

WELCOME TO THE SCHOOL OF PSYCHOLOGY

1st Semester 2017/2018

Aula 2D – PSICOLOGIA 2 BUILDING Friday, September 29th 2017



Enrolment procedures

> Enrolment at the <u>Welcome meeting</u>:

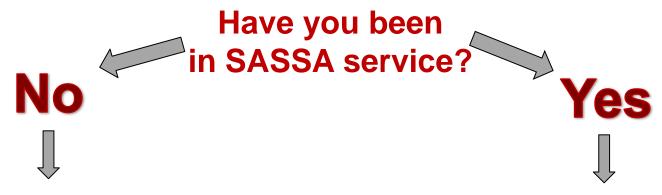
- Erasmus +
- SEMP
- Coimbra group
- > Enrolment at the International Relations Office:
 - All non-EU citizens
 - Bilateral Agreements
 - EMJMD
 - Joint or double degrees
- > Enrolment at the Enrolment office:
 - International students (Degree seeking) enrolling in a full degree course





Enrolment procedures EU students

Enrolment at the <u>Welcome meeting</u> (Erasmus +, SEMP, Coimbra students, with EU citizenship)



STEP 1 : SASSA Service

You'll be given an enrolment appointment at the International Relations Office

- You have received your Badge and the Blue Folder
- You should have paid the University's Insurance and enrolment tax (€24,50)



Enrolment procedures EU students

On your arrival here, you have received some documents:

- 1. International mobility enrolment form
- 2. Municipal Registrar Office form
- 3. Arrival certificate

If you haven't received any document, you'll complete the enrolment at the International Relations Office. SASSA service will give you the appointment.



Enrolment procedures EU students

1. International Mobility – Enrolment form

UNIVERSITA' DEGLI STUDI DI PADOVA MOBILITA' INTERNAZIONALE/International mobility	MOD. 5/59	1° Telefono Domicilio Mobile 1st telephone nr. Altro Fixso 2° Telefono Domicilio Mobile 2° Telefono Domicilio Mobile 2° Telefono Domicilio Mobile 3° Telefono: cellulare italiano Firso Interpretention DATA DI ARRIVO REALE DATA PARTENZA PRESUNTA	Write the date near
Docente responsabile a Padova (Dept. Coordinator in Padova):			«Padova»
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+ mail			



Enrolment procedures EU students

Pr. n/
All'Ufficio Anagrafe
del Comune di PADOVA
SEDE
Oggetto: Istanza di iscrizione anagrafe dei temporane Ai sensi del D.Lgs. 30/2007
e di rilascio del relativo attestato di iscrizione Anagrafica temporanea di cittadino dell'Unione Europea

C HIEDE ai sensi del D.Lgs. 30/2007

L'ISCRIZIONE nello schedario della popolazione temporanea del Comune di Padova di cui all'art. 8 Legge 24 dicembre 1954, n. 1228 e dell'art. 32 D.P.R. 30 maggio 1989, n. 223 IL RILASCIO del relativo attestato di sicrizione:

In Via/Piazza ____

📋 ALLOGGIO ESU ... 📋 ALTRO 🛛 per i seguenti motivi: ATTIVITA' DI STUDIO C/O UNIVERSITA' DI PADOVA

A tal fine, consapevole della sanzioni penali previste all'art. 76 del D.P.R. n. 445/2000 per la falsità degli atti e dichiarazioni mendaci e previamente informato, autorizza la raccolta dei dati per l'emanazione del provvedimento amministrativo ai sensi della Legge n. 675/1996,

DICHIARA

(ai sensi e per gli effetti degil articoli 46 e 76 del D.P.R. n. 445/2000 e art. 9, comma 4 del D.Lgs. 30/2007)

📋 di essere domiciliato all'indirizzo sopra indicato;

☐ di avere la disponibilità di risorse economiche sufficienti al soggiorno; tali risorse sono erogate da ______

e per tutta la durata del corso di studi

di essere in possesso di tessera sanitaria TEAM in corso di validità e/o assicurazione come stabilito dal DLgs. 30/2007

II/La sottoscritta autorizza le suddette Università ad acconsentire la verifica della disporte de dalla disport risorse economiche sopra indicate, a qualsiasi titolo posseduto, da parte dei funzionari de qualità di ufficiali Anagrafe delegati dal Sindaco.

