



INDEX

INCOMING PRACTICAL TRAINING	2
CONTACTS	5
BEFORE YOU APPLY	6
APPLICATION FORM	7
APPLICATION PROCESS	10
BEFORE YOU ARRIVE	12
AT YOUR ARRIVAL	13
DURING YOUR STAY	15
BASIC INFORMATION	16
CONTACTS	18
LIST OF WARDS IN PADOVA	19



INCOMING PRACTICAL TRAINING

The Incoming Practical Training Program offers the opportunity to **UNDERGRADUATE** (or up to 1 year after graduation) students from all over the world to perform their Practical Clinical Training at the hospitals belonging to the University of Padua.

The program is open to undergraduate students in:

- **Medicine and Surgery**
- **Nursing**
- **Midwifery**
- **Sport Sciences**
- **Dentistry**
- **Physiotherapy**
- **Dietetics**
- **Speech Therapy**

Students excluded:

- Students of Medicine and Surgery attending **pre-clinical courses** (1st and 2nd year of study).

Further medical disciplines may be taken into consideration case by case

Students of School of Medicine and Surgery can apply to attend a maximum of **three disciplines** (eg. pediatrics, general surgery, internal medicine...) for a period ranging **from a minimum of 4 weeks to a maximum of 6 months** during their respective academic year.

The maximum number of students accepted is **30** per semester: we cannot accept more than **6** requests -referring to the overall total of 30 per semester – **from the same country**.*

Deadlines for submitting the application:

April 1st - May31st for traineeship starting in October (First semester a.y.)

October 1st - November 30th for traineeship starting in April (Second semester a.y.)

* speaking of Partner Universities, the maximum number of students could be arranged case by case.



The University of Padova relies on a training network hospitals in the surrounding region.

The main hospital is certainly the Padua University Hospital and it is assumed that the international students are applying to stay there. Unfortunately, it is also the busiest one, because most of the units are often already saturated by the high number of Italian undergraduate students and residents. The busiest months are March - April - May and October - November - December in the Internal Medicine and Surgery units. Especially in these months you could consider requesting a different hospital. If that is the case don't be afraid: many international students that trained at one of the training network hospitals have highly appreciated their experience reporting a more direct relationship with their tutors. Sometimes there is the opportunity of a mixed arrangement: you could do most of the training in Padova and choose one of the closest hospitals for just one or two rotations that we are not able to arrange in the main hospital.



For more info on our hospitals please check the individual websites. (IN ITALIAN)

- ◆ **University Hospital Padova and Ospedale S. Antonio**, both located in the city of Padova (<https://www.aopd.veneto.it/Unita-Operative-Sanitarie> all units with OSA in the name are located in the S. Antonio facility)
- ◆ Camposampiero Hospital, <https://www.aulss6.veneto.it/Ospedale-di-Camposampiero>
- ◆ Cittadella Hospital, <https://www.aulss6.veneto.it/Ospedale-di-Cittadella>
- ◆ Piove di Sacco Hospital, <https://www.aulss6.veneto.it/Ospedale-di-Piove-di-Sacco>
- ◆ Ospedali Riuniti Padova Sud (Monselice/Schiavonia), <https://www.aulss6.veneto.it/Ospedali-Riuniti-Padova-Sud>
- ◆ Venice Hospital, <https://www.aulss3.veneto.it/Ospedale-SS-Giovanni-e-Paolo-Venezia>
- ◆ Mestre Hospital (it's the newest facility for Venice, located in the mainland), <https://www.aulss3.veneto.it/Ospedale-dellAngelo-Mestre>
- ◆ Dolo Hospital, <https://www.aulss3.veneto.it/Presidio-di-Dolo>
- ◆ Mirano Hospital, <https://www.aulss3.veneto.it/Presidio-di-Mirano>
- ◆ Treviso Hospital, <https://www.aulss2.veneto.it/Strutture>
- ◆ Conegliano Hospital, <https://www.aulss2.veneto.it/Strutture>
- ◆ Vittorio Veneto Hospital, <https://www.aulss2.veneto.it/Strutture>
- ◆ Castelfranco Hospital, <https://www.aulss2.veneto.it/Strutture>
- ◆ Oderzo Hospital, <https://www.aulss2.veneto.it/Strutture>
- ◆ Montebelluna Hospital, <https://www.aulss2.veneto.it/Strutture>
- ◆ Vicenza Hospital, <https://www.aulss8.veneto.it/ospedali/ospedale-di-vicenza/>
- ◆ Santorso Hospital, <https://www.aulss7.veneto.it/Ospedale-Alto-Vicentino-Santorso>
- ◆ Bassano del Grappa Hospital, <https://www.aulss7.veneto.it/Ospedale-Bassano>
- ◆ Belluno Hospital, <https://www.aulss1.veneto.it/sezione/ospedale-di-belluno/>
- ◆ Feltre Hospital, <https://www.aulss1.veneto.it/sezione/ospedale-di-feltre/>
- ◆ San Donà di Piave Hospital, <https://www.aulss4.veneto.it/strutture/ospedali/sandona>
- ◆ Portogruaro Hospital, <https://www.aulss4.veneto.it/strutture/ospedali/portogruaro>
- ◆ Rovigo Hospital, <https://www.aulss5.veneto.it/Ospedale-di-Rovigo>
- ◆ Adria Hospital, <https://www.aulss5.veneto.it/Ospedale-di-Adria>
- ◆ Veneto's Oncology Institute*, the only unit that receives students at the IOV is the Oncology Research Lab of prof. S. Indraccolo, <https://www.ioveneto.it/unit/uosd-oncologia-di-base-sperimentale-e-traslazionale/>



