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DI PADOVA

# **WELCOME DAY**

## **dSEA - Dept. of Economics and Management «M. Fanno»**

### **2nd Semester 2022/23**

Enrico Soncin  
14/02/23

# Mobility Unit Desk

## Staff of the departmental International Office:

**Prof Roberto Antonietti** – International relations coordinator

**Prof Ambra Galeazzo** – Responsible for Erasmus Exchanges

**Greta Pesce** – Int Relations dSEA

**Sandra Kyeremeh** – Int Relations dSEA

**Enrico Soncin** – Mobility Unit Desk

**Jerry Pardomuan** – International Tutor



# Mobility Unit Desk



## **WHERE:**

[via Ugo Bassi 1, 5th floor](#)

## **CONTACTS:**

[erasmus.economia@unipd.it](mailto:erasmus.economia@unipd.it)

[international.tutor.unipd@gmail.com](mailto:international.tutor.unipd@gmail.com)

[Webpage](#) for incoming exchange students

[Appointments via zoom](#) (International Office/Incoming mobility)



[DSEA – Dipartimento di Scienze Economiche e Aziendali](#)

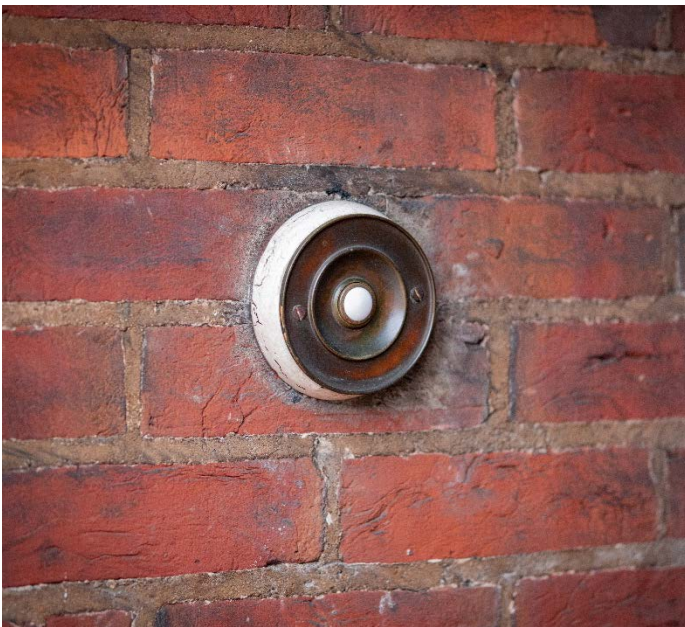


[#DSEA](#)



Instagram

# Mobility Unit Desk



**Refer to our office for:**

- **Learning Agreement**
- **Study Plan**
- **Use of student platforms**
- **Information about the course catalogue, professors, schedules, registration of exam grades, etc ...**

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# Academic Offer



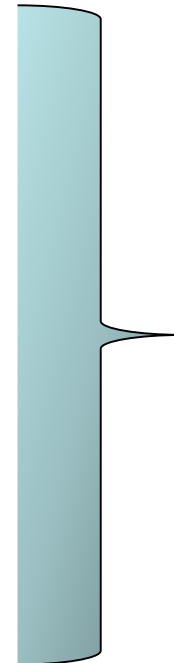
# **Bachelor's degree course in Economics**

- 38 course units taught in English available to all exchange students
  - 3 trimesters
- Intensive Summer classes during the third trimester designed for international students



# Master's degree courses

- **Business Administration**
  - **Accounting and Finance**
  - **Management**
- **Economics and Finance**
  - **Banking and Finance**
  - **Economics**
- **Entrepreneurship and Innovation**
- **Economics and Law (Ita)**



- 58 course units taught in English
- 2 semesters

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# Classes and teaching mode



# Course units taught during second semester



Classes are held in person



3 or 2 classes per week



Check details on Moodle



Regularly check the agenda for possibile updates ([link](#))



# Course units taught during second semester

- ! Some courses are split in groups based on the first letter of students' surnames
- ! In case of course overlap between classes inform the International Office before switching to another group
- ! No booking needed



# Intensive course units during third trimester

Two out of 5 course units are blended and taught through  
and intensive program:

- Behaviour in Organizations
- Principles of Marketing

Classes from May 2 to June 1.

First 2 weeks are on-line.



