

VADEMECUM UPDATED ON 21/02/2022

INTRO

- As Italian academic system, we are THEORY-ORIENTATED. When you take a COURSE it means that 100% in the classroom without practical trainings;
- Practical trainings are SEPARATE from COURSES (please see next section "PRACTICAL TRAINING");
- About practical training, as exchange students
- Pay attention: In order to join the class is necessary having your learning agreement approved

1 - INFOS AND DOCUMENTS' MANAGER

<https://forms.gle/psi2daG4BnjLYc8G9>

here you can manage all steps of your mobility in Unipd - School of Medicine and Dept. of Pharmacy

• BEFORE YOUR ARRIVAL

- ✓ **HOW TO CHOOSE COURSES** list of courses at unipd available here You can find all information about and content here: <https://en.didattica.unipd.it/> selecting the academic year and your degree course of interest. Pay attention about RESTRICTIONS; (pay attention about the restrictions)
https://www.unipd.it/en/sites/en.unipd.it/files/How%20to%20choose%20courses%20at%20Unipd_Erasmus_08.09.2021.pdf
- ✓ **COURSES INFO**
<http://agendastudentiunipd.easystaff.it/?view=home&include=homepage&lang=en>
Lessons timetable, exams calendar, rooms occupation, study rooms, bookings and information about MOBILE APP OrariUniPD are available at this link: <https://www.unipd.it/en/orariunipd> ;
- ✓ **GREENPASS** to upload
- ✓ **IMMUNIZATION RECORDS** form here <https://www.medicinachirurgia.unipd.it/immunization-records-2020-2021>
- ✓ **PRACTICAL TRAINING BOOKING SYSTEM**
Please log in here: <https://www.rad.unipd.it/tirocini>
Username: your e-mail
Password: medicina
You are able to book your practical training week-by-week and at least 7 weeks in advance. Every week is set to start on Mondays at 8.00 o'clock and end on Fridays.
Please note that, in some cases, Mobility Desk of School of Medicine may at its discretion also CANCEL or CHANGE some bookings.
PLEASE NOTE: If your practical training application concerns PHARMACY, NURSING, DENTISTRY, PHYSIOTHERAPY, DIETETICS, OBSTETRICS, SPEECH THERAPY or SPORT, YOU DON'T NEED TO BOOK your practical training. Go direct to your unit

• DURING YOUR STAY

- **LEARNING AGREEMENT** DURING THE MOBILITY available here
https://www.unipd.it/en/sites/en.unipd.it/files/Learning_Agreement_for_studies_E%20During.docx
Probably you need to set your Learning Agreement in the first period in the university of Padua and the deadline is 31.03.2022;
- **TEACHING MATERIAL** Moodle it's an e-learning system in order to reach teaching material, information about the course and lessons, tasks, exercises, tests and more. You must register in

moodle in each course unit you are going to attend; the list of all e-learning platforms is available here: <https://www.unipd.it/en/elearning>

- **HOW TO FILL STUDY PLAN** In order to transfer your learning agreement infos to our informatic system on uniweb uniweb.unipd.it is necessary to fill in the Study Plan on your Uniweb account. full information available here https://www.unipd.it/en/sites/en.unipd.it/files/How%20to%20fill%20in%20the%20Study%20Plan_r ev%2018.10.21.pdf
- **ABOUT STUDYPLAN** it's necessary to transfer one by one your courses ; please don't try to transfer one by one your practical training because there are a specific online booking system;
- **HOW TO SIGN UP FOR EXAMS** Before taking an exam, you should register for it on Uniweb during the registration period <https://uniweb.unipd.it/ListaAppelliOfferta.do;jsessionid=E925683DBD8EC88ED66AC5B81BAD642F. jvm1c> You can sign up for the exam only if you have filled in the Study Plan on Uniweb and only if the registration for the exam you are signing up for is open. full information available here **HOW TO SIGN UP FOR EXAMS** https://www.unipd.it/en/sites/en.unipd.it/files/How%20to%20Sign%20up%20for%20Exams_Students%20with%20Study%20Plan_29102018.pdf full information available here **HOW TO REFUSE A GRADE** <https://www.unipd.it/en/sites/en.unipd.it/files/How%20to%20refuse%20a%20grade.pdf>
- **EXTENSION OF THE MOBILITY PERIOD** During your stay you can extend your mobility period, by following these steps: 1 - Write an email to erasmus.incoming@unipd.it to request the form for the Erasmus mobility period extension. You are not obliged to use our form. If your Home University provides you with one, you can use it 2 - Sign the "extension request" form, and get it signed by your Departmental Coordinator in Padova and by your Home University. 3 - Send the signed form to erasmus.incoming@unipd.it for the final approval 4 - If you are staying in a Hall of Residence, please inform the Sassa Service that you require an extension for the accommodation
- **LIST OF UNITS** <https://www.medicinachirurgia.unipd.it/unit-2022gennaio>
- **SWAB COVID-19** In order to start your practical training please note that you must apply for covid-19 test. **EXAMPLE** Your practical training starts on Monday on 21st of March you must book your covid test not later than Tuesday 15th of March at 10 AM and your appointment will be most likely on Thursday 17th of March. **PAY ATTENTION 1:** if you stay 2 or 3 or 4 consecutive weeks in the same unit you don't need to do the covid-19 test each week. Only one test is needed and it is valid for 30 days **PAY ATTENTION 2:** if you change the unit every week then you have to do the covid-19 test every week here is the link for booking <https://forms.gle/WDHVSHGJKfjivhb57>
- **UNIT TRAINING PROJECT** unit training project available here <https://www.medicinachirurgia.unipd.it/training-project>
- **UNIT TIMETABLE** unit timetable available here <https://www.medicinachirurgia.unipd.it/unit-timetable>
- **UNIT FINAL EVALUATION** unit final evaluation available here <https://www.medicinachirurgia.unipd.it/unit-final-evaluation>