Scuola di Medicina e Chirurgia
School of Medicine



UNIVERSITÀ
DEGLI STUDI
DI PADOVA

CONTACTS

PRACTICAL TRAINING OFFICE

traineeship.medicinachirurgia@unipd.it

phone: +39 049 821 8673

+39 049 821 1448

office address: via N. Giustiniani 2, 35128 Padova

hours: MON-FRI 10:00 - 12:00

in person meetings by appointment only

ACADEMIC MOBILITY COORDINATOR:

prof. Francesco Paolo Russo

Associate Professor

Dipartimento di Scienze Chirurgiche Oncologiche e Gastroenterologiche - DISCOG



BEFORE YOU APPLY

1. Application acceptance depends on availability at the hospital for the units you request in your Clinical Program/Learning Agreement: in case of any policy restrictions and high demand, the unit(s) you request might be fully booked in certain times of the year.
2. The hospital can withdraw its availability due to unforeseeable reasons. In case of these events your Mobility Supervisor will help to reschedule your rotation to a different unit based on availability and according to your needs.
3. Language Requirements: B1 English is required for all trainees but since you will be in close contact with patients some knowledge of Italian is **highly recommended**. If you are fluent in Italian you don't need to also have an English language certificate.
4. Insurance: all Trainees are required to pay the 6,50€ Accidental Insurance before starting their hospital rotation. **DO NOT PAY THE INSURANCE UNTIL YOU ARRIVE IN PADOVA!** The trainee must provide himself with private insurance coverage to attend the clinic, the ward or the laboratory, specifically Accident Cover, Public Liability Coverage and Health Cover.
5. Vaccinations: to be allowed at the hospital we need to verify your vaccinations. To do this we require you to submit the vaccination form available on our website (see page 10). Please note that the form requires you to have a blood test so start the process early so that you'll have the results in time. All the fields are mandatory, if the fields are not completely filled in the application will be rejected. **The form needs to be signed and stamped by your physician.**
6. Health Certificate: we ask you to provide a certificate signed by your physician or by your University's health service, which certifies your suitability for internship due to good physical and mental health.



APPLICATION FORM

All applicants must apply through the form on our website taking into consideration the following deadlines:

April 1st - May 31st for traineeship starting in October (First semester a.y.)

October 1st - November 30th for traineeship starting in April (Second semester a.y.)

Find the form here:

<https://forms.gle/3Jo58e4rcK5f2WLR9>

Please Note: this form is your permanent file in our system, all documents need to be uploaded through the form. The form has multiple pages for all the different stages of your application until the end of mobility. You can go back and revisit the form as many times as you want after you applied.

