

UNIVERSITÀ
DEGLI STUDI
DI PADOVA

Studying in Italy

An insight on the Italian Academic System
for a well-equipped beginning

School of Engineering



AGENDA

- ❖ **Welcome to Italy - A new cultural environment**
- ❖ **The Italian Academic System**
- ❖ **The Academic Calendar**
- ❖ **Exams: Info&Tips**
- ❖ **The Organization of the University: Structures & Services**
- ❖ **Communicate with the University**
- ❖ **Your Student Journey at UNIPD**





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WELCOME TO ITALY WELCOME TO THE CITY OF PADUA



The University of Padua is a most vibrant multicultural University.

Students from all over the world form one of the most culturally diverse student communities in Italy.

And **YOU**, as an International Student, contribute in the shaping of this colorful community.

At the basis of modeling your Student Life in Italy into an extraordinary experience lies the awareness that

YOU are already part of this Community that has been leading global change since 1222!



What an amazing opportunity to:

- ❖ Be formed in a stimulating learning environment at a World-Class University
- ❖ Develop an International and Intercultural approach to studies
- ❖ Get to know the Italian culture and especially the Veneto Region one
- ❖ Get acquainted with different cultures as you mingle with the colorful student Community
- ❖ Learn another language and improve both your language skills and soft skills

*You will grow as an individual,
while getting culturally and professionally enriched!*



WELCOME TO ITALY ADJUSTING TO A NEW CULTURAL ENVIRONMENT



While moving to a different culture might be challenging,
learning how to adapt to the new environment will help you be able to fully participate in it!

The term “culture shock” was coined in the 1960s by the anthropologist Kalervo Oberg. He defined it as *“the psychological disorientation that most people experience when they move for an extended period of time into a culture markedly different from their own.”* (1960)

Culture Shock and Reverse Culture Shock



Idealisation vs Expectations

How to build YOUR Intercultural Competences

Be open to Language, Culture and Religious diversity.
Practice and refine your communication skills.
Be a Peacebuilder and prevent Culture clashes.
Seek and promote Harmonious Relationships.

Detect the phase you might be in!

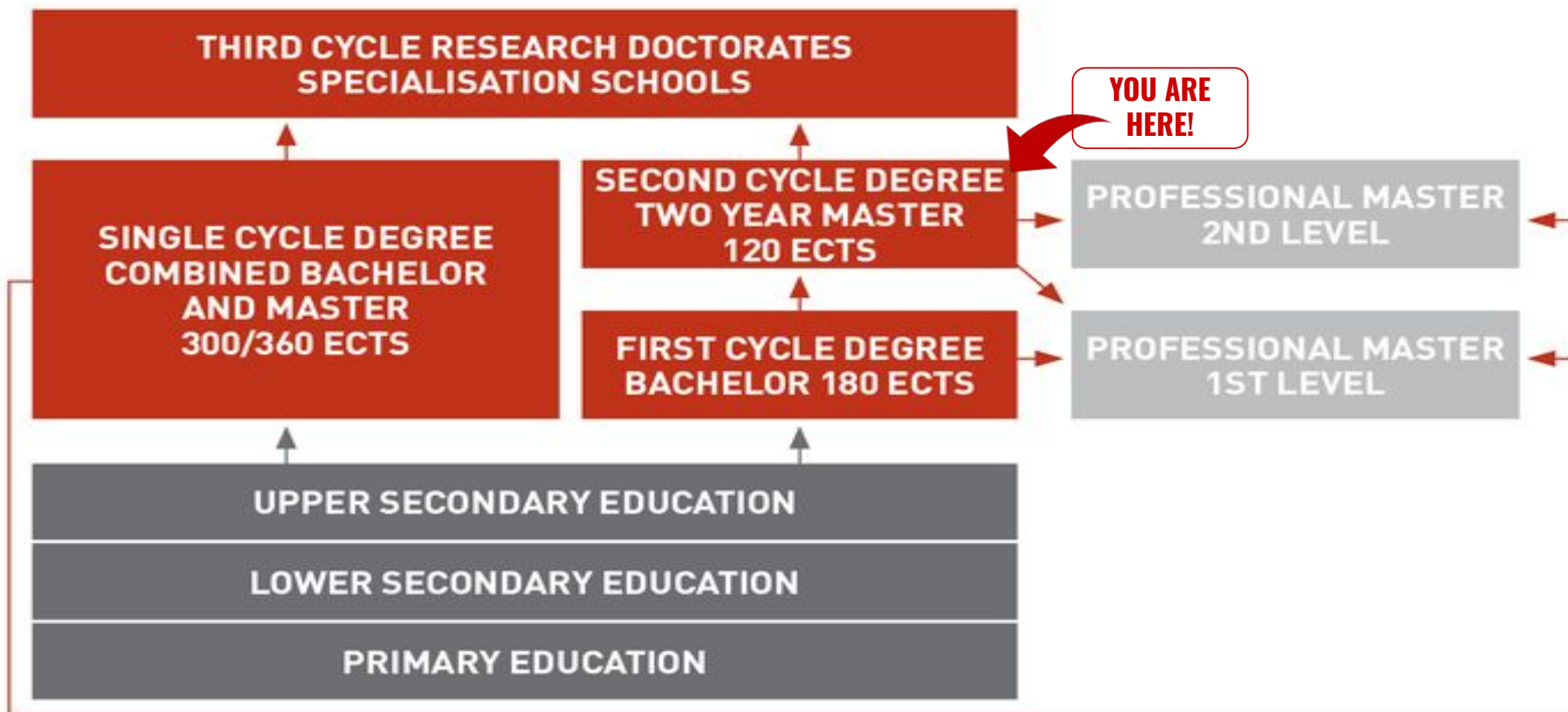
If you are feeling down, and in discomfort - **SEEK SUPPORT**
Contact the International Desk of your Department
Contact [SCUP](#) Service - Psychological Assistance for International Students

Take Action!