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# Moodle



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**MOODLE**

# Moodle

MOODLE ECONOMIA

**Bilancio di competenze**

Valuta con noi il tuo futuro formativo e professionale. Per studenti e studentesse al terzo anno del Corso di Laurea in Economia TrEG.

More >

Comunicazioni di carattere generale

Servizi per gli studenti

[sesp.elearning.unipd.it](https://sesp.elearning.unipd.it)

**E-learning platform: news,  
information, teaching  
resources and assessment**

**My courses**

Didattica a distanza

International Office

**All courses**

Piattaforma Moodle per il supporto alla didattica del Dipartimento di Scienze Economiche e Aziendali "Marco Fanno"

Search courses

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# Learning Agreement «during the mobility»



# LEARNING AGREEMENT

## during the mobility

- We recommend you to change your LA, if needed, **within 30 days from the beginning of the Semester** (you should also check your Home University rules) so ...
- ... take your time in changing your LA and send it only once you are sure about the activities you wish to carry out
- If your Home University does not require a specific form, **download the Standard European form from our website**

<https://www.unipd.it/en/exchange-students/erasmus-studies-incoming/during-your-stay-erasmus-studies>

# LEARNING AGREEMENT during the mobility

- Make sure to fill in the **right template** (LA during the mobility, NOT another “before the mobility”)
- Remember to write your **name** on the top right
- Please also specify the **code of each course unit**
- Remember to **sign** the LA

GINA11-C-Accred IV Erasmus+ HE Learning Agreement for students 2015



## Higher Education Learning Agreement for Studies

Student's name \_\_\_\_\_  
Academic Year 20\_\_\_\_/20\_\_\_\_

| Student                           | Last name(s)                   | First name(s)       | Date of birth                             | Nationality <sup>1</sup> | Sex (M/F)   | Study cycle <sup>2</sup>                        | Field of education <sup>3</sup> |
|-----------------------------------|--------------------------------|---------------------|---|--------------------------|---|---|---------------------------------|
| ...                               | ...                            | ...                 | ...                                       | ...                      | ...   | ...   | ...                             |
| Sending Institution               | Name                           | Faculty/Department  | Erasmus code <sup>4</sup> (if applicable) | Address                  | Country   | Contact person name <sup>5</sup> ; email; phone |                                 |
| ...                               | ...                            | ...                 | ...                                       | ...                      | ...   | ...   |                                 |
| Receiving Institution             | Name                           | Faculty/ Department | Erasmus code (if applicable)              | Address                  | Country   | Contact person name; email; phone               |                                 |
| UNIVERSITA' DEGLI STUDI DI PADOVA | International Relations Office | I-PADOVA01          | Via VIII Febbraio 2, 35122 Padova         | ITALY                    | Irene Occhipinti, Elisa Zambon<br>Erasmus.incoming@unipd.it<br>+39 0498273061 |   |                                 |

### During the Mobility

(to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)

| Component code (if any) | Component title at the Receiving Institution (as indicated in the course catalogue) | Deleted component (tick if applicable) | Added component (tick if applicable) | Reason for change <sup>6</sup> | Number of ECTS credits (or equivalent) |
|-------------------------|---|--|--------------------------------------|--------------------------------|--|
|                         |   | <input type="checkbox"/>               | <input type="checkbox"/>             | Choose an item.                |  |
|                         |   | <input type="checkbox"/>               | <input type="checkbox"/>             | Choose an item.                |  |
|                         |   | <input type="checkbox"/>               | <input type="checkbox"/>             |                                |  |
|                         |   | <input type="checkbox"/>               | <input type="checkbox"/>             |                                |  |
|                         |   | <input type="checkbox"/>               | <input type="checkbox"/>             |                                |  |
|                         |   | <input type="checkbox"/>               | <input type="checkbox"/>             |                                |  |
|                         |   | <input type="checkbox"/>               | <input type="checkbox"/>             |                                |  |
|                         |   | <input type="checkbox"/>               | <input type="checkbox"/>             |                                |  |

