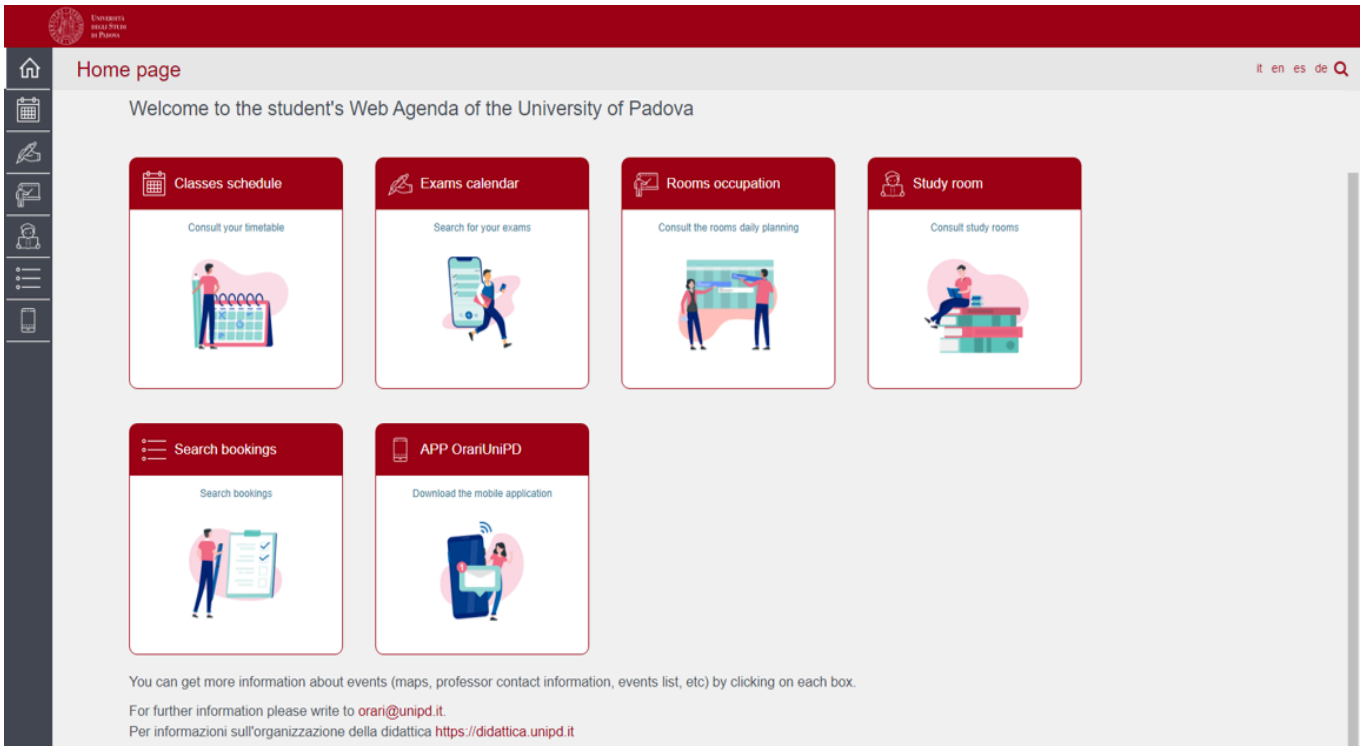
Exams: June - July

Extra exam session: August - September

You can find the key academic dates for this year, including the 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**.



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

Get now to **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.

Exam calendar:

Find the exams 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 have 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.

Search bookings:

Check the rooms' bookings in order 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 **App OrariUnipd** to keep all information monitored directly from your smartphone. This app is fundamental because it allows you to view and manage lectures and exam session timetables. Also, Professors check attendance through it.

Where to find the lectures: building facilities

For the **Department of Chemical Sciences**, classes can be held in the following buildings:
Click on the location to open **Google Maps**.