- ❖ Attend the [Global Citizenship Programme](#)
- ❖ *Be locally active* - take part in the activities of your territory - get to know the different associations
- ❖ Participate in the [University Sport Life](#)



Italian education programme scheme





ECTS

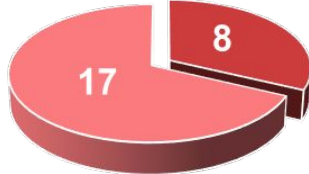
(European Credit Transfer and Accumulation System)

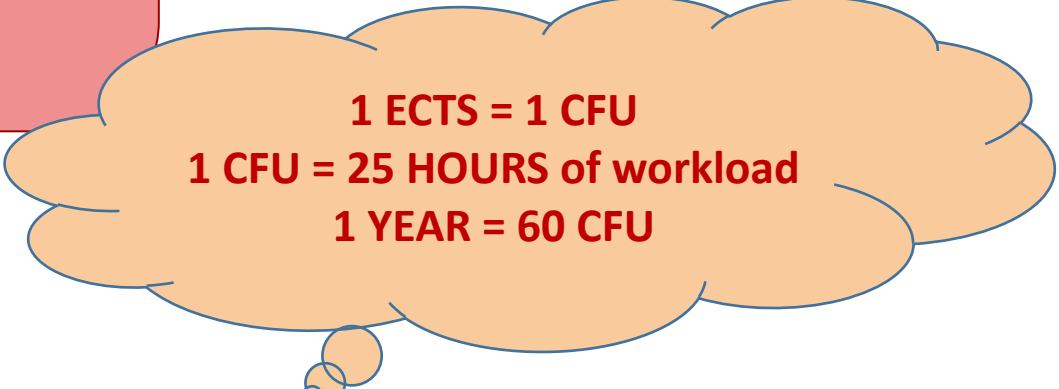
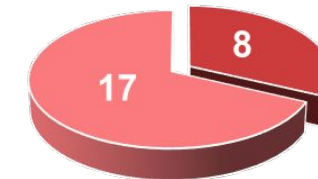
Each exam/activity corresponds to a certain number of credits (CFU/ECTS). ECTS credits are a unit of measure, which allows you to estimate your workload and can be recognised by other universities (eg. for Erasmus).

Italian CFU (Credito Formativo Universitario):

- equivalent to the ECTS credit system
- based on the concept of “workload”: **1 CFU corresponds to 25 hours of student work**, including individual study
- The average quantity of academic work performed by a full-time student in **one year** is by convention measured as **60 credits**

1 CFU = 25 hours

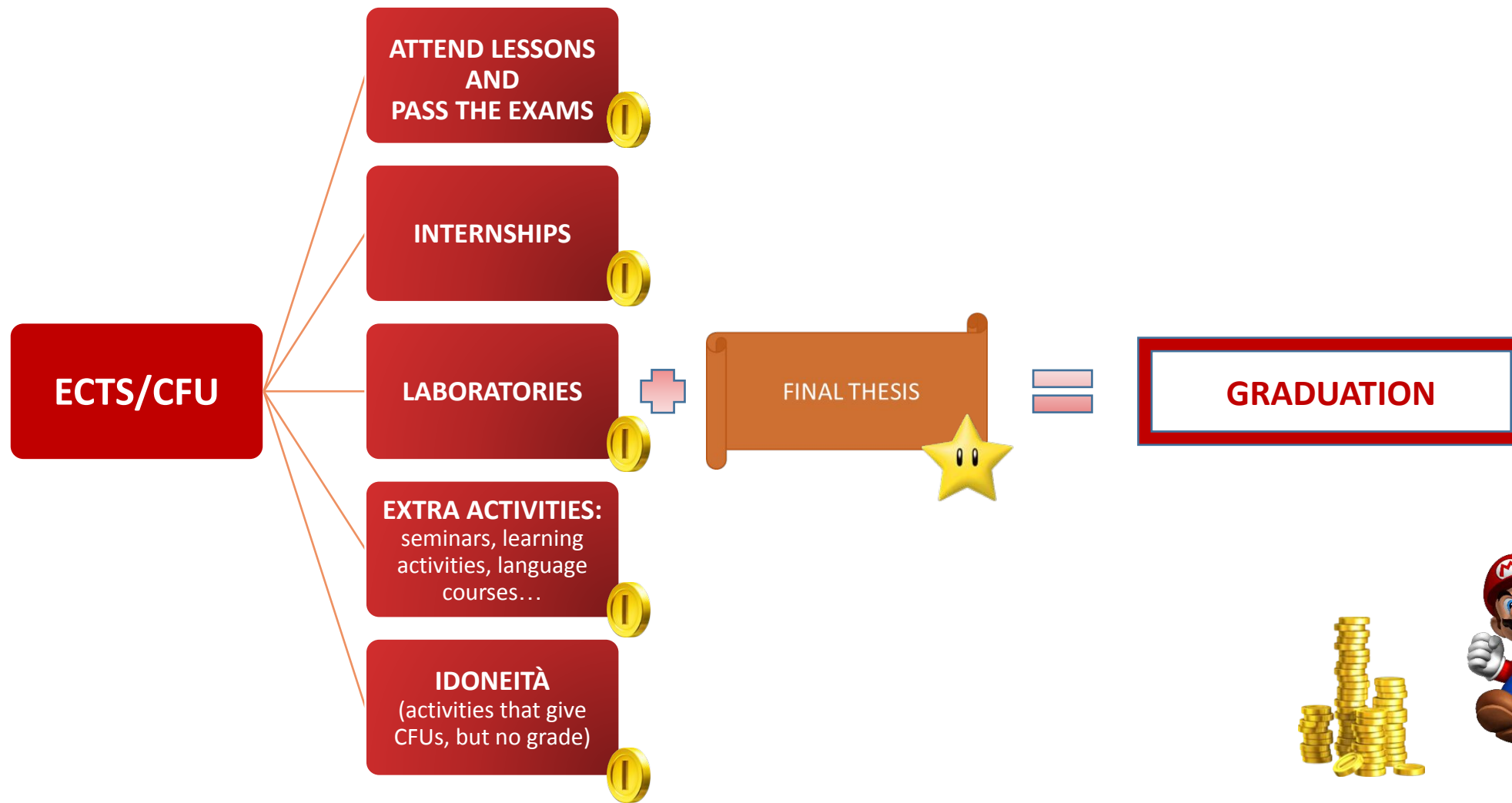
- 
- class hours
 - independent study hours