- To submit the form you need to click “**submit**” **at the end of the form**, once the form is submitted the system will return a confirmation message.
- Some fields of the form are mandatory and are marked with *:
 - ▶ email: the email you want us to use to contact you, it can be different from the one you use to access the form. We will use this email to communicate with you and to create your account of the unit booking system so make sure it is a valid email that you check regularly.
 - ▶ Personal details need to be matching your ID/passport, for example if your ID has 2 last names you need to fill the last name field with all of them.
 - ▶ Phone number: if you'll change number upon your arrival please make sure to update the form so that we can get in touch with you for urgent matters.
 - ▶ Year of course: the answer is 3rd year and later
 - ▶ Hospital Units: You might be interested in a maximum of 3 specific units, you should have an



exact list of units where you would like to attend

PLEASE NOTE: If your practical training application concerns **HEALTH PROFESSIONS**, **YOU DON'T NEED a Rotation Schedule.**

- ▶ Language Certificate: if you are currently taking part or are planning to take part in a language class and therefore you do not have a certificate yet, this won't be a problem, select the certificate level you plan to get and you'll upload the certificate later. Your application will move forward but you will only receive the final acceptance once the certificate is uploaded.
- If you need to change a document that you have already uploaded you can't delete the first one but there are free fields marked as "other" where you can upload multiple documents. In this case it could be a good idea to send us an email asking to delete the first file or to consider only the new one.
- If you don't find the original files you have previously uploaded, we might have moved them, they are not lost.
- Application Files: the only mandatory document here is a pdf copy of your ID if European or Passport for all other nationalities. Nevertheless the application will not move forward until we receive a CV and a Personal Statement.



To apply please submit the following:

1. **Curriculum Vitae (CV):** it must list student's education, completed clinical electives/sub-internships, publications, and other professional accomplishments.
2. **Training Project:** it must contain the details of your placement (place, duration, weekly placement hours...), your home university registration details (name, year of course...), the name of your home university tutor, insurance details (private or home university), objectives and modalities of the placement.
3. **Student Transcript of Records**
4. **Personal statement:** about your career goals, how this experience will help you to achieve them, and what you have accomplished so as to reach them . Cultural opportunities that you would like to perform should be also included
5. **Learning Agreement:** for Erasmus+ applicants ONLY.
6. **Letter of support** from your Supervisor/Mobility Office with a description of your clinical skills and/or a description of the clinical training program and requirements at your home institution for those rotations that you intend completing during your stay in Padova.
7. **Record of your English proficiency:** TOEFL scores, IELTS or any other certification (even from your university) is **REQUIRED** for all non-native English speaker.
8. **Record of your Italian proficiency:** this is not required but **HIGHLY RECOMMENDED** since you will be working in the hospital with Italian speaking patients; it is highly recommended you can communicate in Italian at least at a basic level.



APPLICATION PROCESS

1. Once we receive your application we will review your choice of units to check if those are available in the time frame you requested. If so we will send you a **Conditional Letter of Acceptance**. Many Erasmus+ offices will require this letter to move forward with the Erasmus+ application.

- Please **sign** the Conditional Letter of Acceptance and **upload** it on the Application Form
- **Every rotation starts on a Monday and ends on a Friday.**

2. Once all the bookings are sorted we will move forward with the application: make sure we have your **VACCINATION RECORDS** so that we can get you cleared from the hospital. Without the green light from the hospital we cannot send you the Final Acceptance Letter and your traineeship is therefore not confirmed.

- Download the Vaccinations Form from our [website](#)
- Read the instructions carefully and fill out the form with your vaccinations info and the blood test results.
- **Have your physician sign and stamp the form.**
- Upload the form on the Application Form.
- We will not send you any update on this procedure but once we receive the green light from the hospital, if all the other documents for the application are complete (Learning Agreement for Erasmus+ candidates, rotation bookings, language certificates) we will send you the **Final Acceptance Letter** and your application will be officially approved and confirmed.

