UNIVERSITÀ DI PADOVA

Survival Guide for International Students

International Desks @ Unipd

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The world's first permanent Anatomical theatre, Palazzo Bo

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. We at the International Desk 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.

Here you can find some useful information about Padova.

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 (in the dialect of the Veneto Region)
Un’ombra de vin	A glass of wine

Start your journey at the University of Padua

Studying at DEI

The University of Padova, founded in 1222, is one of the most traditional Italian universities and was **the first in Italy among the "mega universities"** in both assessments of the quality of the research that Anvur carried out (2013 and 2017) .

The School of Engineering, which finds its origins from the Faculty of Engineering founded in 1876, represents a reality of **excellence in international research** carried out by world-renowned professors.

The Department of Information Engineering, rated "Department of Excellence" in 2018 by the Ministry of Education, University and Scientific Research

https://degrees.dei.unipd.it/studying-al-dei/

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, our class and exam schedule are organised in semesters:

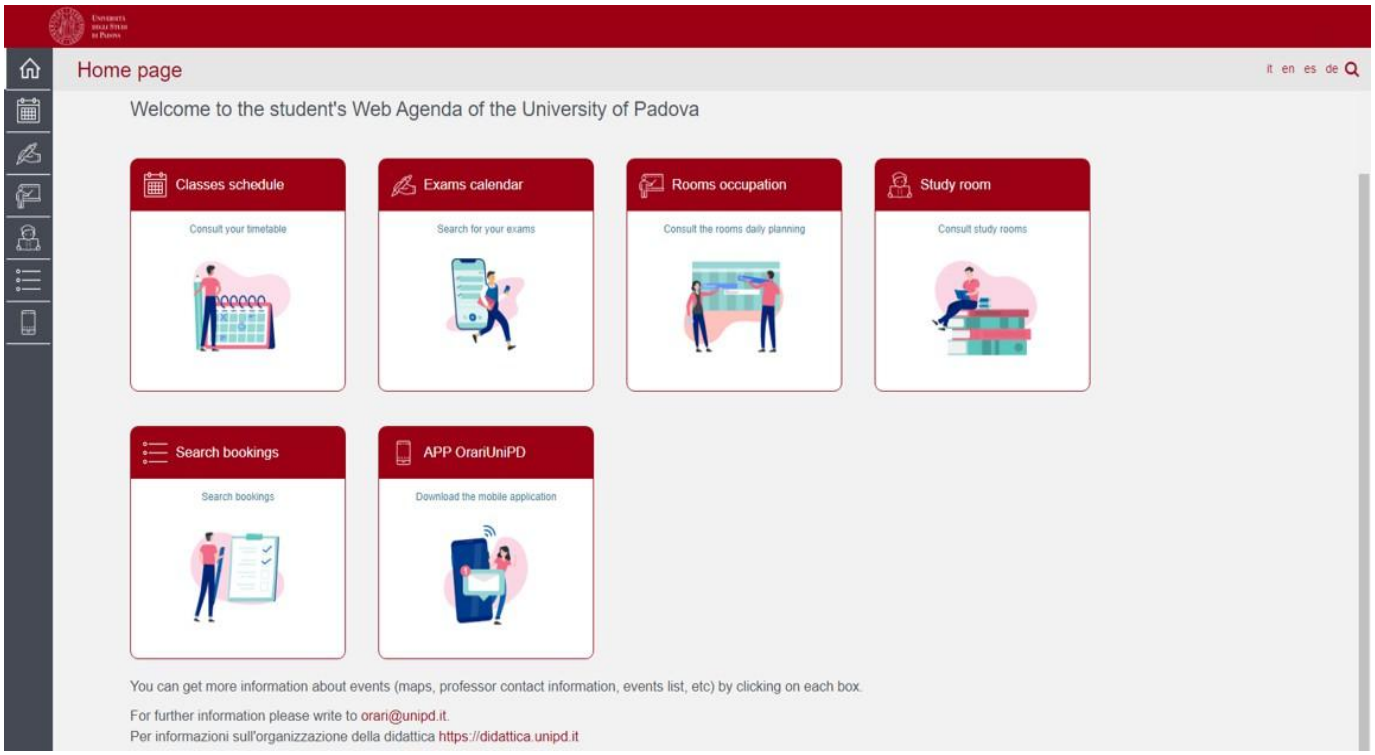
Fall semester:	**Spring semester:**
Classes: September - January	Classes: March - June
Exams: January - February	Exams: June - July

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**.