1 ECTS = 1 CFU
1 CFU = 25 HOURS of workload
1 YEAR = 60 CFU



HOW CAN I OBTAIN ECTS/CFUs?





OFA: additional learning requirements

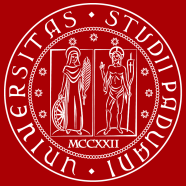
Students willing to enrol in certain degree programmes must take a test which evaluates their disciplinary skills (e.g. TOLC).

If the students secure admission, but the outcome of the test is considered unsatisfactory, students are assigned **additional learning requirements** called **OFA**s (*Obblighi Formativi Aggiuntivi*) in one or more specific subjects. OFA(s) must be fulfilled by passing a test for the given subject(s) within the same academic year. Important notice: in order to take the exams of your programme, you must first fulfill your OFA(s).

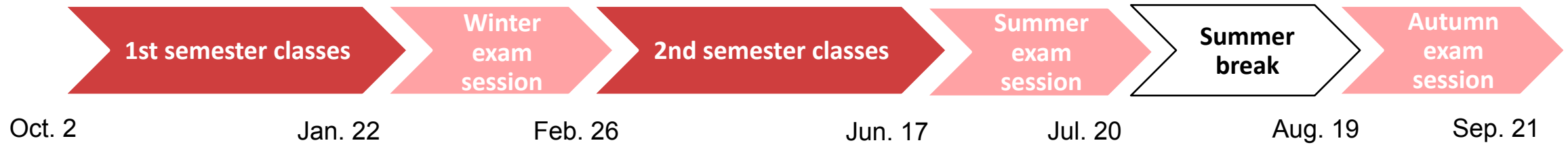
Idoneità: no-grade activities

Some activities or exams give you a number of CFUs: if passed you will obtain a «idoneità» in your booklet online, which certifies the acquisition of competences.

These activities **will not give you a grade**. These activities may include: seminars, language courses, laboratories...



The academic calendar is organized in **semesters**



ACADEMIC YEAR STARTING DATE	2 October 2023
CLASSES STARTING DATE	2 October 2023
FIRST SEMESTER	2 October 2023 - 20 January 2024
WINTER EXAM SESSION	22 January – 24 February 2024
SECOND SEMESTER	26 February - 15 June 2024
SUMMER EXAM SESSION	17 June – 20 July 2024
AUTUMN EXAM SESSION (Extra session)	19 August - 21 September 2024

The calendar may slightly change over the years!



Main type	Sub-type	Description	! Train to...
Written Exam	open-questions	write short or long answers to written questions	articulate your answer in written form in English
	multiple choice	select the correct option/complete a sentence	recognise the correct option among various
	solving problems/equations	solve written problems	solve exercises fast
	paper / written essay	prepare an essay at home and hand it in for evaluation	do bibliographical research and articulate your thoughts
Oral Exam	interview/open questions	answer questions orally	speak in public, repeat subjects out loud with peers
	solving problems (whiteboard)	solve problems following verbal instruction	solve exercises fast while explaining what you are doing
	PPT presentation	prepare a presentation at home and explain it to the commission	create PPT presentations and present them (public speaking); try out your presentation with peers



- ❖ For each course, you can find the corresponding **type of exam** in the [Syllabus](#).
- ❖ The professor decides how the exam will be conducted, please note that **you can not change the determined type of exam** (eg. from oral to written).
- ❖ The professor can assign **group works** during classes: these may count as a part of the final evaluation.
- ❖ You will be evaluated for your **individual performance**: prepare with your peers, but **do not copy or cheat during the exam!**
- ❖ Any essay/paper you prepare at home will be checked with an **anti-plagiarism software**. Make sure the essay you hand in is your original work (do not copy sentences from others' work without properly quoting them). The same software will be used to check your final thesis before evaluation.
- ❖ **Students with disabilities** can consult the dedicated page for [examination support](#)



Italian Universities use a 30-based evaluation system:

- **18 corresponds to “pass”**
- **30 is the maximum** available grade

In case of outstanding performance, the *30 cum laude* can be attributed (30 e lode).