4. While we confirm your vaccinations with the hospital we will also apply for your **CODICE FISCALE**. The CF is a unique code that the Italian government associates with each person for official records. You will need this code for signing a rent contract, to do covid tests and for any other medical or official procedure in Italy. This is why we ask your personal details in the Application Form and your ID/Passport in PDF format. If you already have a CF that's one less thing to worry about! If you have filled out the Application Form correctly we will automatically request the CF for you once your rotations are booked and confirmed, you don't need to do anything about it. We will send it to you once the Italian government issues it (could take 30-40



days).

If 30 days prior to your arrival you haven't received it yet please check in with us by email and we'll check the status of the request.

The CF is particularly important for those students who are training at a laboratory (for example at the oncology institute) because there's a mandatory security briefing that you need to take on our website and the only way to log in is through the CF.

5. You must take a mandatory safety course on our website, we will provide you with the necessary guidance after the internship is confirmed. It is mandatory to take the course before the internship starts, otherwise you will not be able to start your internship.
6. **FINAL ACCEPTANCE LETTER**: when you receive this document it means your traineeship is confirmed!



BEFORE YOU ARRIVE

1. **Communicate your arrival date to the Practical Training Office and book an appointment** (in person or via zoom) to confirm your arrival and get all the information you need.

AT YOUR ARRIVAL

1. Confirm your arrival to the Practical Training Office.
2. Download the Unit Timetable and the Final Evaluation form from our website. These forms will prove that you have attended your rotations, we will not be able to sign your end of mobility documents without them.
 - You will need one Timetable and one Evaluation for each unit.
 - Your Tutor at the unit will have to sign your attendance on the Timetable each day and sign it at the bottom on your last day in that unit. Please make sure to note the total amount of hours at the bottom of each Timetable.
 - Your Tutor at the unit will have to fill out and sign the Evaluation form at the end of your rotation in his unit.
3. Pay the mandatory Unipd **Insurance** here:
<https://unipd.pagoatenei.cineca.it/frontoffice/modellopagamento?id=110&lang=en>
 - **where on the form it says “italian personal ID/VAT number” insert your CODICE FISCALE.**
 - upload the payment receipt on the Application Form: do not take a screenshot of the website!
 - On the top right corner of the payment page there is a “download receipt” option, it will allow you to download the pdf receipt that shows your Name and Last Name, Codice Fiscale and the payment details.
 - If you can't download the receipt through that link please follow this procedure:
 - scroll down on the confirmation page and find the IUUV transaction ID number and copy it.
 - go to this page <https://unipd.pagoatenei.cineca.it/frontoffice/scaricaricevuta>, fill out the form with



your Codice Fiscale and the IUV code and click “PROCEED”. This should do the trick!

4. Make sure you have received an email from us confirming your rotation!

UNDER NO CIRCUMSTANCES A STUDENT CAN GO TO A HOSPITAL UNIT WITHOUT HAVING THE CONFIRMATION FROM THE PRACTICAL TRAINING OFFICE.

If you need to change your rotations for any reasons do not show up at the unit without notice! Write an email to your supervisor to check the unit’s availability and make sure that the office has confirmed your arrival to the unit.

5. **On the FIRST DAY of your TRAINING** (on Monday at 8.00 o’clock), please **reach your unit ON TIME** and meet your **TUTOR**. Your tutor will help you define your SCHEDULING and set out your TARGETS

Where is my **UNIT**? If you cannot find your unit, please click on:

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

6. **BRING WITH YOU:**

- Copy of your Final Schedule
- Unit Timetable
- Unit Final Evaluation
- Copy of your immunization and covid test
- a pen;
- a white coat;
- a pair of clogs;
- a stethoscope;



DURING YOUR STAY

1. Every unit rotation starts on Monday, it is not allowed to start a rotation mid week (except national holidays or festivity)
2. Some units have their own set of rules on what time to start, when to meet the new rotation group and so on, it is your responsibility to make sure you have all the information you need to start a new rotation. Please read the documentation carefully.
3. Please note that, in some cases, **the Practical Training Office may**, at its discretion, also **CANCEL** or **CHANGE** some bookings.
3. **Make sure you have received an email from us confirming your rotation!**

UNDER NO CIRCUMSTANCES A STUDENT CAN GO TO A HOSPITAL UNIT WITHOUT HAVING THE CONFIRMATION FROM THE PRACTICAL TRAINING OFFICE.