Ai sensi dell'enter del procedimento per il quale sono richiesti e verranno utilizzati esclusivamente per tale scopo.

____ Il Richiedente

POCUMENTI ALLEGATI

☐ fotocopia docu Padova

Padova li

l'Ufficiale d'Anagrafe ricevente

Tel:cellulare

2. Municipal Registrar Office form Communication to the Municipality of Padova about your stay.

You haven't received this form if you are an italian citizen or if you live in another town/city.

- *Write the date near «Padova lì»*
- Sign near «Il Richiedente»
- Hand in the form to the officers



Enrolment procedures EU students

3. Arrival certificate

This is the form used by University of Padova.

You have to send a scan to your Home University to prove your arrival

AREA RELAZIONI INTERNAZIONALI, RICERCA E TRASFERIMENTO TECNOLOGICO SERVIZIO RELAZIONI INTERNAZIONALI INTERNATIONAL RELATIONS OFFICE		Università degli Studi di Padova
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che usufruirà presso l'Università degli Studi di Pade at the Università degli Studi di Padova, for the Academic Year		16 2017
per il periodo dal al (data pro for the period from till (provisional date)	ovvisoria)	
nell'ambito del flusso coordinato dal Prof.	All and a second second	
Si rilascia la presente dichiarazione in carta semplio legge. This document is issued to the person concerned for the purpor		sentiti dalla
Padova, Per i For the Hea	il Capo Servizio ad of the International Offici N Ocel p L	e

Università degli Studi di Padova SERVIZIO RELAZIONI INTERNAZIONALI Via VIII Febbraio n. 2 35122 Padova (Italia)



Enrolment procedures EU students

Does your Home University require its own ARRIVAL CERTIFICATE to be signed?

Please fill in the form as follows:

- Name, Surname, Home University / Institution
- Host University / Institution: UNIVERSITÀ DEGLI STUDI DI PADOVA
- Erasmus code: I Padova01

Do not write the arrival date.

Hand in the form to the officers.

We are going to write the arrival date (26th September), sign and seal your arrival certificate. We are going to give it back to you at the end of this meeting.

Do not forget to collect it !!!



Enrolment procedures EU students

<u>REMINDER</u>

- 1) Send the ARRIVAL CERTIFICATE to your Home University. We will not send it, you have to do it yourselves
- 2) Pay the University's Insurance and enrolment tax and send a photo of the receipt to <u>erasmus.incoming@unipd.it</u>
- 3) In the Blue Folder you find your new username for Uniweb, Moodle and institutional email address (<u>name.surname@studenti.unipd.it</u>) The password hasn't changed
- 4) Visit our website for administrative procedures: http://www.unipd.it/en/erasmus-studies-semp
 - On your arrival
 - During your stay
 - At the end of your stay



Let's speak English !

We are looking for 15 English language assistants ! They shall cooperate as remunerated language assistants at Schools located in Padova and Rovigo.

Incoming Erasmus+ and SEMP students can participate. English Language proficiency: <u>Level C1 or higher</u> (Certificates are requested only to non-mother tongue candidates)

How to participate: Fill in the online application form and submit your CV. On 16th October an interview shall take place aimed at testing the language competence, the features required and your motivations. Deadline: 10th October 2017

For detailed information you must refer to the Official Call http://www.unipd.it/en/erasmus-and-other-exchange-programmes

Psychology in Padova...









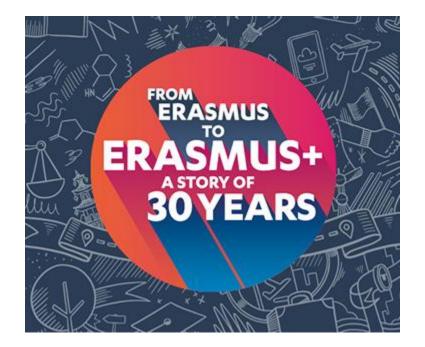
....and surroundings



At a glance!