Department of Chemical Sciences

Library of the Department:

Please be aware that before accessing a laboratory, you must prove that you have attended the following mandatory **on-line safety courses**: (i) **BASIC COURSE IN HEALTH AND SAFETY: GENERAL TRAINING (4 hours)** and (ii) **SPECIFIC TRAINING on the protection of the health and safety of workers employed in LABORATORY activities – HIGH risk class (12 hours)** (unless differently stated by the responsible). Once you have completed the course, you will obtain a certificate demonstrating your attendance. Take your time to do them on time before the scheduled laboratory activity.

Find out more here:

General training

Specific training

Do not forget to check on the **App OrariUnipd** the time, the class and the room!

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. Once 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 office hours of your professors.

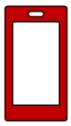
Moodle/STEM: a free **software e-learning platform** which works as an online support to traditional classes. Moodle allows teachers to create online lesson resources for students, to communicate and post information on course units and lessons, and to create assignments, exercises, and tests. In the 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 Moodle features 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 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. With your Unipd account you can freely and directly access, through Eduroam, to the networks of all institutions and universities participating in the Eduroam, including of course Unipd.

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

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** onwards.

As the University of Padua offers several degree-seekers scholarships, we invite you to explore the relevant webpage to have a look at the merit-based and income-based scholarships offered by the University of Padua, Veneto Region and other public and private institutions.

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

Further Contacts:

international.admission@unipd.it 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

The European Credit Transfer and Accumulation System (**ECTS**) introduces the "**credit**" as the unit of measurement which defines the student workload, including 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.**

There are two periods in which it is possible to fill in the Study Plan throughout the year: **November and March**. You will be notified via email when the periods start.

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 the 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 to the rules related with your enrollment year.

For further information, check the regulations of your Department 

Study Plan for the School of Science

How to fill in the study plan

To fill in and submit the study plan login to 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 relevant School or Department.

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 in your online track before exam sessions start.

The submission of the study plan is compulsory. 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 or Department.

Student Service Office - Guidance and Tutoring: tutorato@unipd.it

Tutoring service of the School of Science: tutorjunior.scienze@unipd.it

Administrative Secretary of DiSc: didattica.chimica@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.
- **Bring with you: student ID,** pen, maybe water.

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

As you start 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 examinations.
Tutors are students enrolled in single-cycle degrees, Master's degrees, doctoral degrees or specialisation degrees.

Student Service Office - Guidance and Tutoring: tutorato@unipd.it

Tutoring service of the School of Science: tutorjunior.scienze@unipd.it

Buddy:

International students can be assisted by a **Buddy** (i.e., a Master's degree student), who will welcome and support them during their stay in Padua.
Buddies are usually assigned to a group of international students and help them to deal with administrative procedures and to get their head around university life by answering their questions, accompany them to the University offices in case of need, and, at the same time, help them to integrate into university life.

Professors:

Let us remind you that you can meet with your professors and teaching assistants during **office hours.** These are hours scheduled outside of class to meet with students for questions about the material being presented in class or other related interests students have. On the syllabus, which you can find on didattica.unipd, each professor publishes the schedule and the modality of the office hours.

SLD:

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

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

During your Studies

Services and free time

Once you have planned your studies, you can start exploring the services the University offers and the life in the city of 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 (Sistema Bibliotecario di Ateneo, SBA) which includes a vast bibliographic and informative heritage accessible from both university libraries and through a digital library. To discover all services related, please check the dedicated webpage. In addition to the resources normally available in open access, the University of Padua also provides contents 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 check study space availability at any University library in real-time on the dedicated ad-free **Affluences mobile App**, so you don't waste time finding the perfect place to study. The app is **free** to download from both the Apple App Store and Google Play.



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

Canteens: all 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 closer to your building here. Please note that App and registration is mandatory.

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 you check them out here! A medical certificate is mandatory. See the details here.

