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DI PADOVA

WELCOME DAY

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

1st Semester 2022/23

Enrico Soncin
22/09/2022

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:

international.economia@unipd.it
international.tutor.unipd@gmail.com

[Webpage](#) for incoming exchange students

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



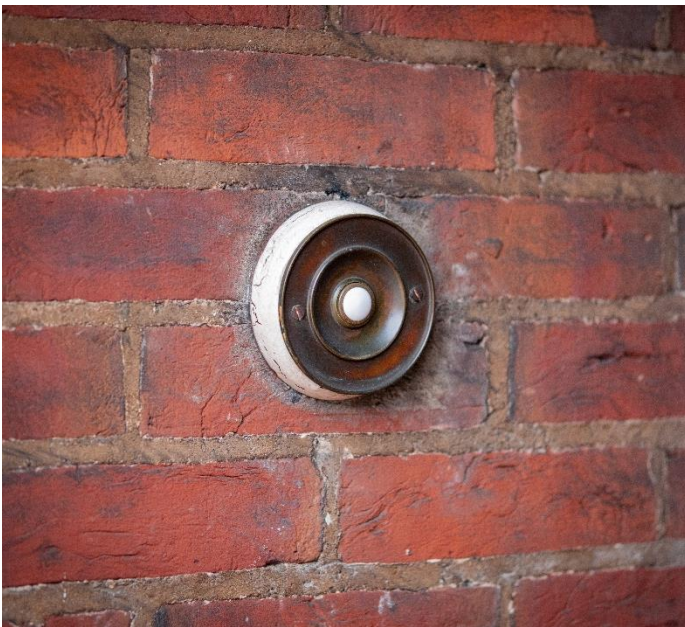
[DSEA – Dipartimento di Scienze Economiche e Aziendali](#)



[#DSEA](#)



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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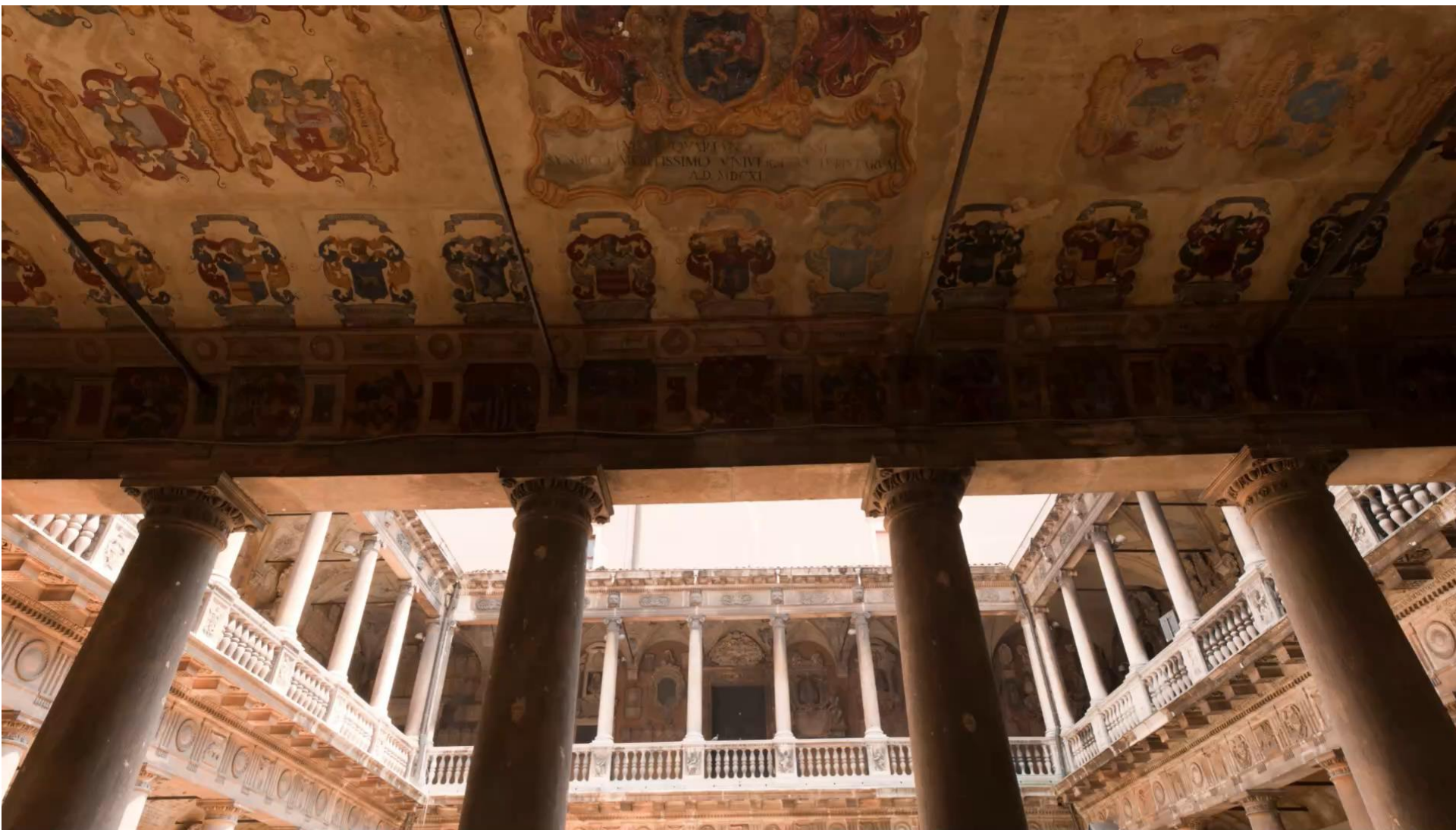
Academic Offer

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ABOUT dSEA



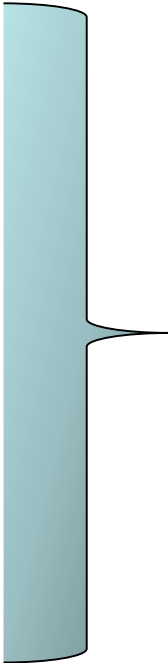
Bachelor's degree course in Economics

- 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 first 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 first 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



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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 TrEC.