Erasmus+ News





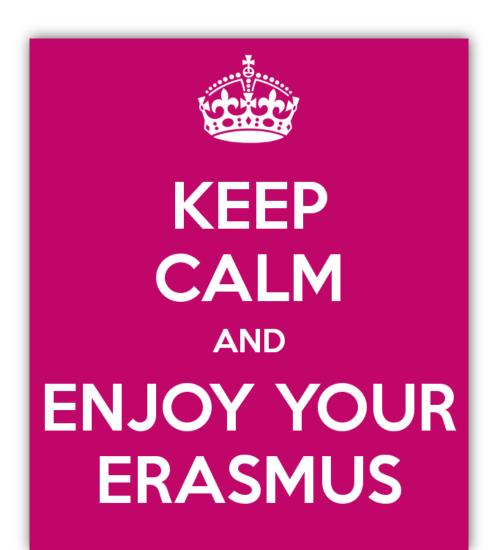
ERASMUS

Sofia Corradi, «Mamma Erasmus»



October 20th, 2017: 30 years of Erasmus Celebration at the Orto Botanico

October 25th, 2017: Erasmus Fair @School of Psychology





Libraries, study halls, computer labs

Fabio Metelli Library



Psico2 Building, via Venezia 12/2 – 5°floor



Welcome to Library Services Biblioteca di Psicologia "Fabio Metelli"

Where and When

Via Venezia 12/2 - Psico 2 Building 5th floor

Opening hours and updates are on the web page <u>http://bibliotecapsicologia.cab.unipd.it/</u>







- No registration needed
- Always use your student card (badge)
- 174 people maximum allowed
- Connect to Eduroam Wifi



What can you do?

- Find books and articles
- Borrow, renew and reserve
- Use computers
- Search databases
- Request books and articles not owned by the psychology library (ILL/DD service)
- •Print and self-service photocopy
- •Attend to library trainings on resources



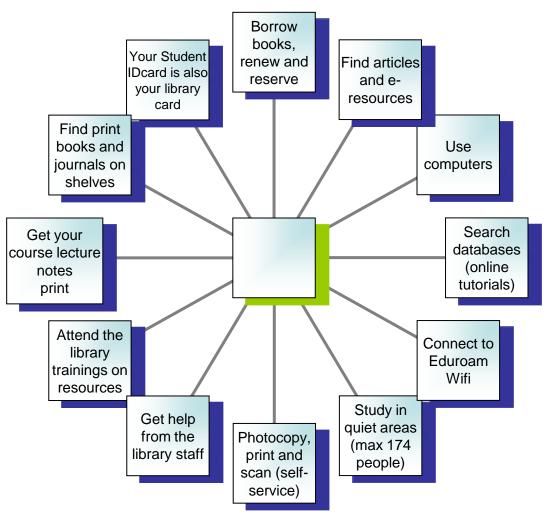
Off-campus connection

All electronic resources can be accessed off campus through the Auth-proxy connection.

Information and instruction: http://bibliotecadigitale.cab.unipd.it/en/auth-proxy



Get oriented





UNIVERSITÀ DEGLI STUDI DI PADOVA

SCHOOL OF PSYCHOLOGY

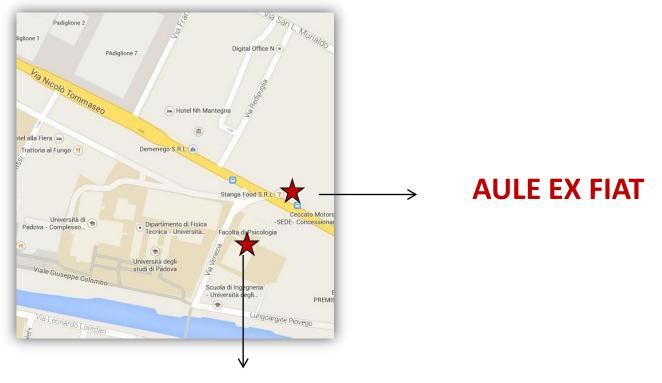
CLA





Location

At a glance: LECTURE HALLS



PSICOLOGIA 2 CLA (Centro Linguistico di Ateneo)





AULE EX-FIAT, VIA VENEZIA 13





Libraries, study halls, computer labs

Libraries, study halls, computer labs

Incoming students can have access to all the University libraries and study halls.