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 **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 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.

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 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. Do not forget to have a look at all the useful apps offered by the University of Padua!

Where to find the lectures: building facilities

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

Polo Didattico di Via Gradenigo 6/a (Università di Padova)

The Department consists of many buildings. These are usually marked either with a label (internally, by the Department), or with a number (by the University).

- **building DEI/A (the central building in via Gradenigo 6/B) - 00275 DEI/A**
- **building DEI/G (the historical building of the Department in via Gradenigo 6/A) - 00280 DEI/G**
- **building DEI/M (in the building complex of via Gradenigo) - 00271**
- **building DEI/O (the building in via Ognissanti 72) - 01230**
- **building DEI/S (in the building complex of via Gradenigo) - 00273 DEI/S**

On the following simplified maps of the buildings, you can locate classrooms, meeting rooms and common spaces:

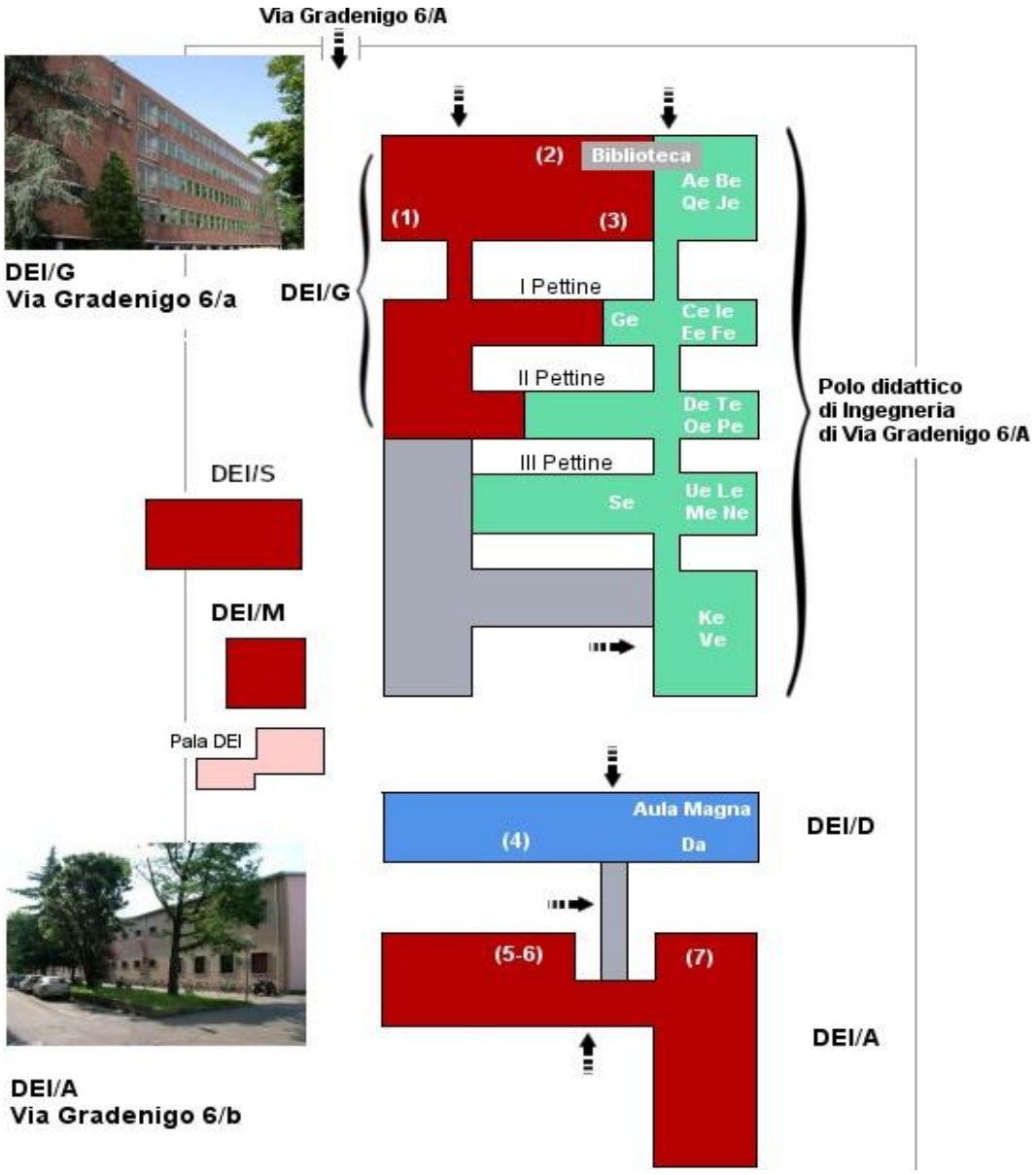
The Aula Magna "A. Lepschy" is in building DEI/D, first floor DEI/D