University Language Centre: the **CLA** (*Centro Linguistico di Ateneo*) offers different language courses - among which Italian language courses for international students - for free. 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. Students are eligible for discounts on public transport.
It is advisable to buy a monthly or annual ticket for the urban or suburban bus if you live far from the center. Go to the Bus Italia ticket Office, located at the central train station, to get more information about prices.

Cultural landmarks and museums: student and city life coexist in close proximity on a daily basis in Padua. As you will find the 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 delve into the Paduan life, we invite you to check prestigious Cultural Sites and the City Museums and Exhibition. Students of UniPD have access to **free guided tours** of Palazzo Bo. Check them out here. Padua has been awarded with two **Unesco Heritage sites**: the Botanical Garden, for which UniPD students have free access, and the Urbs Picta: Padua's fourteenth-century fresco cycles. Do not forget to ask if there is any student **discount**!

The University of Padua offers enrolled students and employees the **"Studiare a Padova Card"**. The card offers a wide range of discounts and special offers to take advantage of during your university career in Padua. In order to receive the discount, you need to show your ID badge of the University of Padua.

"Studiare a Padova Card" App includes:

- reduced ticket prices for museums, cinemas, theatres, concerts, and the opera
- up to 30% discounts in selected stores
- course, sport, and travel discounts
- bookstore and copy service shop discounts
- bar, club, pizzeria, and restaurant discounts

For further information you can contact: studiareapadova@unipd.it

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 the 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 at 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 within a company or an external institution. Internship may be required by the regulations of the degree programme (for instance in the case of the Master's degree in Sustainable Chemistry and Technologies for Circular Economy), or it 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) supervise 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.

For more information about rules and regulations, consult the dedicated website.

Further Contacts:

Career Service Unit

stage@unipd.it

Obtaining your degree

Writing your Thesis

In order to obtain your 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 the University of Padova. We suggest firstly to gather 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 found your supervisor, you will have to submit the supervisor application and then receive an acceptance notification. Please be reminded that each professor can supervise a maximum number of students.

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.

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 reported in the Degree Regulation (Regolamento di Tesi). 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 the 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 others' texts without explicitly stating the source may constitute plagiarism, with very serious consequences.

For all details on graduation, please refer to the Degree Regulation (Regolamento di Laurea)

Registering for graduation

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

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

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



See the step by step guide here

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

To be admitted to the graduation session, you must:

- 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 ("marca da bollo") for graduation, otherwise your student's records cannot be approved.

For more information about graduation sessions and procedures, we invite you to consult the dedicated website.