University Library System: <u>http://bibliotecadigitale.cab.unipd.it/en/</u>

Study Halls: <u>http://www.unipd.it/en/services/study-and-</u> <u>multimedia-facilities</u>



Tutoring Service

Tutoring Service (Tutorato)

A team of master or PhD students: they can help and support you in case of doubts about courses/exams (orientation in choosing exams, how to sign up with Uniweb...) and difficulties in studying.

PSICO2, first floor

Opening hours :

Monday-Friday 9.30 AM – 1.30 PM,

Tuesday and Thursday also 1.30-5.30 PM

www.facebook.com/TutoratoPsicologia



Education

Education: courses, schedules, exams Course catalogue

- **1**. Complete course catalogue:
- http://didattica.unipd.it/off/2017/LT/PS
- **2**. Course units held in English @School of Psychology:

http://en.didattica.unipd.it/off/2017/PS/corsi_in_lingua

3. You can attend courses in any other Department/School, but please note that in this case timetables may overlap!

In English: <u>http://en.didattica.unipd.it/catalogues</u> In Italian: <u>http://it.didattica.unipd.it/</u>



Changing the Learning Agreement

• If you do not have a change form: download, fill it in, print and sign it http://www.unipd.it/en/node/1312

 Choose the modules you want to drop/add: you can ask for advice to the Erasmus Office of the School or to your
 Departmental Coordinator in Padova. The Departmental
 Coordinator is the professor in charge of the exchange with your
 University.

• Visit your Departmental Coordinator during his/her office hours in order to have the form signed

NEW! Come then to Erasmus Office of the School to have the form stamped and sent to your university by e-mail.





Important notices

✓ Master Cognitive Neuroscience and Clinical Rehabilitation

you have to ask for the authorization to attend these modules to the lecturers

✓ Bachelor Scienze e Tecniche Psicologiche

E-learning Bachelor: lectures are held on-line

If you need more information about course units of this Ba Degree Course you can contact Mrs. Alessandra Torresan, alessandra.torresan@unipd.it Office Hours: Mon. To Fri. 9am-1pm Ground floor, PSICO1 Building





Important notices

Due to a resolution of the Board for Internationalisation of the School, approved by the Council of The School of Psychology, Erasmus Incoming students are not allowed to take the following courses/seminars.

- ✓ ABILITA' INFORMATICHE
- ✓ COMPUTER SKILLS
- \checkmark LINGUA INGLESE PER LA PSICOLOGIA
- ✓ ACADEMIC ENGLISH

✓ all 3 ECTS seminars belonging to Master Degree *Psicologia Clinica dello Sviluppo*





Important notices

✓ **Corsi Integrati:** it's compulsory to take both modules!

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	ioni sull'insegnamento	
orso di studio	Corso di laurea in <u>SCIENZE PSICOLOGICHE COGNITIVE E PSICOBIOLOGICHE</u> PS1082, ordinamento 2011/12, A.A. 2014/15	
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Education

Unipd Account

- Save the information about your account in order to recover your password if needed
- You can ask for help to Buddies and Ufficio Tutorato (tutoring service)

Same credentials for:

- UNIWEB: exams registration and acceptance of grades
- Moodle: sharing courses materials and information
- Webmail: institutional e-mail account

Servizi online











Education

Moodle

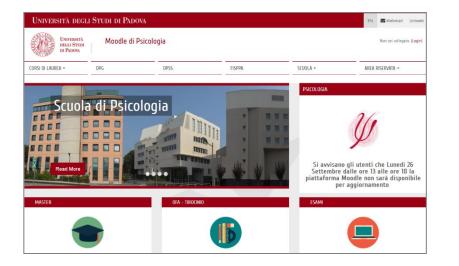
http://elearning.unipd.it/scuolapsicologia

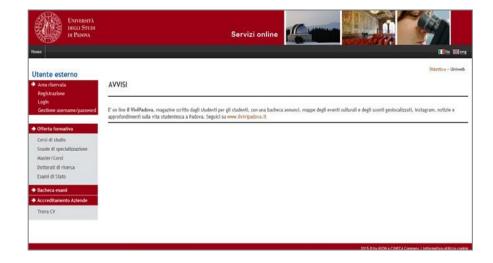
E-learning platform: use it to download courses material (slides, pdf, videos...)