Back Offices (Segreteria Didattica) are in DEI/A, first floor.
See Contacts Page for details on opening hours and appointments.

The University of Padua offers to its students several study rooms, in our department you can find the "JE" and the "QE" study rooms.

The "Giovanni Someda'' Library is the library of the Department of Information Engineering. Here you can find all the information about the location, the opening hours and how to access it.

Gradenigo street buildings:



(1) **DIE Small Meeting Room, 2nd floor**

(2) **DIE Meeting Room, 1st floor**

(3) **DEI/G Meeting Room, 3rd floor**

(4) **DEI/D Meeting Room, 1st floor**

(5) **201 DEI/A Meeting Room, 2nd floor**

(6) **301 DEI/A Meeting Room, 3rd floor**

(7) **Video Conferencing Room, 1st floor**

In order to reach a laboratory (educational or research lab) you should consult the LABORATORY MAPS.

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 obtain a certificate demonstrating your attendance.

! 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, software 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!

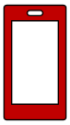
Uniweb: the **information system** of the University of Padua which allows students to access the information about their university career, from pre-registration and enrolment procedures to exam enrolments and degree applications. Also, professors use Uniweb to insert exam calls, publish exam grades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

Course Catalogue: 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: a free **software e-learning platform** which functions 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. Here you can find the moodle page of the Department of Information Engineering.

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

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 3000 euros** per year and it is divided into **3 instalments**.

Here you will find the fee structure, depending on your year of enrolment.

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:

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-year 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 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 enrolment year.

For further information, check the regulations of your department

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.

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

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

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.

Tutoring service of the School of Engineering and DEI:

Tutor Junior

Junior Tutors are students of the last years of master's degrees, doctoral students or postgraduates. Their task is to provide information and resolve doubts and problems that students encounter in their university life, supporting them in organizational and didactic difficulties (study plans, preparatory exams, relations with academic bodies, with the secretariat, etc..).

Junior tutors for the School of Engineering:

- organise study groups for the most demanding courses,
- assist students with clarifications on English language texts and on the preparation needed to deal with them,
- collaborate with the teachers of specific courses to promote learning, they help students move around the university world by helping them to contact the competent services for their various needs,
- propose other initiatives to improve study and personal well-being;

HOW DOES IT WORK? Just contact the Junior Tutors, through this page.

The program aims to provide support to first year students in order to:

- promote integration into the university context and support the student throughout the course of study;
- enhance some transversal skills useful for the specific course of study;
- accompany the student in the planning and definition of their training and professional project.
- The course includes a weekly meeting of about one hour, excluding holidays and exam periods.

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.
On the syllabus, which you can find on, the Course Catalogue, each professor publishes the schedule and the modality of the office hours.

