VADEMECUM 2021/2022
ERASMUS + STUDY PROJECT
(Updated on August 2021)

BASIC INFORMATION

1. The Mobility Desk of the School of Medicine opens **only by online appointment** from Monday to Thursday from 10:00 am to 12:00 am and on Monday and Thursday from 2:00 pm to 3:30 pm. Please book your appointment via Setmore at this link: [https://internationalmedicine.setmore.com/](https://internationalmedicine.setmore.com/)

2. Our Zoom meeting: Meeting ID: 965 1316 1624 [https://unipd.zoom.us/j/96513161624](https://unipd.zoom.us/j/96513161624)

3. Where is the location of the Mobility Desk of the School of Medicine?

- University Hospital: SCHOOL OF MEDICINE
  Via Nicolò Giustiniani, 2
  Padova, PD, 35128
  [https://goo.gl/maps/nmXvrMPVgmR2](https://goo.gl/maps/nmXvrMPVgmR2)

- Department of Pharmacy: DEPARTMENT OF PHARMACY
  Via Marzolo, 9
  Padova, PD, 35131
  [https://goo.gl/maps/WiqZroVgprW2UgwZ8](https://goo.gl/maps/WiqZroVgprW2UgwZ8)

4. You may find full information of the videoconference and slides of the presentation and useful link: [https://www.medicinachirurgia.unipd.it/servizi/international](https://www.medicinachirurgia.unipd.it/servizi/international)

5. **Free Wi-Fi hotspot** Service: [https://www.unipd.it/en/teaching-and-research/line-resources/wi-fi](https://www.unipd.it/en/teaching-and-research/line-resources/wi-fi)

6. **University canteens**: [https://www.unipd.it/en/canteens](https://www.unipd.it/en/canteens)
PRACTICAL TRAININGS

First of all, please **DOWNLOAD, FILL and UPLOAD:**

- **Immunization Records** *(compulsory)*, at least **40 days** before your arrival;
- **COVID-19** *(compulsory)*, within **72 hours** before the start of your practical training;
- **COVID VACCINE / GREEN PASS**: further information in the first week of September 2021

You will find the forms in order to **UPLOAD AND REQUIRE DOCUMENTS SERVICE** at this link: [https://www.medicinachirurgia.unipd.it/international-mobility-study-practical-training](https://www.medicinachirurgia.unipd.it/international-mobility-study-practical-training)

**Please note** that if you will not start your practical training second your arrival, you may do the Covid-19 test to our **Preventive Medicine Service** [MAP OF THE OFFICE](Via Marzolo 3/A, Padua) sending an e-mail at [serv.medicinapreventiva@unipd.it](mailto:serv.medicinapreventiva@unipd.it) to set an appointment with the following personal data:

- LAST and FIRST NAME;
- DATE and PLACE OF BIRTH;
- SEX (if F or M);
- TAX/FISCAL CODE;
- NATIONALITY;
- HOME (or DOMICILE in PADUA) ADDRESS;
- PHONE NUMBER;
- UNIPD REGISTRATION NUMBER.

2. Now you need to book your practical training.

Please log in here: [https://www.rad.unipd.it/tirocini](https://www.rad.unipd.it/tirocini)

**Username:** your e-mail  
**Password:** medicina

At your first login, you have to change your password.

You will be able to book your practical training week by week and **at least 7 weeks in advance.**

Every week is automatically set to start on Mondays 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 NURSING, DENTISTRY, PHYSIOTHERAPY, DIETETICS, OBSTETRICS AND MIDWIFERY, SPEECH THERAPY or SPORT, YOU DON’T NEED TO BOOK your practical training. You can go directly to your unit.

3. **On the FIRST DAY of your TRAINING** (on Monday at 8.00 o’clock), please reach your unit ON TIME and meet your SUPERVISOR. Your supervisor will help you to define your:
   - SCHEDULING every day
   - set out your TARGETS

**PLEASE DOWLOAD AND PRINT THE FOLLOWING DOCUMENTS:**

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

- Unit Timetable
- Unit Final Evaluation
- Training and orientation project (only for traineeships in Gynecology and Obstetrics Clinic)

That you will find here:

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

**BRING WITH YOU:**

- a pen;
- a white coat;
- a pair of clogs;
- a stethoscope;
- “Unit Timetable” document;
- “Unit Final Evaluation” document;
- Training and orientation project (only for traineeships in Gynecology and Obstetrics Clinic)

4. **At the END of your TRAINING** (on last Friday) you have to PICK UP and UPLOAD to the UPLOAD AND REQUIRE DOCUMENTS SERVICE the following documents, both signed from your supervisor:
   - Unit Timetable;
   - Unit Final Evaluation.
5. **WEEKLY TIMETABLE: 5 DAYS, 4 HOURS PER DAY**