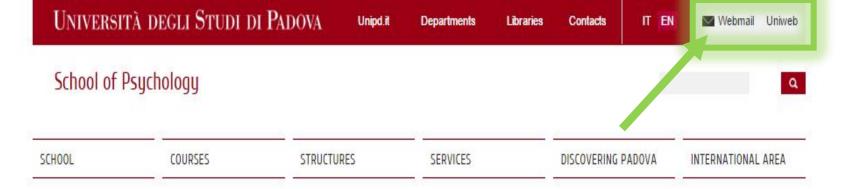


http://uniweb.unipd.it/Home.do

Web platform: use it to sign up to exams and accept the grades











Education

Academic Calendar

	LECTURES	EXAMS
FIRST SEMESTER	2nd October 2017 19 th January 2018	22nd January 2018 23rd February 2018
SECOND SEMESTER	26th February 2018 1st June 2018	4th June 2018 20th July 2018
RECOVERY SESSION		20th August 2018 20th September 2018



Education

Exams: dates or appelli

1) You have to browse Didattica website for Ba or Ma Degree Course.

http://didattica.unipd.it/offerta/2016/PS

In order to know in which Degree Course is held a course unit, check it on the Syllabus

2) From the website of the School of Psychology, click on *Esami* in *Informazioni* menu.

http://www.psicologia.unipd.it/



Education

Exams: signing up on Uniweb

•Sign up using Uniweb from 10 to 4 days before the exam date (*appello*). This step is <u>mandatory</u>, otherwise you won't be able to sit the exam!!!

•When the grade will be published you'll have 7 days to reject it. If you don't reject it, the grade is considered accepted (tacit approval)

•After these 7 days all grades will be recorded in Uniweb by the teacher

•If you refuse a grade you can re-sit the exam on the next available date (*appello*) or in the next session (june/july - september)



Education

Exams: signing up on Uniweb

• At the end of December/begenning of January you'll receive an email from the Erasmus Office of the School of Psychology asking if you're taking courses belonging to the **Master** *Cognitive Neuroscience and Clinical Rehabilitation (CN2).*

Please answer the e-mail!

It is the only way for us to collect your data and send them to Segreteria Studenti in order to "unlock" for you the possibility in Uniweb to sign up for these exams.



Learning Italian

You have at your disposal a free Italian course offered by CLA <u>http://cla.unipd.it</u>

- For Erasmus students the course will start on Monday Oct. 9th. Please remember to confirm your class.
- You'll earn 3 ECTS: they will be reported on your final ToR and they have only a "passed" evaluation, not a proper grade
- CLA offers also movies for rent, a tandem programme, theatre courses and much more.
- Sign up for a Face 2 face tandem!



Useful Tips

Useful Tips

1. How to extend your stay

Go to the International Office (Palazzo Bo) to get the application for the Erasmus mobility period extension.

Sign it, and have it signed from your Departmental Coordinator in Padova.

Hand in the signed application for the Erasmus mobility period extension to the International Office (Palazzo del Bo), they will send it to your university.

After your university counter-signs the application for approval, you will be sent an e-mail.

Finally, please inform Sassa Service that you will require an extension for the accommodation.



Useful Tips

Useful Tips

2. How to get in contact with a Professor

- <u>http://www.didattica.unipd.it/</u>
- Write the Professor's surname in the website search engine
- Click on the Professor's name which appears next to the course title
- Visit the Professor's page where you will find all the contact information and their office hours.



Useful Tips

3. How to write/talk to a Professor

The relation between teachers and students is pretty formal in Italy

Please remember to use the courtesy form (LEI) if you are speaking or writing in Italian

e.g. "<u>Buongiorno professoressa</u> Bianchi, sono uno studente Erasmus di Coimbra, posso <u>chiederle</u> un'informazione?"