More >

Comunicazioni di carattere generale >

Servizi per gli studenti

sesp.elearning.unipd.it

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

My courses

Didattica a distanza >

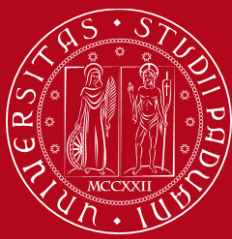
International Office >

All courses

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

Search courses

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MOODLE

Moodle

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Learning Agreement «during the mobility»

Changes during the mobility

- We recommend you to change your LA **within 30 days** (but the sooner, the better...)
- ... 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**
www.unipd.it/en/exchange-students/erasmus-studies-incoming/during-your-stay-erasmus-studies
- **Sign and send by email your LA to 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!

Changes 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

LEARNING AGREEMENT

GINA-H-C-Annex 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 ¹ | Sex [M/F] | Study cycle ² | Field of education ³ |
| Sending Institution | Name | Faculty/Department | Erasmus code ⁴ (if applicable) | Address | Country | Contact person name ⁵ ; email; phone | |
| Receiving Institution | Name | Faculty/ Department | Erasmus code (if applicable) | Address | Country | Contact person name; email; phone | |

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)

| Table A2 During the mobility | 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 ⁶ | 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)

| Table B2 During the mobility | 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"/> | |
| | | | <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 ⁷ at the Sending institution | | | | | |
| Responsible person at the Receiving institution ⁸ | | | Prof. | | |

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 |
| D WURZBUR01 | Julius-Maximilians-Universität Würzburg |
| E ALCAL-H01 | Universidad de Alcalá |
| E BARCELO16 | Universitat Ramon Llull |
| E MADRID03 | Universidad Complutense Madrid - UCM |
| EE TARTU01 | Estonian University of Life Sciences |
| EE TARTU02 | Tartu Ülikool |
| F GRENOBL55 | Université Grenoble Alpes |
| F LILLE103 | Université de Lille |
| 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.*

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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



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>

Stage and Placement Office @dSEA

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: didattica.unipd.it/

***** Non-EU students** who have not arrived in Italy because they have not received a valid Italian VISA yet, **can access online teaching** (i.e. lessons delivered on Zoom, recording of the lessons or other multimedia material made available on Moodle). Please inform us if you are in such situation.

Other students are required to attend classes in presence.

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

Until 30th September, it is mandatory to use the facial mask in healthcare facilities and on public transports.

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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On your arrival

REGISTRATION OF ARRIVAL and STUDENT ID CARD

By appointment only, from **19th September** to **7th October**.

Book your spot [HERE](#)

Address: Aula Studio EX FIAT – Via Venezia 13, Padova

Google maps link: <https://goo.gl/maps/pX7LcBE6mRbx6aMj6>

EXCEPTION!!! Students who have a room in a dorm **for the whole semester/year** do not have to book an appointment. The registration of arrival date and the student card delivery will be done at SASSA service

**WE WILL NOT SIGN YOUR CERTIFICATE OF ARRIVAL
during the appointment !**

The Certificate of Arrival will be sent to you **VIA EMAIL** after **26th September** (and in any case AFTER you have collected your student card)

a) ERASMUS KA103, SEMP, ARQUS, SEN COIMBRA GROUP, UK UNIVERSITIES

After having collected your badge, you should request your certificate of arrival here:

www.unipd.it/relint/en

(click on the menu “Erasmus + students” > Certificate of arrival) – Access with SSO

If you have a **template from your Home University** to get signed, you can upload it in the request form (format accepted: WORD or PDF).

If you do not have any template, complete the online request anyway.
We will issue the certificate of arrival by using our template.

b) OTHER EXCHANGE PROGRAMMES (ERASMUS KA107, BILATERAL AGREEMENTS) and DOUBLE / JOINT DEGREE PROGRAMMES

If you need a Certificate of Arrival, please write an email to mobility.in@unipd.it to request it, sending the template from your Home University.

ATTENTION !!! :

- The certificate of arrival will be sent **VIA EMAIL only**. We don't sign it in person, neither in Ex Fiat nor in our office.
- You will receive your arrival certificate **AFTER 26th September** (even if you have the appointment on 19th Sept.) so please be patient and wait for our email.
- As soon as you get the certificate, you have to send it to your Home University, by following their instructions about the arrival procedures.

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

- **How to be internationally Italian** (online meetings)
- **Guided tours of Padua** by ESN (24th- 25th September and 1st, 2nd, 8th, 9th October)
- **Guided tours of Palazzo Bo** (26th and 27th September)

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



THANK YOU FOR YOUR ATTENTION!

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