Unipd Grade	30 e lode	30	29	28	27	26	25-24	23-18	<18
ECTS grade	A	A-B	B	B-C	C	C-D	D	E	Failed

The grade attributed by the professor is **final**. You can not ask for amendments, but you can choose to refuse the grade and take the exam again in the next session.



Graduating on time is important for your career:
refusing grades might cause you to delay your graduation!



The Italian final (graduation) grade is expressed in one-hundred-and-tenths:

- **66 corresponds to “pass”**
- **110 is the maximum** available grade

In case of outstanding performance, the *110 with honours* can be attributed (110 e lode).
If the student obtains a grade below 66/110, the graduation exam is considered as failed.

The final grade is calculated as follows:

weighted average of the exams grades (= “starting point”)

+ additional points

+ “graduation” points

= final grade





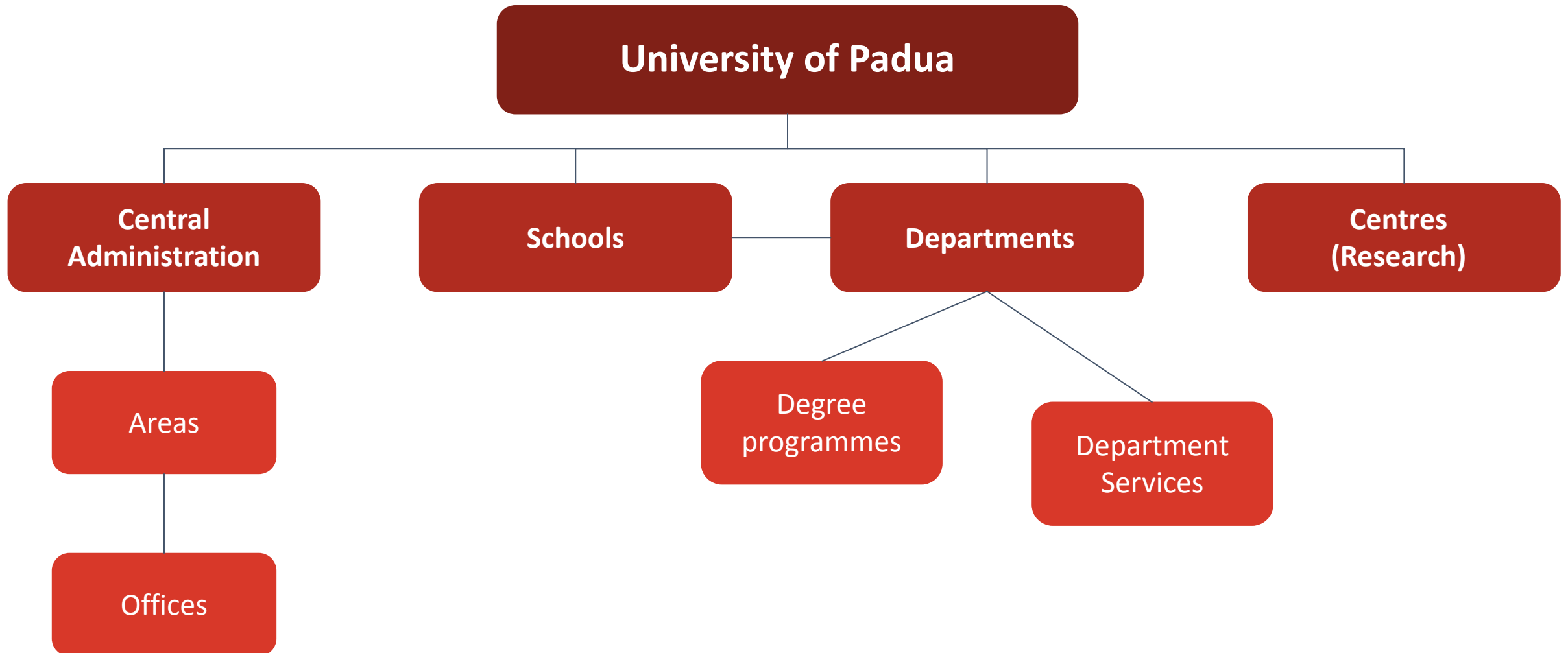
Tips to succeed in your career!