SLD:

Students with disabilities or Speciffic 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, 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 Padova 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.

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

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.

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!

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 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. 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 the Erasmus+ for Traineeship. For further mobility opportunities, we invite you to visit the dedicated website.

- **SEMP**: the University of Padua has joined the Swiss European Mobility Programme with ad hoc agreements to allow student mobility from Padua to Swiss Universities. For further info, we invite you to visit the dedicated website.

- **Ulisse:** the University of Padua promotes student mobility towards non-European Countries within mobility agreements signed with selected Universities. The new Ulisse Programme enables students to spend a study, a thesis research or an internship period abroad at partner Universities from four different continents (Europe, Americas, Asia, Australia). For further information, please visit the dedicated webpage.

- **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.

- **Foundation Year**: You can find all details available here.

Internship

What

The internship is a period of **training** students may carry out during their academic studies. Internship may be required by the regulations of the degree programme, 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) 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.

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 a teaching course of the student's study plan. 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: on the website you will see bullets indicating the availability for the supervision of the thesis.

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 the revision of 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 or Department. 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.

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 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 the relevant School every academic year.

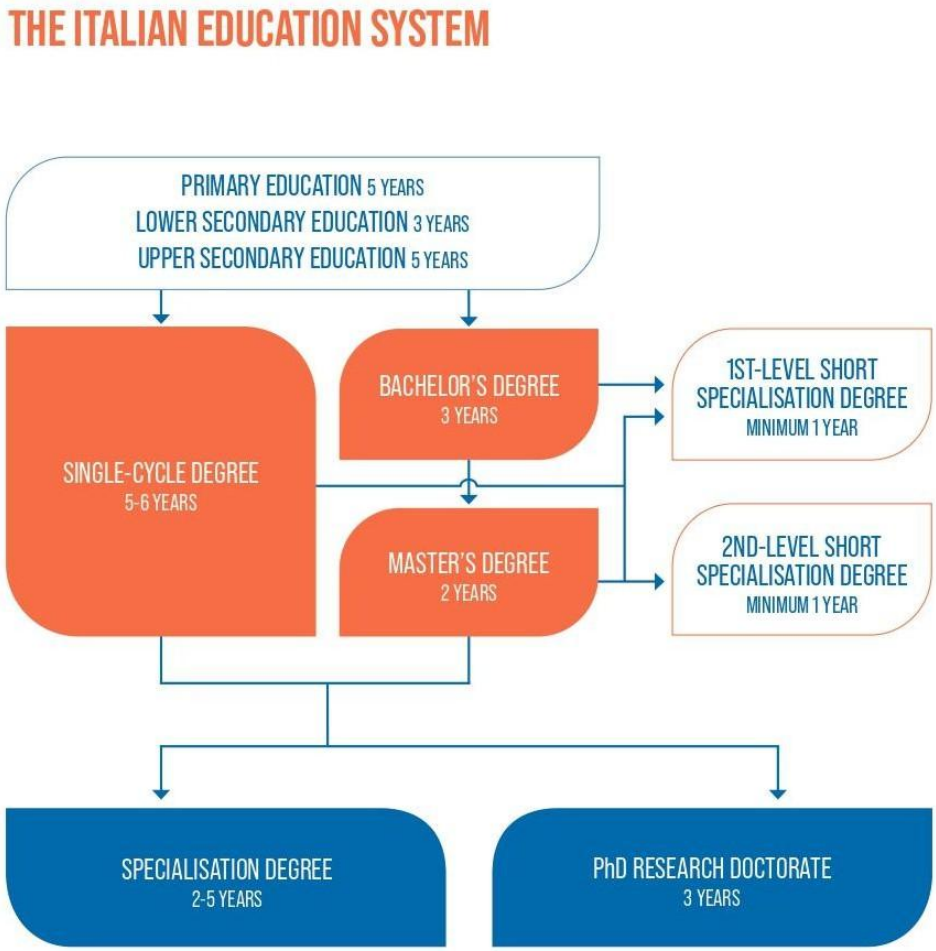
To be admitted to the graduation session, you must:

- 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.