(to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)

| Component code (if any) | Component title at the Sending Institution (as indicated in the course catalogue) | Deleted component (tick if applicable) | Added component (tick if applicable) | Number of ECTS credits (or equivalent) |
|-------------------------|---|--|--------------------------------------|--|
|                         |   | <input type="checkbox"/>               | <input type="checkbox"/>             |  |
|                         |   | <input type="checkbox"/>               | <input type="checkbox"/>             |  |
|                         |   | <input type="checkbox"/>               | <input type="checkbox"/>             |  |
|                         |   | <input type="checkbox"/>               | <input type="checkbox"/>             |  |
|                         |   | <input type="checkbox"/>               | <input type="checkbox"/>             |  |
|                         |   | <input type="checkbox"/>               | <input type="checkbox"/>             |  |
|                         |   | <input type="checkbox"/>               | <input type="checkbox"/>             |  |

**Commitment**

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-institutional Agreement for institutions located in Partner Countries). The Sending Institution and the student should also commit to what is set out in the Erasmus grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

| Commitment   | Name | Email | Position | Date | Signature |
|--|------|-------|----------|------|-----------|
| Student  |      |       | Student  |      |           |
| Responsible person <sup>7</sup> at the Sending institution   |      |       |          |      |           |
| Responsible person at the Receiving institution <sup>8</sup> |      |       | Prof.    |      |           |

## Course catalogue

Visit the webpage dedicated to incoming exchange students [HERE](#), where you can find our handbook with the list of all available course units.

Find syllabi on the dedicated database [HERE](#).

Check the guide on how to choose courses managed by dSEA and other departments [HERE](#) (please take note of possible restrictions).

## DIFFERENT PROCEDURE DEPENDING ON YOUR EXCHANGE PROGRAMME

- **Case 1: ALL STUDENTS who use the Mobility Online portal** (this does not include Bilateral Agreements and Joint/Double Degree students)

Sign your LA and **upload it in MOBILITY ONLINE** [www.unipd.it/mobilityonline](http://www.unipd.it/mobilityonline)

|  |                                     |   |
|--|-------------------------------------|---|
| LEARNING AGREEMENT CHANGES (optional)                  | <input checked="" type="checkbox"/> | 1 Upload the Learning Agreement During the mobility |
| Confirmation of new version Learning Agreement Changes | <input type="checkbox"/>            | 2 Click here to confirm                             |

### IMPORTANT!!!

After uploading your file in **step 1** (word or pdf), you have to «**CLICK HERE TO CONFIRM**» (**step 2**) in order to send your LA to the relevant Mobility Desk.

After this confirmation **you will not be able to upload any new version of the LA**, until you receive it back via email with the signature from Unipd.

You will receive your LA back via email from the Mobility Desk you are assigned to.

You will be able to upload the “LA during the mobility” only after you receive the Certificate of Arrival from Unipd, and **AFTER you fill in the Domicile Address section** in Mobility Online

Send us your «LA during the mobility» when you are **sure** about it and **pay close attention to any comments we might add to the LA!**

If you need to upload **a new version** of your “LA during the mobility”, after the first version has already been signed, you need to repeat the procedure in Mobility Online: [www.unipd.it/mobilityonline](http://www.unipd.it/mobilityonline) by clicking on the section below.

Update domicile address in Padua



16/01/2023

Please click here if you wish to upload a new version of your Learning Agreement Changes (optional)



Learning Agreement Changes approved and sent: Received e-mail confirmation with LA Changes available for download



31/01/2023

Update domicile address in Padua

Click here

## ONLINE LEARNING AGREEMENT (OLA)

We are testing the **exchange OLAs** through **EWP** with a sample of partner Institutions during the **a.y. 2022/23**.

|              |  |
|--------------|--|
| B ANTWERP01  | Universiteit Antwerpen                               |
| B BRUXEL87   | Haute Ecole Léonard de Vinci - ECAM                  |
| B NAMUR01    | UNIVERSITE DE NAMUR ASBL                             |
| CZ BRNO05    | Masarykova Univerzita                                |
| D AACHEN01   | Rheinisch-Westfaelische Technische Hochschule Aachen |
| D HALLE01    | MLU HALLE-WITTENBERG                                 |
| D MAINZ01    | Johannes Gutenberg-Universität Mainz                 |
| D MUNCHEN02  | Technische Universität München                       |
| DK KOBENHA01 | KOEBENHAVNS UNIVERSITET                              |
| E ALCAL-H01  | Universidad de Alcalá                                |
| E MADRID03   | Universidad Complutense Madrid - UCM                 |
| EE TARTU01   | Estonian University of Life Sciences                 |
| EE TARTU02   | Tartu Ülikool  |
| F GRENOBL55  | Université Grenoble Alpes                            |
| PL POZNAN01  | Adam Mickiewicz University, Poznań                   |
| SF TURKU01   | Turun Yliopisto                                      |