How to calculate the final degree mark

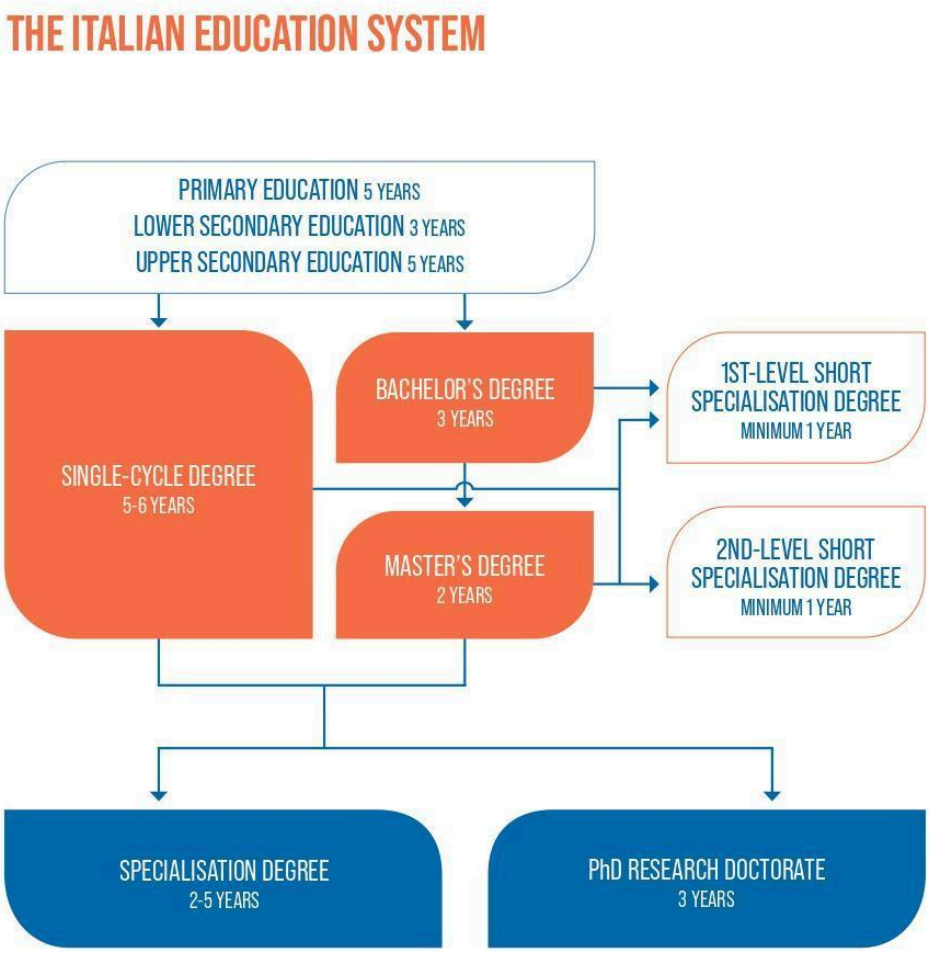
The degree grade is based on a numerical scale ranging from 66 (sufficient) to 110 (excellent). A grade less than 66 implies rejection.

The final degree mark is expressed out of a scale of **one hundred and ten** and it is made up of the sum:
a. of the weighted average (WA) of the marks (M) of the exams weighted with the relative credits (C) and compared to one hundred and tenths, according to the following formula: **WA = (∑MC / ∑C) 110/30**
b. of the increase/decrease of the vote, also expressed in one hundred and tenths, achieved in the final examination.
If the candidate reaches the maximum mark, honours (“lode”) may be awarded.

After your studies

- **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.