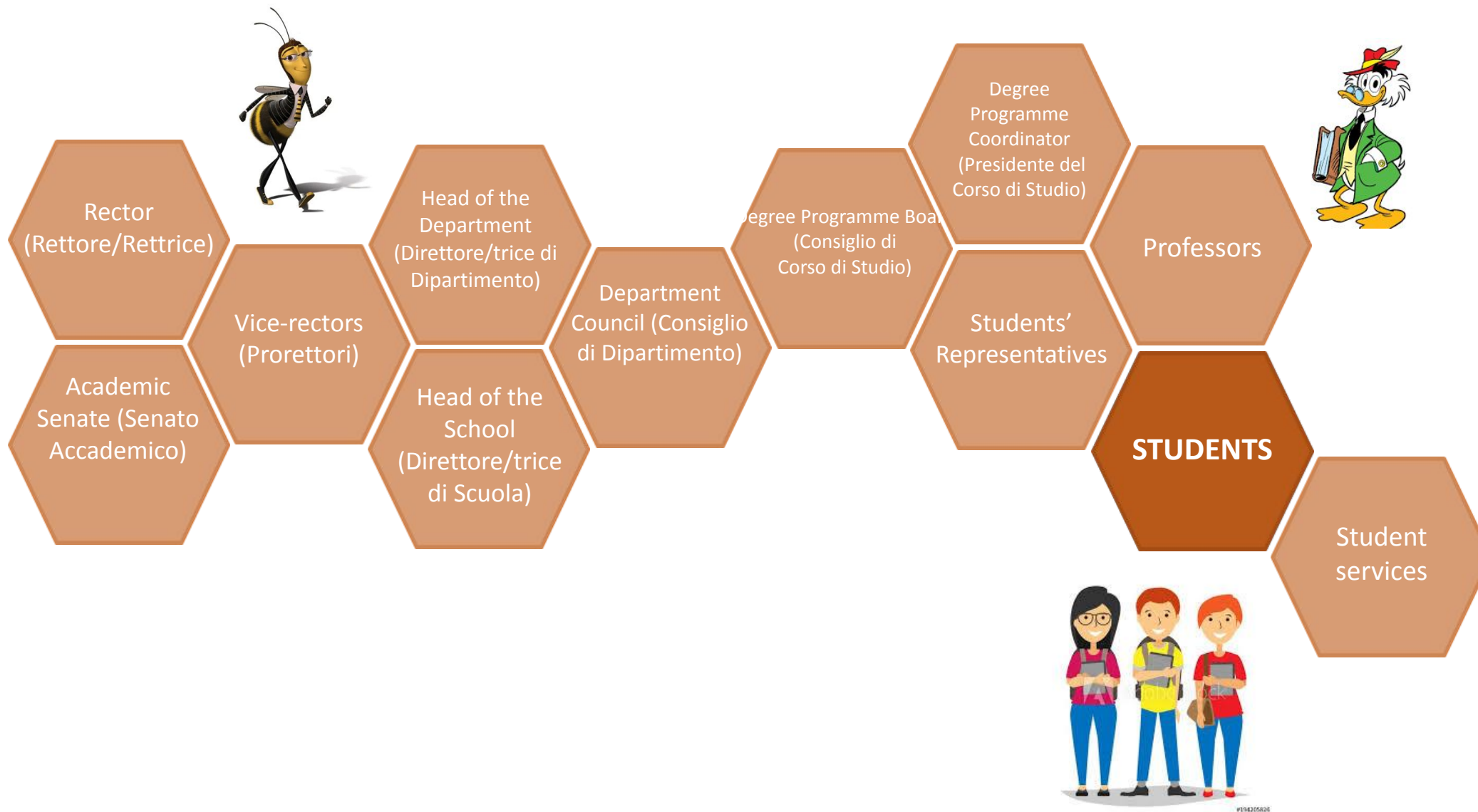
- ❖ attend classes and take notes
- ❖ ask questions to professors and tutors
- ❖ keep the pace,
revising subjects lesson by lesson
- ❖ prepare thoroughly for exams





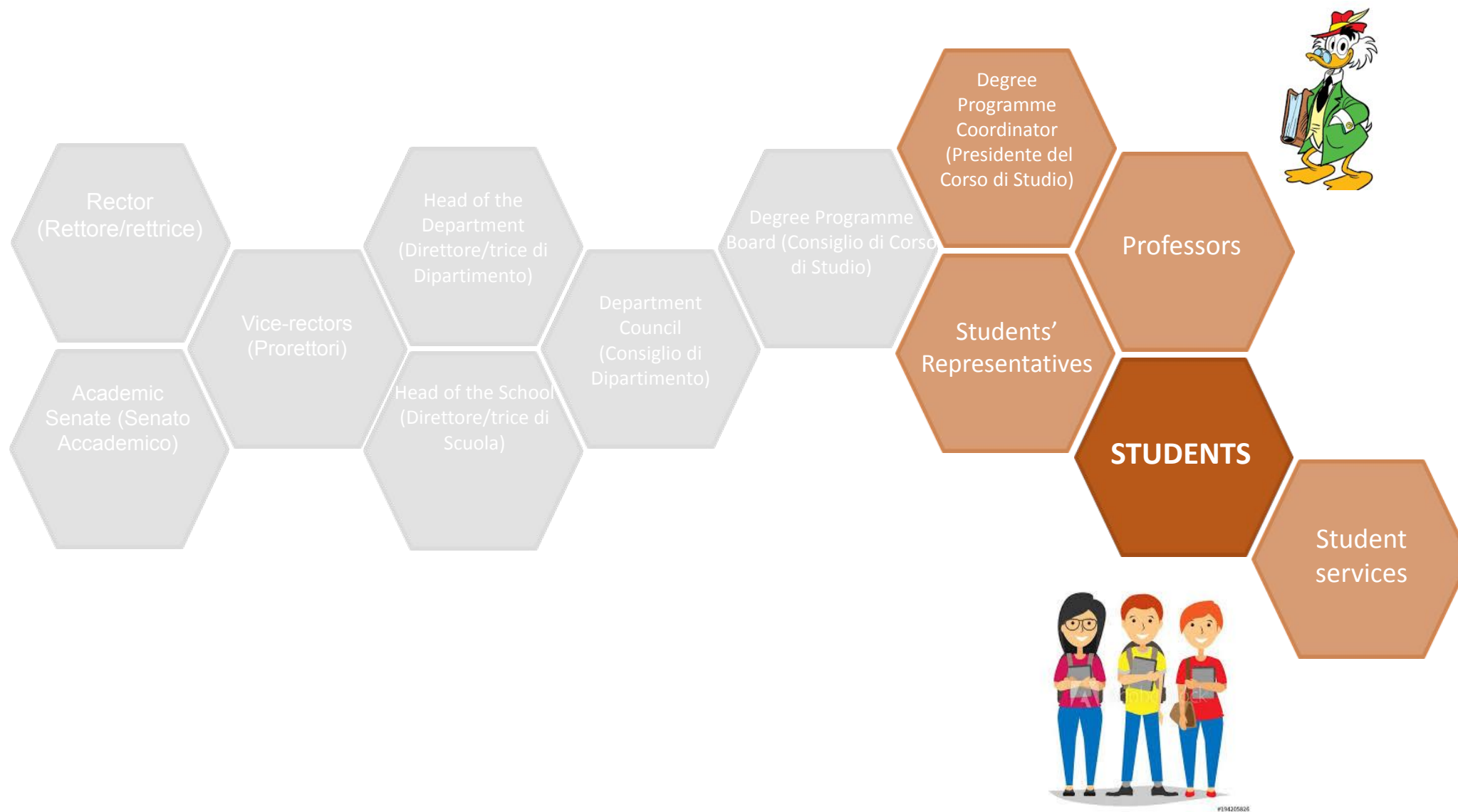
HOW IS THE UNIVERSITY ORGANIZED?