*If your University is part of this sample, you can send the OLA through the online system of your University and we will sign it **digitally**.*

*If your University is not part of this sample, **your LA will be approved in the "traditional way"** (signature in the pdf) and you will receive it countersigned by Unipd **via email** and NOT in the online system of your University.*



### DIFFERENT PROCEDURE DEPENDING ON YOUR EXCHANGE PROGRAMME

#### ➤ **Case 2: Bilateral Agreements** students only

If your Home University does not require a specific form, **download the Standard form from our website**

<https://www.unipd.it/en/during-your-stay-bilateral-agreements>

- **Sign your LA and send it by email** to [international.economia@unipd.it](mailto:international.economia@unipd.it)
- Once signed by the Academic Coordinator, it will be sent back to your email address.
- **Pay close attention to any comments we might add to the LA!**

### DIFFERENT PROCEDURE DEPENDING ON YOUR EXCHANGE PROGRAMME

- **Case 3: Double/Joint degree** students only
- **Contact** [international.economia@unipd.it](mailto:international.economia@unipd.it)

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**Useful Services  
for your daily-life**

# INTERNATIONAL TUTOR

A student regularly enrolled in one of our degree courses, available to support international students on issues related to:

- Classes
- how to contact professors
- how to sign up for an exam
- use of your e-mail account
- use of Uniweb and Moodle...

**Contacts:**

[international.tutor.unipd@gmail.com](mailto:international.tutor.unipd@gmail.com)



Seats in LIBRARIES and STUDY ROOMS should be booked  
using «**Affluences**» app:



<https://play.google.com/store/apps/details?id=fr.affluences>  
<https://apps.apple.com/it/app/affluences/id869919405>

# Career and Placement Office @dSEA

[stage.economia@unipd.it](mailto:stage.economia@unipd.it)

**For incoming exchange students whose home universities accept  
internships as academic activities**



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# Access to the University premises

Teaching activities will be **held in presence** and without the implementation of any emergency procedure.

A **limited amount** of activities might be delivered **online**. Check the syllabus of each course to get this info: <https://didattica.unipd.it/>

**You CANNOT take online EXAMS**, as they are not allowed by Italian regulation.

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The use of **facial mask**, even though is not mandatory, **is recommended** when entering the University premises (classrooms, libraries, study rooms, laboratories, museums...)

It is still mandatory to use the facial mask in healthcare facilities.

Download the app «**OrariUnipd**»:



<https://play.google.com/store/apps/details?id=it.easystaff.unipd>  
<https://apps.apple.com/it/app/orariunipd/id1436137050>

You can set your **personal timetable** and  
you **can use it to notify your presence** in the classroom  
(some professors might use it to take students' attendance)

**You**  **Tube** Watch the app presentation on [YouTube](#)

## App «OrariUnipd»:



<https://play.google.com/store/apps/details?id=it.easystaff.unipd>

<https://apps.apple.com/it/app/orariunipd/id1436137050>

You cannot change the **language** from the App  
You need to go to your mobile phone settings, look for the App settings  
and select the language (Italian, English, Spanish)

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# Your arrival

## WEBINAR «READY TO START»

- Registration of arrival and Student card
- Certificate of arrival
- Unipd student account
- Contribution to enrolment
- Update your personal & contact data
- Canteens

## WEBINAR «HOW TO BECOME FAMILIAR WITH THE TEACHING TOOLS»

- Study plan
- Booklet
- Exams
- Grades

Recordings: [click here](#)

Presentations: [click here](#)



**Welcome days schedule and booking link:**  
<https://www.unipd.it/en/welcome-days-mobility>

- **How to be internationally Italian** (online meetings) – 23<sup>rd</sup> and 24<sup>th</sup> February
- **Guided tours of Padua** by ESN (25<sup>th</sup> – 26<sup>th</sup> February and 4<sup>th</sup>, 5<sup>th</sup> March)
- **Guided tours of Palazzo Bo** (27<sup>th</sup> and 28<sup>th</sup> February and 2<sup>nd</sup> March)

**REMEMBER TO BOOK YOUR PLACE**  
**IF YOU WANT TO ATTEND THESE EVENTS!**



**THANK YOU FOR YOUR ATTENTION!**

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