



VADEMECUM 2022/2023 UPDATED ON 18/01/2023

INTRO

- As Italian academic system, we are THEORY-ORIENTATED. When you take a COURSE, it means that 100% in the classroom without practical trainings;
 - So practical trainings are SEPARATE from COURSES (please see section "PRACTICAL TRAINING");
- Booking practical training:
 - Medicine practical training -> through <https://trainingunipd.setmore.com>
 - Pharmacy practical training -> through your teacher of the specific subject <https://didattica.unipd.it/>
 - Health profession i.e. nursing, physiotherapy, etc -> through your teacher academic coordinator of your course of study

COURSE OF STUDY	ACADEMIC COORDINATOR	EMAIL
Nursing all campuses	prof. Alberto Camuccio	Alberto.camuccio@unipd.it
Physiotherapy Padova campus	Prof.ssa Lucia Coppola	Lucia.coppola@unipd.it
Physiotherapy Venice campus	Prof.ssa Tiziana Risso	Tiziana.risso@unipd.it
Physiotherapy Conegliano campus	Prof. Riccardo Verza	Riccardo.verza@unipd.it
Occupational Therapy Conegliano campus	Prof. Riccardo Verza	Riccardo.verza@unipd.it
Dietetics	Prof.ssa Romina Valentini	Romina.valentini@unipd.it
Professional Education	Prof.ssa Elena Tenconi	Elena.tenconi@unipd.it
Obstetrics all campuses	Prof.ssa Alessia Selmin	Alessia.selmin@unipd.it
Sport	Prof.ssa Tatiana Moro	Tatiana.moro@unipd.it
Pediatric Neuropsychomotricity	Prof.ssa Silvia Carraro	Silvia.carraro@unipd.it
Dentistry	Prof. Eriberto Bressan	Eriberto.bressan@unipd.it
Speech Therapy	Prof.ssa Patrizia Trevisi	Patrizia.trevisi@unipd.it



SCUOLA DI MEDICINA E CHIRURGIA
SCHOOL OF MEDICINE

1222-2022
800
ANNI



UNIVERSITÀ
DEGLI STUDI
DI PADOVA

1 –DOCUMENT EXCHANGE MANAGER

Please visit the website

<https://www.medicinachirurgia.unipd.it/servizi/international>

> DOCUMENT EXCHANGE MANAGER- > <https://forms.gle/psi2daG4BnjLYc8G9> here you can manage all steps of your mobility in Unipd - School of Medicine and Department of Pharmacy

- **BEFORE YOUR ARRIVAL** > DOCUMENT EXCHANGE MANAGER- > <https://forms.gle/psi2daG4BnjLYc8G9>
 - ✓ **IMMUNIZATION RECORDS AND FITNESS TO TRAIN DOCUMENT**
 - ✓ **GREENPASS** to upload
 - ✓ **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
 - ✓ **COURSES INFO** Lessons timetable, exams calendar, rooms occupation, study rooms, bookings and information
 - ✓ **PRACTICAL TRAINING BOOKING SYSTEM** Please create a new account and log in here: into TRAINING UNIPD BOOKING SYSTEM. Every week of practical training is set to start on Mondays at 8.00 o'clock and end on Fridays, 20 hours per week, 4 hours per day
 - ✓ **WHERE IS MY UNIT? and CREDIT COUTING SYSTEM** List of the units
 - ✓ **SWAB COVID-19 TEST**

PLEASE NOTE:

1. in some cases, Mobility Desk of School of Medicine may at its discretion also CANCEL or CHANGE some bookings (i.e. Covid limitation, Unit limitation, unauthorised behaviour)
2. 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
3. to reach your unit on time and meet your supervisor on the first day of your training on Monday at 8.00 AM
4. to download and print the Unit Timetable and the Unit final evaluation documents
<https://forms.gle/psi2daG4BnjLYc8G9>
5. to bring with you a pen, a white coat, a pair of clogs, a stethoscope and the documents mentioned above;
6. to arrange your timetable with your supervisor during your first meeting
7. to write every day the entrance time, the check-out time and the total amount of hours on the Unit timetable form.

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<https://www.medicinachirurgia.unipd.it/attachments-practical-training>



- **DURING YOUR STAY > DOCUMENT EXCHANGE MANAGER-** > <https://forms.gle/psi2daG4BnjLYc8G9>
 - **LEARNING AGREEMENT** DURING THE MOBILITY
 - **HOW TO FILL STUDY PLAN** In order to transfer your learning agreement infos to our informatic system on uniweb uniweb.unipd.it it is necessary to fill in the Study Plan on your Uniweb account. full information available here
 - **UNIT TIMETABLE** unit timetable available
 - **UNIT FINAL EVALUATION** unit final evaluation available here
 - **HOW TO SIGN UP FOR EXAMS** Before taking an exam, you should register for it on Uniweb during the registration period 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**
 - **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 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

- **AT THE END OF YOUR STAY DOCUMENT EXCHANGE MANAGER-** > <https://forms.gle/psi2daG4BnjLYc8G9>
 - **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/re/int/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 2023**