



UNIVERSITÀ
DEGLI STUDI
DI PADOVA

Survival Guide

for

International Students

International Desks @ Unipd



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Aula di Microbiologia, Department of Molecular Medicine (DMM) - Via A. Gabelli, 63 Padova



Students "at work" in a Laboratory, Department of Molecular Medicine (DMM) - Via A. Gabelli, 63 Padova

Welcome!

Dear student,

Welcome to the **University of Padua**! We hope you are as excited as we are for the start of the new academic year. We also know how challenging beginnings can be: for this reason, we would like to help you to get your head around the University and the city.

As **International Desk**, we have designed a **survival guide to support your first steps** once you have arrived in Padua as well as to clarify any further doubt eventually arising during your student's career journey. Here you will find important information about your studies, useful contacts and some tips for a successful student career and a unique experience in Padua.



Must-know

Ciao!	Hi! Hello!
Buongiorno	Good Morning
Come stai?	How are you?
Piacere di conoscerti	Nice to meet you
Come ti chiami?	What's your name?
Arrivederci	Goodbye
Grazie	Thank you
Prego	You're welcome
Per favore	Please
Scusa	Sorry/Excuse me
Non capisco	I don't understand
Aula	Classroom
Lezione	Class
Dove sono le lezioni?	Where are the classes taking place?
A che ora iniziano le lezioni?	What time do the classes start?
Spritz	Spritz, typical alcoholic beverage
Vorrei uno spritz, per favore	I'd like a spritz, please
Goto	Glass (in the dialect of Veneto Region)
Un' ombra de vin	A glass of wine

Start your journey at the University of Padua

Stay permit and accomodations

For any guidance through the process of obtaining your Italian residence permit, you can contact the [SAOS Desk](#). SAOS is a welcome desk which assists incoming international students and scholars (researchers, visiting professors, experts) in organizing and completing the most important procedures related to their legal stay in Italy.

Otherwise, you can follow the [step-by-step guide](#) or the online [tutorial](#).

Email: saos@unipd.it

For information on accommodations in Padua, you can check our website [here](#).

Email: housing@unipd.it



The Academic Calendar: classes periods and exam sessions

Every year the activities of the University of Padua are marked by the **Academic Calendar**, which contains the deadlines and holidays of the University. The academic year usually begins on **October 1** (Academic year 2023-2024 starts on **October 2, 2023**) and ends on **September 30**, and usually comprises **two semesters**. The beginning of the academic year does not necessarily coincide with the effective beginning of the academic activities.



Typically, schedule for degree programmes are organized in semesters:

FIRST/FALL SEMESTER:

- ❖ **Classes** October - January
- ❖ **Winter exam session** January - February

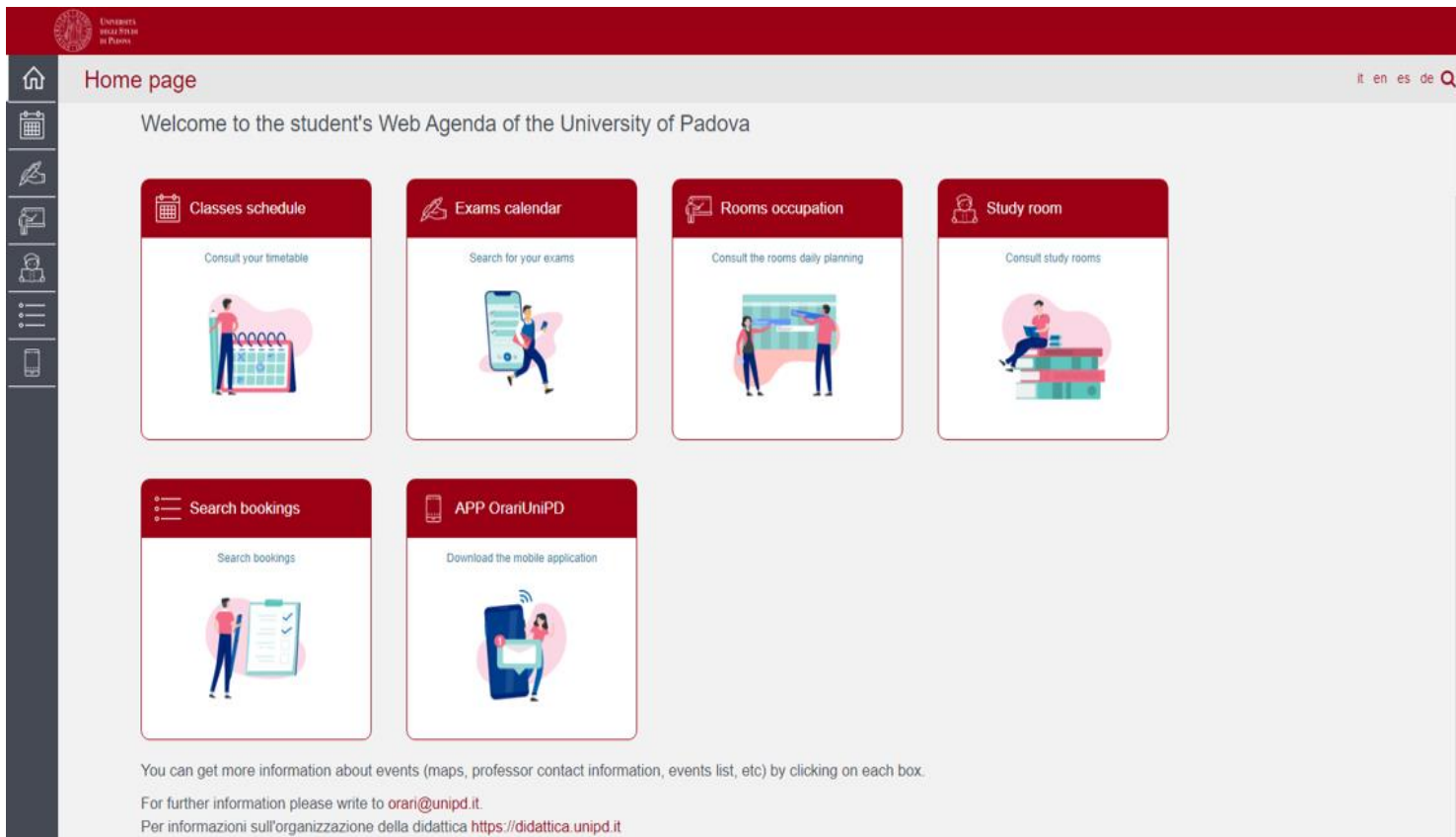
SECOND/SPRING SEMESTER:

- ❖ **Classes** February - June
 - ❖ **Summer exam session** June - July
- Extra exam session**: August - September

Check all **key academic dates**, including the [Italian Public holidays](#) and office closures [here](#).

Web Agenda: classes, timetables, exams calendar and classrooms

An important tool during your studies at the University of Padua is the [student's Web Agenda](#).



The screenshot shows the homepage of the student's Web Agenda at the University of Padua. The page features a dark red header with the university logo and name. Below the header, there is a navigation bar with icons for home, calendar, search, and mobile app. The main content area is titled "Home page" and "Welcome to the student's Web Agenda of the University of Padua". It contains six interactive cards arranged in two rows. The top row includes "Classes schedule" (Consult your timetable), "Exams calendar" (Search for your exams), "Rooms occupation" (Consult the rooms daily planning), and "Study room" (Consult study rooms). The bottom row includes "Search bookings" and "APP OrariUniPD" (Download the mobile application). Each card has a red header, a white body with an illustration, and a red border. At the bottom of the page, there is a footer with contact information and a URL.

Home page it en es de Q

Welcome to the student's Web Agenda of the University of Padua

- Classes schedule**
Consult your timetable
- Exams calendar**
Search for your exams
- Rooms occupation**
Consult the rooms daily planning
- Study room**
Consult study rooms
- Search bookings**
Search bookings
- APP OrariUniPD**
Download the mobile application

You can get more information about events (maps, professor contact information, events list, etc) by clicking on each box.
For further information please write to orari@unipd.it
Per informazioni sull'organizzazione della didattica <https://didattica.unipd.it>

Once on the homepage, you will be able to get more information about the events (maps, teacher contact information, list of events, etc.) by clicking on each section.

Get now to **student's Web Agenda**: 



Classes schedule:

Search your timetable by degree, lecturer or teaching unit.