<table>
<thead>
<tr>
<th>Regular Timetable</th>
<th>4 hours per day</th>
<th>from Monday to Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Only under Authorization Timetable</td>
<td>More then 4 hours per day <em>according with the unit’s authorization</em></td>
<td>from Monday to Friday</td>
</tr>
</tbody>
</table>

6. **TRAINING MIX**

**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**, just **once**:

<table>
<thead>
<tr>
<th>PRACTICAL TRAINING</th>
<th>HOURS</th>
<th>CREDITS</th>
<th>INT. MED. HOURS</th>
<th>GEN. SUR. HOURS</th>
<th>OB. AND GYN. HOURS</th>
<th>PED. HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>4° YEAR PRACTICAL TRAINING INTERNAL MEDICINE</td>
<td>40</td>
<td>4</td>
<td>40</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4° YEAR PRACTICAL TRAINING GENERAL SURGERY</td>
<td>40</td>
<td>4</td>
<td></td>
<td>40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5° YEAR PRACTICAL TRAINING INTERNAL MEDICINE</td>
<td>40</td>
<td>4</td>
<td>40</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>5° YEAR PRACTICAL TRAINING GENERAL SURGERY</td>
<td>40</td>
<td>4</td>
<td></td>
<td>40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OBSTETRICS AND GYNAECOLOGY</td>
<td>40</td>
<td>5</td>
<td>40</td>
<td></td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>PEDIATRICS</td>
<td>40</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td>40</td>
</tr>
<tr>
<td>GENERAL RULE</td>
<td>20</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REGULAR WEEK: FROM MONDAY TO FRIDAY, 4 HOURS PER DAY = 20 HOURS**

**LIST OF UNITS**

The following list shows all the departments.

Please note that some units may not be available for practical training due to the pandemic situation.

The updated list is available at:

[https://www.medicinachirurgia.unipd.it/attachments-practical-training](https://www.medicinachirurgia.unipd.it/attachments-practical-training)

**INTERNAL MEDICINE**

Cardiology, Endocrinology, Gastroenterology, General medicine, Geriatrics, Haematology, Infectious diseases*, Medical clinic 1, Medical clinic 3, Medical clinic 5, Metabolic diseases, Nephrology, Nephrology clinic, Neurology, Pneumology, Respiratory pathophysiology, Rheumatology, Surgical endoscopy

**GENERAL SURGERY**

Cardiosurgery, Cardiovascular pathology, Day surgery, Endourology, Ent - ear nose throat, General surgery, Kidney-pancreas transplant, Liver transplant, Maxillofacial surgery, Neurosurgery, Orthopedics, Orthopedics and traumatology, Plastic surgery, Surgical clinic 1, Surgical clinic 3, Surgical hepatobiliary, Torax surgery, Urology, Vascular surgery, Week surgery

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(*) Only for students from certain countries.
<table>
<thead>
<tr>
<th><strong>GYNECOLOGY AND OBSTETRICS</strong></th>
<th>Gynecology and Obstetrics, Gynecology and Obstetrics Clinic, Pelvic surgery</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PEDIATRICS</strong></td>
<td>Pediatric neurosurgery, Pediatric cardiosurgery, Pediatric cardiology, Pediatric surgery, Pediatric oncohematology, Pediatric clinic, Pediatric palliative care, Pediatric metabolic diseases, Pediatric nephrology, Pediatric neuropsychiatry, Pediatric orthopaedics, Pediatric Pneumology and allergology, Pediatric rheumatology, Pediatric intensive care</td>
</tr>
<tr>
<td><strong>ALL OTHER UNITS</strong></td>
<td>Anesthesia and intensive care, Anesthesia and intensive care institute, Angio, Antivenin anti-doping, Burn center, Cerebral ageing, Coagulopathy, Cytodiagnostic, Dermatology, Family doctor, First aid, Food allergy, Forensic medicine, Genetics, Human reproduction diseases, Hypertension, Immuno transfusion medicine, Immunology of transplant, Laboratory medicine, Microbiology virology, Multivisceral transplant, Neonatal pathology, Neurophysiology clinic, Neuroradiology, Nuclear medicine, Occupational medicine, Oncology, Ophthalmoology, Pathology, Pediatric emergencies, Perfusion, Preventive medicine, Psychiatry, Radiology, Radiology institute, Sport medicine, Stroke unit, Suem center, Thrombotic and haemorrhagic diseases, Transplant immunology, Vascular medicine</td>
</tr>
</tbody>
</table>

Infectious diseases*: It allows doing infectious diseases practical training **ONLY a minimum stay of 3 months** after the end of practical training.

7. **Where is my UNIT?** If you cannot find your unit, please click on: [https://www.medicinachirurgia.unipd.it/international-mobility-study-practical-training](https://www.medicinachirurgia.unipd.it/international-mobility-study-practical-training)

8. **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