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

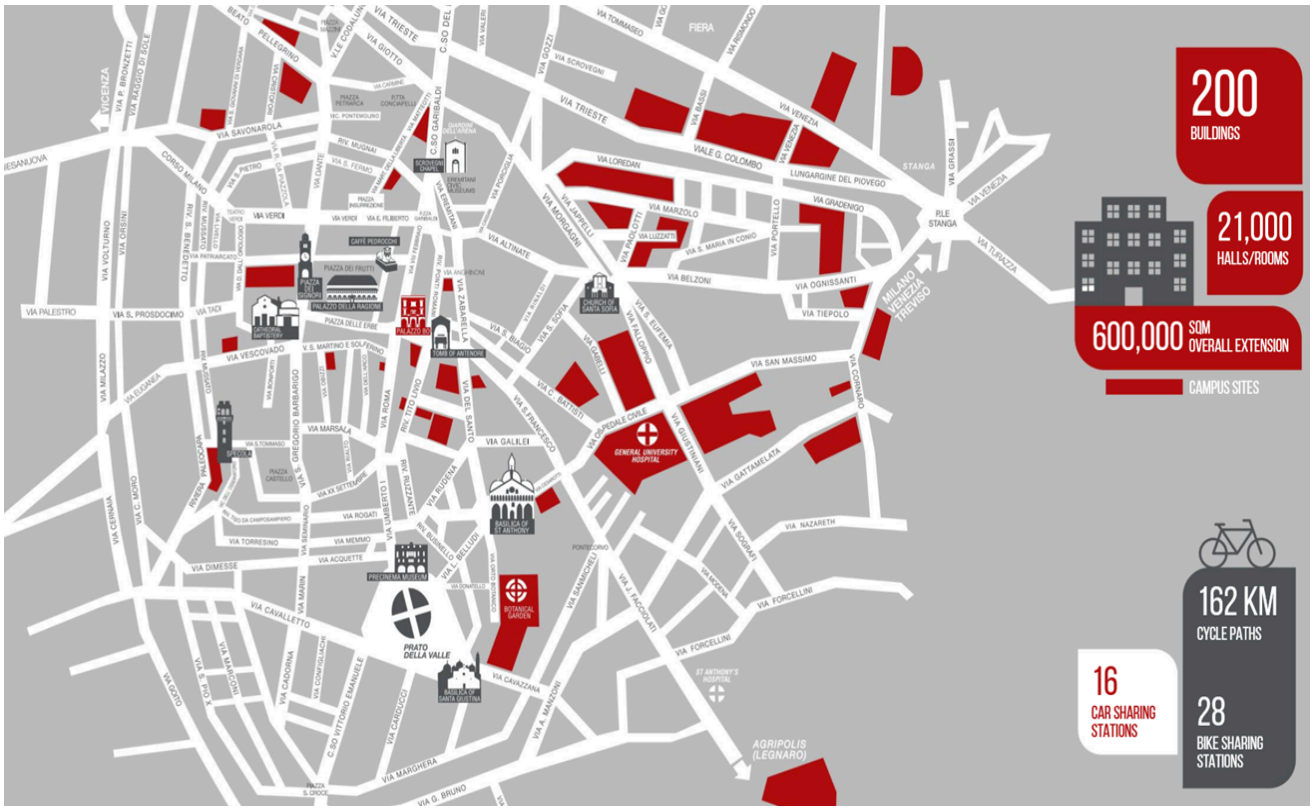
- **Job Placement:** if you decide to start your professional career, the University of Padua provides some useful tools to approach the job market.

  The Career Service of the University of Padua offers different career guidance opportunities, such as mentoring projects, job counseling, 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 at this page.



Join our Alumni Association! The Alumni Association seeks to unite all 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 of Padua, becoming standard bearers wherever they may be.


200
BUILDINGS
21,000
HALLS/ROOMS
600,000 SQM
OVERALL EXTENSION
CAMPUS SITES
162 KM
CYCLE PATHS
16
CAR SHARING
STATIONS
28
BIKE SHARING
STATIONS
PRATO
DELLA VALLE
GENERAL UNIVERSITY
HOSPITAL
BASILICA OF
ST ANTHONY
BOTANICAL
GARDEN
PALAZZO DEL
BO
PALAZZO DELLA RAGIONE
CHURCH OF
SANTA SOFIA
BASILICA OF
SANTA GIUSTINA
CAFFE PEDROCCHI
PRECINEMA MUSEUM
AGRIPOLIS
(LEGNARO)
FIERA
STANGA
P.LE
STANGA
MILANO
VENEZIA
TREVISO
VIA TRIESTE
VIA VENEZIA
VIALE G. COLOMBO
LUNGARGINE DEL PIOVEGO
VIA GRADENIGO
VIA MARZOLO
VIA BELZONI
VIA OGNISSANTI
VIA TIEPOLO
VIA SAN MASSIMO
VIA GATTAMELATA
VIA NAZARETH
VIA FORCELLINI
VIA SAVONAROLA
VIA VERDI
VIA ALTINATE
VIA S. PROSDOCIMO
VIA PALESTRO
VIA VESCOVADO
VIA MARSALA
VIA GALILEI
VIA TORRESINO
VIA ACQUETTE
VIA DIMESSE
VIA CAVALLETTO
VIA CAVAZZANA
VIA MARGHERA
VIA G. BRUNO
VIA VICENZA
VIA TRIESTE
VIA GIOTTO
VIA SCROVEGNI
VIA LOREDAN
VIA MORGAGNI
VIA ZABARELLA
VIA S. FRANCESCO
VIA C. BATTISTI
VIA LUZZATTI
VIA S. MARIA IN CONIO
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