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.

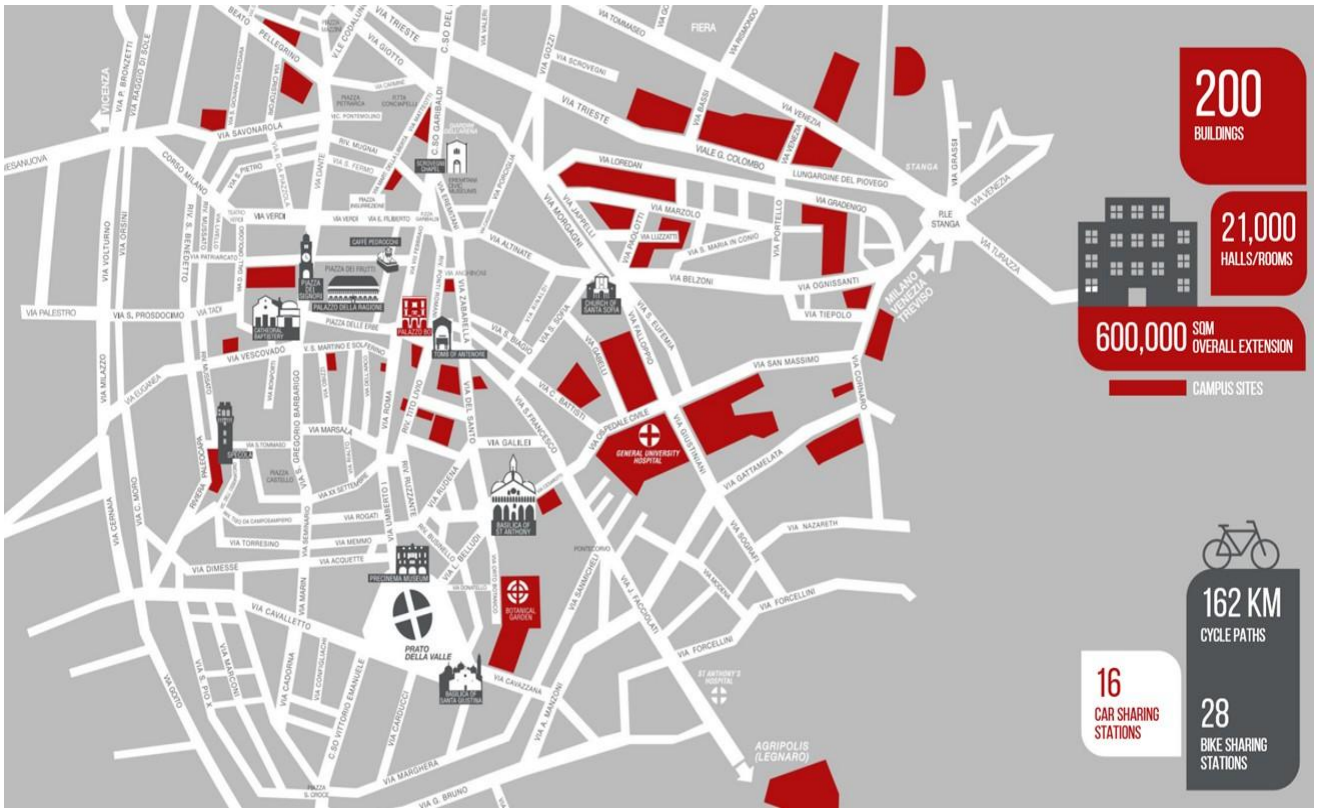
- **Job Placement:** if you decide to start your professional career, the University of Padua provides some useful tools to approach the job market.

  The Career Service of the University of Padua offers different career guidance opportunities, such as mentoring projects, job 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 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, becoming standard bearers wherever they may be.

✔Finally, here you can find some useful FAQs from the Department of Information Engineering!



Further Contacts and Information

Emergencies contacts:

112

Health insurance information

Psychological assistance Services

Padua Tourist information

Follow us!