

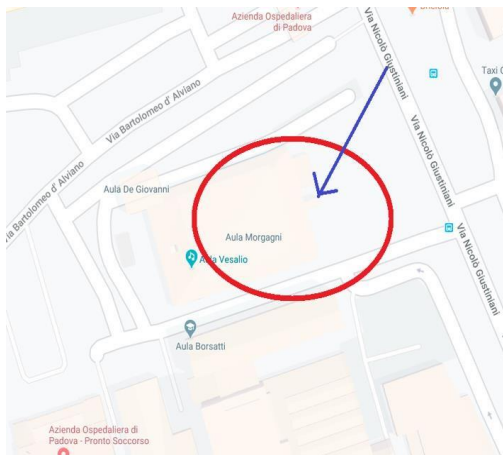


## VADEMECUM 2021/2022 ERASMUS + STUDY PROJECT

(Updated on Sept 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/>
2. Our **Zoom meeting**: Meeting ID: 854 086 642 02 <https://unipd.zoom.us/j/85408664202>
3. Where is the location of the Mobility Desk of the School of Medicine?



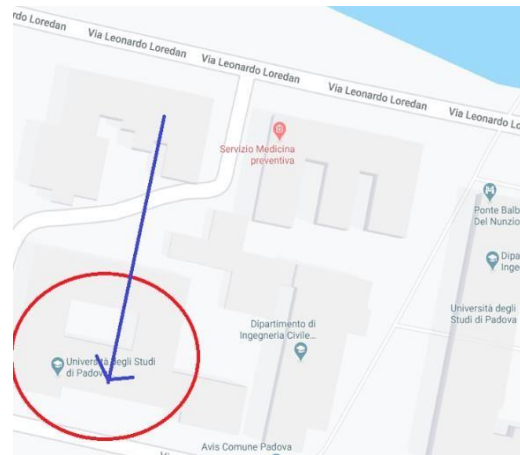
#### University Hospital:

SCHOOL OF MEDICINE

Via Nicolò Giustiniani, 2

Padova, PD, 35128

<https://goo.gl/maps/nmXvrMPVGmR2>



#### Department of Pharmacy:

DEPARTMENT OF PHARMACY

Via Marzolo, 9

Padova, PD, 35131

<https://goo.gl/maps/WiqZroVgprW2UgwZ7>

4. You may find full information of the videoconference and slides of the presentation and useful link: <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>
6. **University canteens**: <https://www.unipd.it/en/canteens>



## COURSES

As a southern Europe academic system, we are **THEORY-ORIENTATED**. When you choose one course, you will stay 100% in the classroom. If you want to attend Practical training you have to select **TIROCINIO**, we will show you how in the next section "PRACTICAL TRAINING". **THEORY IS STRICTLY SEPARATE FROM PRACTICAL TRAINING**

In order to join the class is necessary having your learning agreement approved and writing an email to the professor of the teaching you would like to attend at least 15 days before.

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

- 1 **IN CLASSROOM TEACHING**: the access to classrooms will be monitored through both your Study Plan in Uniweb and the registration to each course unit in the «MOODLE» e-learning platform. If you intend to attend a course unit in presence, please constantly monitor your institutional email account («@studenti.unipd.it») to see if there is any communication regarding limitations to the students' attendance in the classroom (due to limited places available, shifts may be established). **If you don't feel well, PLEASE STAY AT HOME!**
- 2 **ONLINE TEACHING**: lessons will be provided via «MOODLE» e-learning platform or via «ZOOM» meeting.

You can find some other details about courses down below:

1. 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>
2. **Moodle** it's an e-learning platform through which professors make available to students teaching material, publish information about the course and lessons, assign tasks, exercises, tests and more. **You must register in moodle in each course unit you are going to attend!**
3. The list of all e-learning platforms is available here: <https://www.unipd.it/en/elearning>
4. 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.
5. **Pay attention** about the [RESTRICTIONS](#) handbook.
6. As soon as you choose your courses into the learning agreement, please you have to fill **your STUDY PLAN on UNIWEB** system – [HOW TO FILL YOUR STUDY PLAN](#)



7. Medicine and Surgery Students (concerning Italian language course) are divided into five groups: 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). Please note that MED2 (ME2549 2020) takes place in **Treviso**, so we highly recommended to you to follow the other courses in Padova. For any further information: [tutor.medicinachirurgia@unipd.it](mailto:tutor.medicinachirurgia@unipd.it)
8. **Elective courses**, here is the list of the **ELECTIVES 2021-2021** 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
9. The **Tutor service** is available on Skype from Mon to Thu from 2:30 to 5:30 pm and on Fri from 10:30 am to 1:30 pm **only by appointment** via e-mail at [tutor.medicinachirurgia@unipd.it](mailto:tutor.medicinachirurgia@unipd.it) and via Facebook at <https://www.facebook.com/tutor.medicinachirurgia.unipd/> and Instagram at <https://www.instagram.com/tutormedicina.unipd/>
10. Here you can find our **Academic Calendar** (in Italian language for now):  
<https://www.unipd.it/en/key-academic-dates>
11. The deadline to make changes on your **learning agreement** is on **31<sup>st</sup> October 2020**. It is allow making **just one change**.



## PRACTICAL TRAININGS

First of all, please **DOWLOAD, 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://forms.gle/psi2daG4BnjLYc8G9> OR

<https://www.medicinachirurgia.unipd.it/international-mobility-study-practical-training> ->

**UPLOAD AND REQUIRE DOCUMENTS SERVICE**

**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>

**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

Regular Timetable	4 hours per day	from Monday to Friday
Only under Authorization Timetable	More then 4 hours per day <u>according with the unit's authorization</u>	from Monday to Friday

## 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**:

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						

## 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>

INTERNAL MEDICINE	Cardiology, Endocrinology, Gastroenterology, General medicine, Geriatrics, Haematology, <b>Infectious diseases*</b> , 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



GYNECOLOGY AND OBSTETRICS	Gynecology and Obstetrics, Gynecology and Obstetrics Clinic, Pelvic surgery
PEDIATRICS	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
ALL OTHER UNITS	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, Ophtalmology, Pathology, Pediatric emergencies, Perfusion, Preventive medicine, Psychiatry, Radiology, Radiology institute, Sport medicine, Stroke unit, Suem center, Thrombotic and haemorrhagic diseases, Transplant immunology, Vascular medicine

**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/attachments-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