If you need to change your rotations for any reasons do not show up at the unit without notice! Write an email to our office to check the unit's availability and make sure that the office has confirmed your arrival to the unit.

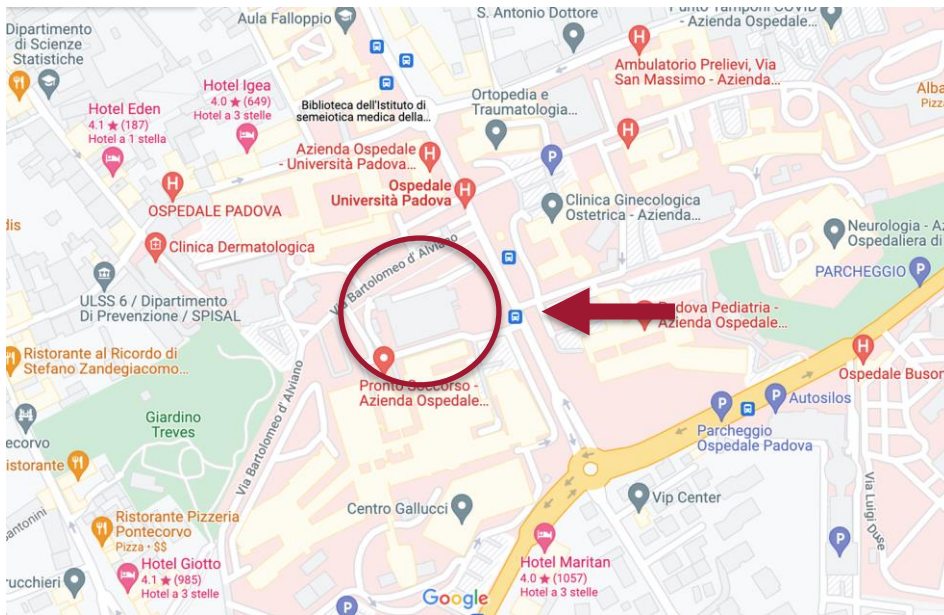
5. **PLEASE NOTE:** it is **YOUR** responsibility to make sure your Practical Training Supervisor in the hospital ward fills out the Timetable and the Final Evaluation forms so that your Academic Supervisor can sign your mobility documents (After the Mobility Learning Agreement, Certificate of Attendance, Transcript of Records).



BASIC INFORMATION

1. The **Practical Training Office of the School of Medicine** opens **only by appointment**, please write an email to traineeship.medicinachirurgia@unipd.it to request an appointment/zoom meeting.

2. Where is it located?



Practical Training Office:

C/O University Hospital
SCHOOL OF MEDICINE
Via Nicolò Giustiniani, 2
(upstairs from the Hospital Bar)
Padova, PD, 35128

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

3. Where is my **UNIT**? If you cannot find your unit, please click on:

<https://www.medicinachirurgia.unipd.it/sites/medicinachirurgia.unipd.it/files/MAP%20International%20Office%20%26%20Hospital.pdf>

4. **Languages:** student will be able to speak English with academic staff but **will need Italian to be able to speak with patients and hospital staff**. The University Language Centre (Centro Linguistico di Ateneo - CLA <https://cla.unipd.it/en/>) offers classes of Italian but they fill up very quickly, get in touch with them as soon as you are accepted for the traineeship and know your dates to check for availability

5. **Housing service** - accommodation@esu.pd.it

Independent trainees are not eligible for housing and will have to find their own private accommodation. Erasmus+ students and students coming to Padova under other exchange programs might can request a spot at one of the University's Guest Lodges. These are called "foresterie" and fill up very quickly so



you should check with the housing office as soon as you confirm the exact dates of your traineeship.

more info at <https://www.esu.pd.it/it/Pagine/Servizi/Residenze/foresterie-esu.aspx>

Guest Lodge Info and Regulations (Italian only):

<https://www.esu.pd.it/it/Documents/Residenze/Regolamento%20foresteria%202021.pdf>

Booking Link: <https://myesupd.dirittoallostudio.it> you need to be registered in the ESU portal and fill out the Accommodation Form Guest Lodge and attach your LA.