For example:

- ✓ Select the Academic year
- ✓ Select the School → School of Medicine (Scuola di Medicina e Chirurgia)
- ✓ Select the Course of study → ME 1934 – Medical Biotechnologies
- ✓ Select the year of study and the week you want to find

Then click on **View Timetable**

The screenshot shows the 'Search your timetable by degree' page on the OrariUniPD website. The page has a dark red header with the university logo and name. A navigation sidebar on the left contains icons for home, calendar, search, and mobile app. The main content area features a search form with the following fields and options:

- Academic year:** 2023/2024
- School:** Scuola di Medicina...
- Course of study:** ME1934 - MEDICA...
- Year of study:** 1 - MEDICAL BIO... and 1 - MOLECULAR ...
- Week of:** 02-10-2023

Below the search fields is a 'View timetable' button. A notice at the top of the page encourages downloading the OrariUniPD app, and there are links to 'Back to the home page' and 'Classes schedule » By degree'.

For a more practical view just go down through the page, click on the bottom "Full calendar". Then, by clicking on "Export Excel", you will be able to have the full list as an excel sheet.

It is important not to miss lessons!

Attendance is compulsory for a minimum of 75% of classroom hours and for 100% of laboratory practice
– [See art.7 par. 1 of the Degree programme regulations](#)



Exam calendar:

Find the exams by degree, lecturer or teaching unit. Select your School, your degree programme and the year of study.



Rooms occupation:

Select a date and a site of the University to see which rooms are occupied by which classes or activities. Do not forget to have a look at the colour legend at the bottom of the website page



Study rooms:

Select a study room and verify the capacity, location, availability and opening times.



Search bookings:

Check the rooms' bookings in order to find out where and at what time a class, event or meeting is held. Also, by clicking on the name of the room you can easily find its exact location on the map.



Apps:

Download the [OrariUnipd app](#) so you will always have access to your lesson timetable, the exams calendar and the classrooms of all the university daily occupation, in addition to other functionalities that your university gives to you.



OrariUniPD

You will also receive push notifications that teachers and secretariats will send to inform you about last-minute class changes, invitation to events, seminars, lecture suspensions, and so on.

Do not forget to have a look at all the [useful apps](#) offered by the University of Padua!

Where to find the lectures: building facilities

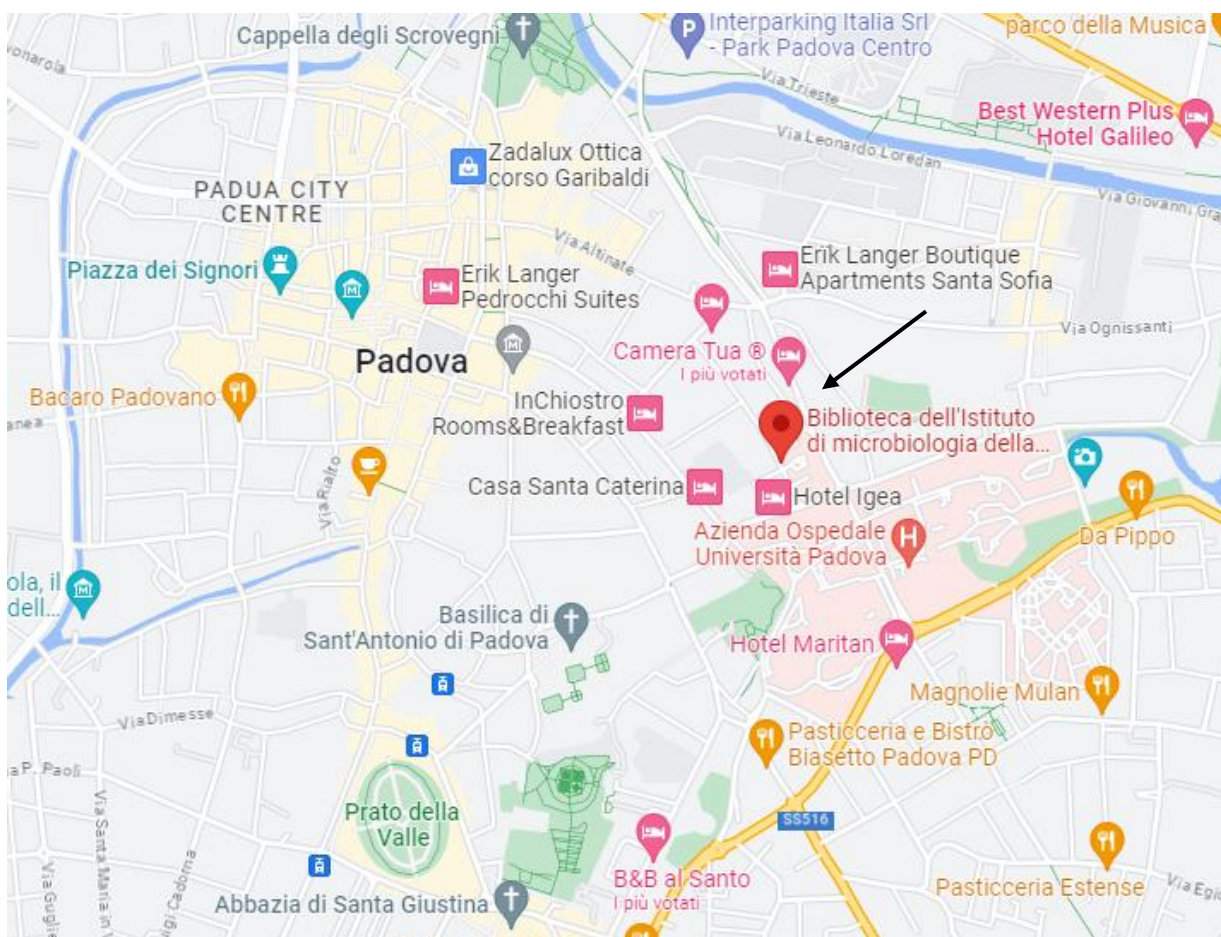
The Master's degree programme in **Medical Biotechnologies** is under the **Department of Molecular Medicine (DMM)** and is managed by the **School of Medicine**.