○ **AT THE END OF YOUR STAY**

- **TRANSCRIPT OF RECORDS** (ADDENDUM)
- **FINAL SURVEY** Complete the MANDATORY final survey on your stay in Padua, by clicking on the link we will send you via email. Once you submit the survey, please save the confirmation email and upload it in the "Certificate of Departure" form
- **CERTIFICATE OF DEPARTURE** In order to collect the Certificate of Departure (or "Certificate of Attendance"), you should fill in the form available at www.unipd.it/relint/en (Erasmus + Students > Certificate of Departure). A certificate attesting the presence in Padua will be sent to you via email. You should upload any document attesting your departure from Padua (boarding pass, train or bus ticket, highway toll receipt, etc). The date reported on the ticket will be considered the end date of your Erasmus mobility. In no case the date can be later than the end date of the

semester. If your Home University requires its own Certificate of Departure to be signed, please upload it in the form (.doc or .docx formats are preferred). Please upload in the form the confirmation email of the submission of the survey.

2 - COURSES

PLEASE NOTE that due to the Covid-19 emergency, lessons will be provided in **dual mode**:

- 1 **IN CLASSROOM**:
- 2 **ONLINE**: lessons will be provided via «MOODLE» e-learning platform or via «ZOOM» meeting.

You can find some other details about courses down below:

- a. **Lessons timetable**, exams calendar, rooms occupation, study rooms, bookings and information about mobile app *OrariUniPD* are available at this link:
http://agendastudentiunipd.easystaff.it/?view=home&include=homepage&_lang=en
- b. **Teaching material**: Moodle it's an e-learning system in order to reach teaching material, information about the course and lessons, tasks, exercises, tests and more. You must register in moodle in each course unit you are going to attend; the list of all e-learning platforms is available here: <https://www.unipd.it/en/elearning>
- c. You can find all information about our **courses and content** here: <https://en.didattica.unipd.it> selecting the academic year and your degree course of interest
- d. **For students of Medicina e Chirurgia only** (held in Italian). Students are divided into five groups called: MED1, MED2, MED3, MED4 and MED5. Each **MED** is **INDEPENDENT** so local students must attend courses and exams of their specific group... but **International students like YOU, CAN!** (For example, you may choose: NEUROLOGY of MED 1 and PEDIATRICS of MED 3 and so on). Please note that MED2 (ME2549 2020) takes place in **Treviso**, so we highly recommended to you to follow the other courses in Padova.
- e. **Elective courses**, here is the list of the ELECTIVES <https://www.medicinachirurgia.unipd.it/electives2021-2022> are courses that are activated with a minimum number of entries. Courses are usually schedule at the end of October and start in November and afterwards. Pay attention first/second semester;
- f. **Tutor Service**
 - **TUTOR MEDICINE and HEALTH PROFESSIONS AREA** | School of Medicine, via Giustiniani, 2 Padova
<https://goo.gl/maps/eVtjJNeZbbFuJe16A>
<https://www.medicinachirurgia.unipd.it/tutorato>
Tel and WhatsApp: +39 049 8218672
Zoom <https://unipd.zoom.us/j/7058561404>
Email tutor.medicinachirurgia@unipd.it
Facebook <https://www.facebook.com/tutor.medicinachirurgia.unipd/>
Instagram <https://www.instagram.com/tutormedicina.unipd/>
front office Mon to Thu from 14:30 to 17:30 + Fri from 10:00 to 13:00
 - **TUTOR PHARMACY AREA** | Department of Pharmacy, Via Marzolo, 5 Padova
<https://goo.gl/maps/1RrKq9YMWJScifUC8>
<https://www.dsfarm.unipd.it/corsi/tutorato>
Email tutor.scienzedelfarmaco@unipd.it
front office Mon from 12.00 to 13.00 + Thu from 12.00 to 13.00
- g. **Academic Calendar** <http://www.unipd.it/en/key-academic-dates>
- h. deadline to make changes on your **learning agreement** is on **31st March 2022**.