ACADEMIC STRUCTURE: STUDENT'S CONTACTS





STUDENTS

Student
services



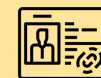
SAOS (Servizio Accoglienza Ospiti Stranieri): is a welcome desk which assists incoming international students and scholars (researchers, visiting professors, experts) in organising and completing the most important procedures related to their legal stay in Italy.

e-mail: saos@unipd.it

<https://www.unipd.it/en/saos-desk>



Police office (Questura) in Palazzo Bo: the residence permit can now be issued by the police office located in Palazzo Bo.



ULSS6 office in Palazzo Bo: where enrolled students can now register to the National Health Service (NHS)



Housing Office: Support for the accommodation research in the private market

e-mail: housing@unipd.it

www.unipd.it/en/housing



REMEMBER:
*you can always refer to
the **International Desk** at
your Department for any
support!*



STUDENT SERVICES UNIPD: DURING YOUR STUDIES

STUDENTS

Student
services



STUDENT ADMINISTRATION (CAREER) OFFICE: student career after enrolment and until graduation (e.g. enrolment certificates)

e-mail: carriere.studenti@unipd.it



+ SCHOOL BACK OFFICES

Study plan & study certificates, graduation, Diploma Supplement, ...

INCLUSION OFFICE: Resources and supports for students with disabilities or learning disabilities

Tel. +39 049 8275038

e-mail: inclusion.studenti@unipd.it



ECONOMIC BENEFITS (Ufficio Benefici): Scholarships, funding and fees, fee-waivers

Tel. +39 049 8273131 (Call Centre)

e-mail: benefici.studenti@unipd.it



CAREER SERVICE OFFICE

Internships, job counselling & placement, soft skills development,...

www.unipd.it/en/career-service

stage@unipd.it ; stage.estero@unipd.it ; placement@unipd.it



PSYCHOLOGICAL ASSISTANCE SERVICE (SCUP): Online and in-presence desk for students

e-mail: www.scup.unipd.it/en



UNIVERSITY LANGUAGE CENTRE: Italian (& others) Language courses

e-mail: www.cla.unipd.it/en

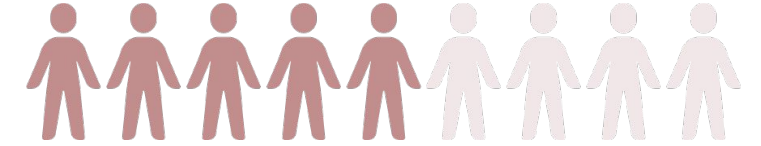


UNIVERSITY SPORTS CENTRE (CUS): Sport practice both at competitive and amateur level

www.cuspadova.it

e-mail: info@cuspadova.it





❖ **Head of Department (Direttore/Direttrice di Dipartimento)**

The Head of Department is responsible for the academic and administrative leadership of a specific department within the University of Padua. This includes overseeing faculty, staff, and students in the department, managing budgets and resources, developing curriculum, and promoting research and teaching within the department.

❖ **Programme Coordinator of a Bachelor's/Master's degree (Presidente del Corso di Studi)**

They are responsible for overseeing the academic program and curriculum of a specific Bachelor's or Master's degree program within a department. This includes coordinating faculty, managing course offerings, ensuring compliance with academic regulations, and advising students on academic matters.

❖ **Professors**

Professors are responsible for teaching courses, providing academic guidance to students, and conducting research.

❖ **Administration office**

The administration office of each School/Department handles administrative tasks in support to the academic activities. It provides students with dedicated services in support to their student life.