Useful Tips

3. Services you may have access to

 With your badge you can eat in all the canteens: <u>http://www.unipd.it/servizi/opportunita-tempo-</u> <u>libero/ristorazione/ristorazione-studenti?target=Studenti</u>
 Prices for exchange students: 4,60 half / 5,70 full

> Sports and hobbies:

http://www.unipd.it/target/studenti/salute-e-tempolibero



Useful Tips

Health

The EHIC/TEAM, European Health Insurance Card

- EU Citizens residing in Italy are eligible for public health care, just by showing the doctor the EHIC (=TEAM) card issued by their respective country of origin
- The EHIC makes the holder eligible for urgent and necessary health care, with direct access to the health care structures.
- Should you need medical assistance, please send a copy of yout EHIC card to the following address: <u>rapinter@aulss6.veneto.it</u>
- <u>http://www.unipd.it/en/sites/en.unipd.it/files/teamINGLESE.pdf</u>



Useful Tips

Specialist services at the University of Padova

- Gynecology Service
- > Andrology Service
- > Psychological Assistance Service (S.A.P.)
- > Psychiatric Consultancy Service (S.C.P.)

http://www.unipd.it/en/services/health-sports-and-recreation



Groups and associations

International Students

http://www.esnpadova.it

University

http://www.unipd.it/servizi/opportunita-tempo-libero/associazioni

City

http://visualizza.provincia.padova.it/portale.php?MODULO=48&azione=visDati



Useful Tips

Leisure

Discover Padova

- http://www.ilvivipadova.it/live
- <u>http://www.esnpadova.it/</u>
- <u>http://www.padovaeventi.org/</u>
- <u>http://www.padovaoggi.it/eventi</u>

- <u>http://www.unipd.it/universita/patrimonio-artistico-culturale</u>
- <u>http://www.unipd.it/musei/en/index.html</u>
- <u>http://www.discoverpadova.com/</u>
- <u>http://madtrip.co/explore/padova</u>
- <u>http://padovacultura.padovanet.it/it/musei</u>



Useful Tips

Practicing your Religion

CATHOLIC CHURCHES WWW.DIOCESIPADOVA.IT

JEWISH COMMUNITY

26, Via Piazze – Padova

EVANGELIC CHURCH

6, Corso Milano – Padova

GREEK ORTHODOX CHURCH

c/o Chiesa di San Clemente, Piazza dei Signori - Padova

ROMENIAN ORTHODOX CHURCH

Via Vigonovese 71 - 35127 Padova

EVANGELIC CHRISTIAN CHURCH

Via Pietro Martire Vermigli – Padova

ISLAMIC ASSOCIATION - LA MOSCHEA DI PADOVA

156, v. Ponte Vigodarzere - Padova



Useful Tips

Respect the Environment

Bike culture

<u>http://www.goodbikepadova.it/</u>

<u>http://www.lamentecomune.it/</u>

Selective waste

<u>http://www.padovanet.it/dettaglio.jsp?id=2409#.VeA</u> <u>OpPntlBf</u>



Useful Tips

At the end of your stay

Step 1: Transcript of RecordsStep 2: Final interviewStep 3: Confirmation of Stay

Please read carefully the info here: http://www.unipd.it/en/end-your-stay-erasmus-study



International Relations

International Relations Office @Palazzo Bo Via VIII Febbraio 2 – palazzo Bo

ERASMUS+ INCOMING

+39 049 8273597 erasmus.incoming@unipd.it



from Monday to Friday, 10 am to 1 pm

Tuesday and Thursday also 3 pm to 4.30 pm



International Relations

International Relations

School Erasmus Office

Contact Person: Sara Pellegrini

Psicologia 2 building, 1° floor erasmus.psicologia@unipd.it tel. 0498276163

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Erasmus Psicologia Università Padova

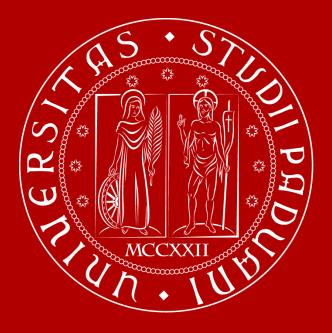
Office Hours

from Monday to Thursday, 10 am to 1 pm

Monday and Wednesday **also** 3 pm to 4.30 pm

<u>by appointment only</u> (telephone or e-mail)

www.psicologia.unipd.it/en/erasmus-and-international-students



UNIVERSITÀ DEGLI STUDI DI PADOVA

THANK YOU

Servizio Relazioni Internazionali