3 - PRACTICAL TRAININGS

General rule: in order to reach **1 ECTS** you have to train at least **20 hours**. However, you can do the following **special training mix programmes**

PRACTICAL TRAINING	HOURS	CREDITS	INT. MED. HOURS	GEN. SUR. HOURS	OB. AND GYN. HOURS	PED. HOURS
4° YEAR PRACTICAL TRAINING INTERNAL MEDICINE	40	4	40			
4° YEAR PRACTICAL TRAINING GENERAL SURGERY	40	4		40		
5° YEAR PRACTICAL TRAINING INTERNAL MEDICINE	40	4	40			
5° YEAR PRACTICAL TRAINING GENERAL SURGERY	40	4		40		
OBSTETRICS AND GYNAECOLOGY	40	5			40	
PEDIATRICS	40	5				40
GENERAL RULE	20	1				
REGULAR WEEK: FROM MONDAY TO FRIDAY, 4 HOURS PER DAY = 20 HOURS						

BOOKING SYSTEM

<https://www.rad.unipd.it/tirocini>

LIST OF UNITS

<https://www.medicinachirurgia.unipd.it/unit-2022gennaio>

INTERNAL MEDICINE	ANESTHESIA AND INTENSIVE CARE ANGIOLOGY CARDIOLOGY ENDOCRINOLOGY FAMILY DOCTOR FORENSIC MEDICINE GASTROENTEROLOGY GASTROENTEROLOGY GENERAL MEDICINE GENERAL MEDICINE GENETICS GERIATRICS GERIATRICS HEMATOLOGY HOSPITAL PHARMACY HOSPITAL PSYCHOLOGY INFECTIOUS DISEASES LABORATORY MEDICINE LONG-TERM CARE MEDICAL CLINIC 1 MEDICAL CLINIC 3 MEDICAL CLINIC 5 METABOLIC DISEASES (DIABETOLOGY) MICROBIOLOGY VIROLOGY NEPHROLOGY NEUROLOGY
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	<p> NEUROLOGY NEURORADIOLOGY NEUROSURGERY NUCLEAR MEDICINE OCCUPATIONAL MEDICINE ONCOLOGY PATHOLOGY PNEUMOLOGY PREVENTIVE MEDICINE PSYCHIATRY RESPIRATORY PATHOPHYSIOLOGY REUMATOLOGY SPORT MEDICINE THROMBOTIC DISEASES UROLOGY </p>
GENERAL SURGERY	<p> ALLERGOLOGY BARIATRIC SURGERY BURN UNIT CARDIOSURGERY CARDIOVASCULAR PATHOLOGY DAY WEEK SURGERY DERMATOLOGY ENDOCRINE SURGERY ENDOUROLOGY FIRST AID FOOD ALLERGY GENERAL SURGERY GENERAL SURGERY GENERAL SURGERY 1 (SURGERY 3) HEART TRANSPLANT PATHOLOGY HEPATOBIILIARY SURGERY AND LIVER TRANSPLANTS IMMUNOTRANSFUSION KIDNEY-PANCREAS TRANSPLANT MAXILLOFACIAL SURGERY OPHTHALMOLOGY OPHTHALMOLOGY ORTHOPEDICS ORTHOPEDICS OTOLARYNGOLOGY OTOLARYNGOLOGY PLASTIC SURGERY RADIOLOGY STROKE UNIT SURGERY 1 THORACIC SURGERY TRANSPLANT IMMUNOLOGY VASCULAR SURGERY </p>

GYNECOLOGY AND OBSTETRICS	GYNECOLOGY AND OBSTETRICS HUMAN REPRODUCTION
PEDIATRICS	PEDIATRIC ANESTHESIOLOGY PEDIATRIC CARDIOLOGY PEDIATRIC CARDIOSURGERY PEDIATRIC ENDOCRINOLOGY PEDIATRIC FIRST AID PEDIATRIC HOSPICE PEDIATRIC NEPHROLOGY PEDIATRIC NEUROPSYCHIATRY PEDIATRIC NEUROSURGERY PEDIATRIC ONCOHAEMATOLOGY PEDIATRIC ORTHOPEDICS PEDIATRIC PNEUMOLOGY AND ALLERGOLOGY PEDIATRIC RHEUMATOLOGY PEDIATRIC SURGERY PEDIATRIC UROLOGY PEDIATRICS

- **Languages:** student will be able to speak English with academic staff and needs to learn Italian to be able to speak with patients and hospital staff