For any specific issue or query, there is an appropriate service to contact. Please get acquainted with the services offered by your Department. In general:



ADMINISTRATIVE ISSUES

For Administrative issues such as Course Timetables, Study Plans, Exams and Assessments, Graduation Sessions students should contact the [Teaching Office of the Department](#).



ACADEMIC MATTERS

For academic matters such as coursework, grading, thesis, ecc., students should contact their **professors or the Programme Coordinator of their Bachelor's/Master's degree programme**.



GENERAL QUESTIONS

For all queries about degree programme choice, admission and enrolment procedures and student life, students can contact the dedicated [International Desk of their Department](#)



PEER-TO-PEER

For peer-to-peer support concerning your university life, you can contact the **(International) Tutors of the Department**.



COMMUNICATION - YOUR STUDENT NUMBER

When you finalise your enrolment, you receive an email.

The email contains:

- your personal email address: **name.surname@studenti.unipd.it**
- your student number (“matricola”), which you use to:
 - identify via email
 - access to your profile on UNIWEB
 - request the FLASH CARD

When addressing emails to professors or offices of the University, you must always use your **name.surname@studenti.unipd.it** address, **include your student number** and specify the name of your degree programme.

EXAMPLE:

*Dear Professor,
I am a first year student in the Master's degree programme
in Energy Engineering. I am writing to you because....*

*Best regards,
Name Surname
Student Number: 123446785*



Formal emails addressed to Professors and Administrative Staff must have the following characteristics:

The language should be formal and polite and avoid the use of slang or colloquialisms.

Professional tone

The subject line should clearly convey the purpose of the email and be specific.

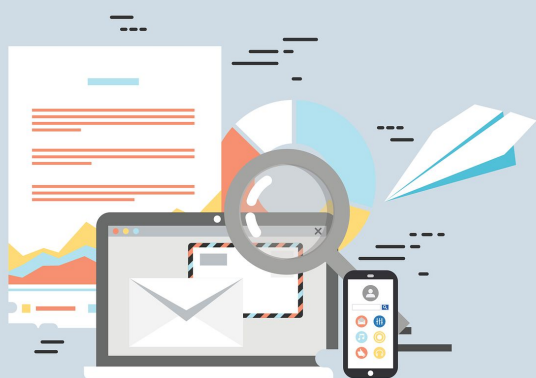
Clear subject line

The email should begin with a proper salutation such as "Dear Professor/Dr./Ms./Mr." and end with a professional closing such as "Sincerely" or "Best regards".

Proper salutation and closing

The email should be clear, concise and to the point, without unnecessary information or digressions.

Concise and to the point



Subject: Additional materials - Hydrogeological Risk course

EXAMPLE

Dear Professor _____ (Last Name),
I hope this email finds you well. My name is _____ matricola _____. I am a first year student in the Master's degree programme in Water and Geological Risk Engineering and I have been attending your course in Hydrogeological Risk. I am writing to ask for confirmation whether the materials uploaded in the "Additional materials" section of the Moodle platform will be subject to examination.
Thank you very much for your attention.
Best regards,



Professors



Professors are responsible for teaching courses and providing **academic guidance**, but they are not responsible for administrative procedures such as scholarship applications.

Did you know? Professors in Italy have **reception hours**: a **dedicated time** when students can go meet them if they need guidance about classes, thesis or research.

You can check the reception hours of your Professors online. You might be required to book an appointment.

Offices



The University Offices are open **Monday to Friday** and they are closed on Saturday and Sunday. **Opening hours may vary**, e.g. 9 am-4pm. It is better to **contact Offices via email**, but phone reception hours can also be available (in this case, they are specified on the website). If you are required to physically go to an Office for some procedures, you will be given information on how to book an appointment.

Kindly note: due to volume, some Offices can take a few days to reply, so **do not worry** if you do not receive a response immediately. Email requests are usually addressed in chronological order.



Misunderstandings and communication problems can be common especially among individuals from different cultures or language backgrounds.

Always remember to:

- ❑ write with respect and professionalism
- ❑ present your your disagreement and point of view in a clear and concise manner
- ❑ try to find common ground
- ❑ be patient and try to understand the other person's perspective

In case you are not able to settle the misunderstanding, you can seek help from a higher authority such as the Programme Coordinator or from your Students' Representatives.



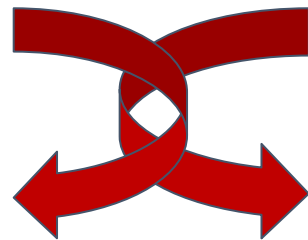
Example: Suppose you receive an email from an administrative staff member that is difficult to understand. **Instead of immediately getting frustrated, you could respond by asking for clarification or for more information about the subject.**



Your contribution is important!

- you can be involved in an active way in the [University life](#)
- you can elect your students' representatives and be elected as a representative

RIGHT
to be informed



DUTY
to look for
information

To be part of this community:

- respect university staff, spaces and resources
- you need to be enrolled = be up to date with university tuition fees payment



If you don't pay the fees according to the deadlines there will be an extra charge added. If you are late with payments you are excluded from academic activities and services till when you regularize your payments.



Are you ready to start this journey?



fill in your
study plan

✓ Follow our webinar
about study plan!