6. Assistance on immigration-related procedures (visa, residence permit, health insurance etc.) in collaboration with SAOS; networking with the Police and the Municipality of Padova
7. **Free Wi-Fi hotspot** Service: <https://www.unipd.it/en/teaching-and-research/line-resources/wi-fi>
8. **University canteens**: <https://www.unipd.it/en/canteens>

IPT students are not part of the UNIPD students, you won't have an enrolment number, Unipd email account or Unipd badges therefore you will not benefit from student's discounts at canteen and bookstores. The badge we issue (by request of the trainee) has the only purpose to grant you access to the hospital.

Access to the university libraries is reserved to UNIPD students, we can grant access to a specific library to IPT students who request it to our office for those students who came to Padova for a specific research reason as clearly stated in their Learning Agreement/Personal Statement



CONTACTS

PRACTICAL TRAINING OFFICE

traineeship.medicinachirurgia@unipd.it

phone: +39 049 821 1448

+39 049 821 8673

office address: via N. Giustiniani 2, 35128 Padova

hours: MON-FRI 10:00 - 12:00

in person meetings by appointment only

ACADEMIC MOBILITY COORDINATOR:

prof. Francesco Paolo Russo

Associate Professor

Dipartimento di Scienze Chirurgiche Oncologiche e Gastroenterologiche - DISCOG

CENTRO LINGUISTICO DI ATENEIO (CLA): University Language Centre

website: <https://cla.unipd.it/en/>

email: didattica.cla@unipd.it

ESU: Housing

website: <https://www.esu.pd.it/en/Pagine/Home.aspx>

email: accommodation@esu.pd.it

MAP OF THE HOSPITAL:

<https://www.medicinachirurgia.unipd.it/sites/medicinachirurgia.unipd.it/files/MAP%20International%20Office%20%26%20Hospital.pdf>

LINK TO INSURANCE PAYMENT:

<https://unipd.pagoatenei.cineca.it/frontoffice/modellopagamento?id=110&lang=en>

FREE WI-FI HOTSPOT SERVICE: <https://www.unipd.it/en/teaching-and-research/line-resources/wi-fi>

UNIVERSITY CANTEENS: <https://www.unipd.it/en/canteens>

SAOS; Assistance on immigration-related procedures (visa, residence permit, health insurance etc.)
<https://www.unipd.it/en/saos-desk>



LIST OF WARDS IN PADOVA

The updated list is available at:

<https://www.aopd.veneto.it/Unita-Operative-Sanitarie>

INTERNAL MEDICINE	Cardiology, Endocrinology, Gastroenterology, General medicine, Geriatrics, Hematology, 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	Cardio surgery, 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, Thoracic surgery, Urology, Vascular surgery, Week surgery
GYNECOLOGY AND OBSTETRICS	
PEDIATRICS	
ALL OTHER UNITS	Anesthesia and intensive care, Anesthesia and intensive care institute, Angio, Antivenin anti-doping, Burn center, Cerebral ageing, Coagulopathy, Cytodiagnostic, Dermatology, First aid, Food allergy, Forensic medicine, Genetics, Human reproduction diseases, Hypertension, Immuno transfusion medicine, Immunology of transplant, Laboratory medicine, Microbiology virology, Multivisceral transplant, Neurophysiology clinic, Neuroradiology, Nuclear medicine, Occupational medicine, Oncology, Ophthalmology, Pathology, Pediatric emergencies, Perfusion, Preventive medicine, Psychiatry* , Radiology, Sport medicine, Stroke unit, Thrombotic and hemorrhagic diseases, Transplant immunology, Vascular medicine

Infectious diseases*: please note that if you want to do your training at this unit it is required that you remain in Italy available for testing 3 months after the end of your rotation. It is not possible to do it as a first rotation and then do another three months in different wards.

Psychiatry*: please note that a knowledge of Italian language (C1) is mandatory in order to access this unit.

Family Medicine: there is no availability for international students, applications for this specialities will be rejected.