

# VADEMECUM 2022/2023 UPDATED ON 28/07/2022

## INTRO

- As Italian academic system, we are THEORY-ORIENTATED. When you take a COURSE, it means that 100% in the classroom without practical trainings;
  - 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	<a href="mailto:Alberto.camuccio@unipd.it">Alberto.camuccio@unipd.it</a>
Physiotherapy Padova campus	Prof.ssa Lucia Coppola	<a href="mailto:Lucia.coppola@unipd.it">Lucia.coppola@unipd.it</a>
Physiotherapy Venice campus	Prof.ssa Tiziana Risso	<a href="mailto:Tiziana.risso@unipd.it">Tiziana.risso@unipd.it</a>
Physiotherapy Conegliano campus	Prof. Riccardo Verza	<a href="mailto:Riccardo.verza@unipd.it">Riccardo.verza@unipd.it</a>
Occupational Therapy Conegliano campus	Prof. Riccardo Verza	<a href="mailto:Riccardo.verza@unipd.it">Riccardo.verza@unipd.it</a>
Dietetics	Prof.ssa Romina Valentini	<a href="mailto:Romina.valentini@unipd.it">Romina.valentini@unipd.it</a>
Professional Education	Prof.ssa Elena Tenconi	<a href="mailto:Elena.tenconi@unipd.it">Elena.tenconi@unipd.it</a>
Obstetrics all campuses	Prof.ssa Alessia Selmin	<a href="mailto:Alessia.selmin@unipd.it">Alessia.selmin@unipd.it</a>
Sport	Prof.ssa Tatiana Moro	<a href="mailto:Tatiana.moro@unipd.it">Tatiana.moro@unipd.it</a>
Pediatric Neuropsychomotricity	Prof.ssa Silvia Carraro	<a href="mailto:Silvia.carraro@unipd.it">Silvia.carraro@unipd.it</a>
Dentistry	Prof. Eriberto Bressan	<a href="mailto:Eriberto.bressan@unipd.it">Eriberto.bressan@unipd.it</a>
Speech Therapy	Prof.ssa Patrizia Trevisi	<a href="mailto:Patrizia.trevisi@unipd.it">Patrizia.trevisi@unipd.it</a>

# 1 - INFOS AND DOCUMENTS' MANAGER

Please visit the website

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

> DOCUMENT 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

- ✓ **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.medicinachirurgia.unipd.it/how-choose-20220728>
- ✓ **COURSES INFO**  
[http://agendastudentiunipd.easystaff.it/?view=home&include=homepage&\\_lang=en](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://trainingunipd.setmore.com/> -> Sign In -> Continue with email ->  
Username: youremail@youremail  
Password: medicina  
then -> Sign In

1) Starting monday august 31st 2022 , you will be able to book the weeks of practical training of October (3-7 october, 10-14 october, 17-21 october, 24-28 october) and the following days and November, December, January etc.

2) PAY ATTENTION: booking must be minimum 30 days in advance: i.e. in order to book the week from 3rd to 7th of october the deadline is 03/09/2022

3) Beginning of your practical training: 15 days before your beginning of your practical training you will receive by an email concerning contact of the unit

4) Where is my unit? <https://www.medicinachirurgia.unipd.it/list-unit-20220728>

5) 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

6) Credit counting system

- Get 2 ects credits every 1 week of 20 hours in the area of internal medicine
- Get 2 ects credits every 1 week of 20 hours in the area of general surgery
- Get 2.5 ects credits every 1 week of 20 hours in the area of pediatrics
- Get 2.5 ects credits every 1 week of 20 hours in the area of gynecology

7) Please note that, 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)

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

## • 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%20Duing.docx](https://www.unipd.it/en/sites/en.unipd.it/files/Learning_Agreement_for_studies_E%20Duing.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\\_rev%2018.10.21.pdf](https://www.unipd.it/en/sites/en.unipd.it/files/How%20to%20fill%20in%20the%20Study%20Plan_rev%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](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](mailto: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](mailto: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](http://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](mailto: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](mailto: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 **31<sup>st</sup> March 2022**.