Please note: your **booklet** is the record of all your activities at university and it includes your **study plan** (your structured career following your degree programme regulation)

don't forget
to pay
tuition fees

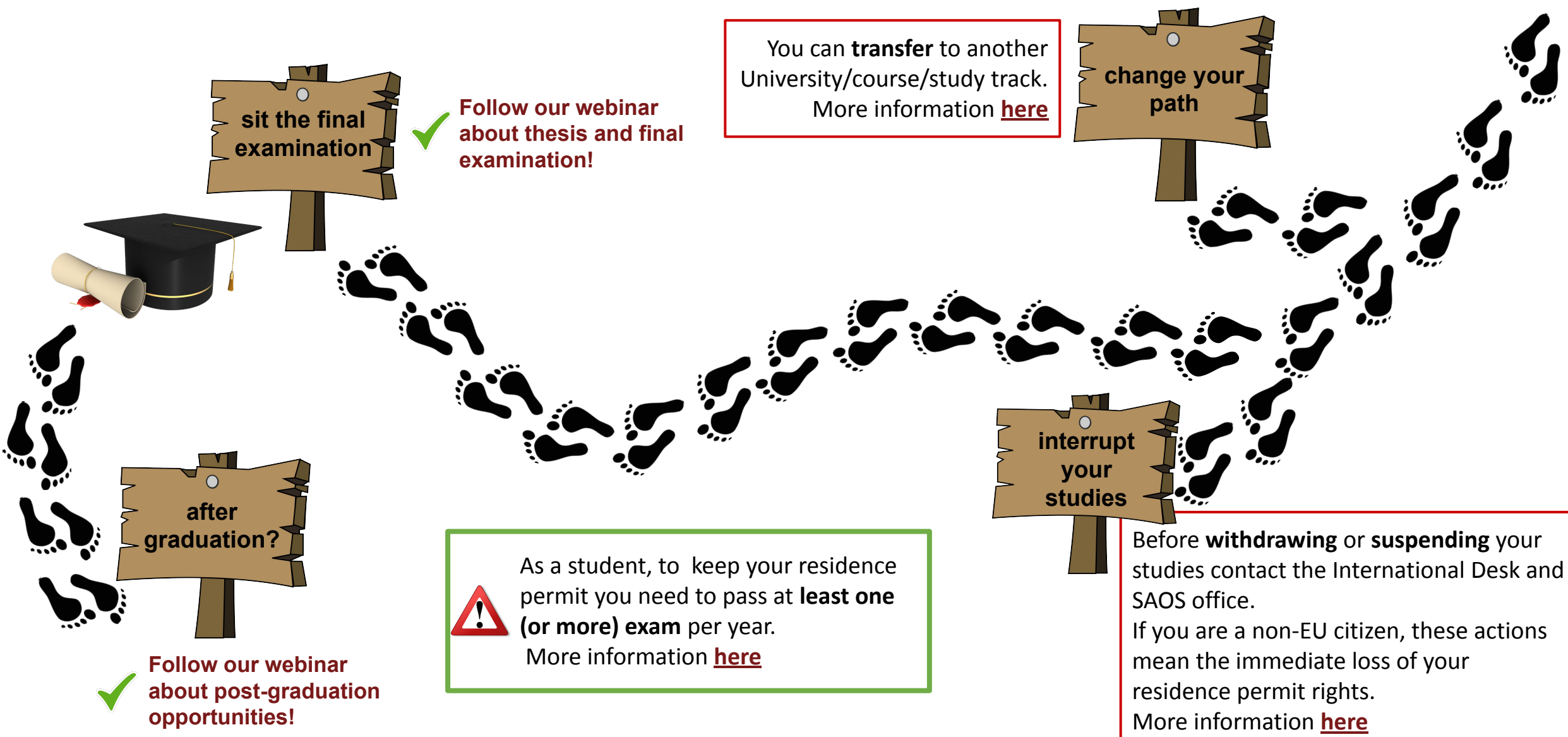
More information
[here](#)

ask for
credits
recognition

If you have **previous studies** (in addition to your entry title) you can ask for the recognition of some of the credits. More information [here](#)

have an
experience
abroad

✓ Follow our webinar
about mobility opportunities!



sit the final examination

Follow our webinar about thesis and final examination!

You can **transfer** to another University/course/study track. More information [here](#)

change your path

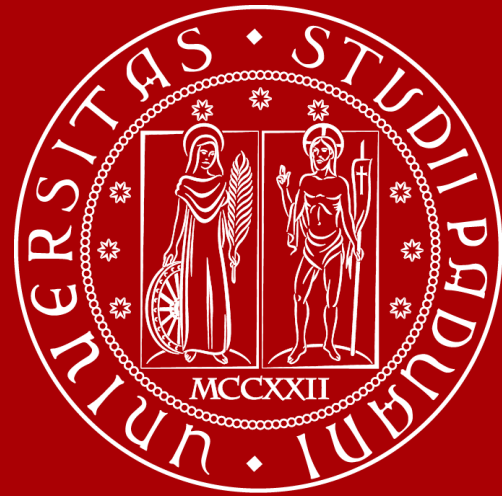
after graduation?

Follow our webinar about post-graduation opportunities!

As a student, to keep your residence permit you need to pass at least one (or more) exam per year. More information [here](#)

interrupt your studies

Before **withdrawing** or **suspending** your studies contact the International Desk and SAOS office. If you are a non-EU citizen, these actions mean the immediate loss of your residence permit rights. More information [here](#)



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Thank You
International Desk