[Department of Molecular Medicine - DMM,](#)

[Via A. Gabelli 63, Padova](#)

<https://www.medicinamolecolare.unipd.it/>



The Department is located near the city centre:

- ✓ 1,9 km from the train station
- ✓ 1,2 km from the main city's square, Piazza dei Signori
- ✓ 1,2 km from Prato della Valle

Classes are held in the following buildings, depending on the Degree course's year you are attending.

Click on the location to open **Google Maps**.



[Aula di microbiologia \(Microbiology classroom\)](#)



[Vallisneri building - laboratory activities](#)



[Scienze Farmaceutiche building – laboratory activities](#)

Please be aware that before accessing a laboratory, you must prove that you have attended the relevant **safety course**. Once you have completed this course, you will obtain a certificate demonstrating your attendance.

The following trainings are required:

[General Training \(4 hours\)](#)

[Specific training High Risk \(12 hours\)](#)

Do not forget to check on the [App OrariUnipd](#) the time, the class and the room!

Online student services

Here you can find a short list of the platforms, applications, softwares and other tools that can be useful during your studies:



Unipd Webmail: the **institutional mailbox** students will be given once enrolled in a degree programme at the University of Padua (i.e., name.surname@studenti.unipd.it). Username and password are the same to log in to Uniweb.

The institutional Unipd account is a fundamental tool during your academic studies: the University will communicate with you through the Unipd account, so we recommend you to check it regularly so that you don't miss any important information!

Uniweb: the **information system** of the University of Padua which allows students to access the information about their university career, from pre-registration and enrolment procedures to exam enrolments and degree applications. Also, professors use Uniweb to insert exam calls, publish exam grades and register exams.



didattica.unipd: the **educational offer** of the University of Padua filtered by Schools and degree programmes. Once on the page of your degree programme, you can find information about the regulations of your degree under the banner 'Degree course details'. Make sure you read them carefully! You can also find information about each teaching unit and office hours of your professors. Pay attention in selecting the educational offer related to the correct academic year.



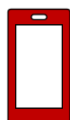
Moodle: a free **software e-learning platform** which functions as an online support to traditional classes. Moodle allows teachers to create online lesson resources for students, to communicate and post information on course units and lessons, and to create assignments, exercises, and tests. In the homepage, you will usually find the list of participants (including the teacher

and students) and a calendar with a course schedule and list of assignments. Other Moodle features include online quizzes, forums, where students can post comments and ask questions, glossaries of terms, and links to other online resources. As Moodle is a web-based application, students can log in any time from home or elsewhere. **To log in, students will be asked to use their Unipd email account (name.surname@studenti.unipd.it)** and to complete the procedure, they will be given a password to enter.



[Zoom](#): a **video conferencing platform** for online classes you can download or access with the University Single-Sign-On authentication (@studenti.unipd.it)

[Eduroam](#): an open network for students and staff members of the University of Padua as well as to guests coming from other institutions participating in the education roaming. Find out more information [here](#).



[MyUnipd](#): a quick and easy way to manage your university career from your smartphone or tablet. Check out all the other [useful apps](#) for your studies and your stay in Padua!



Funding and fees

Payment of **tuition fees** gives access to all services provided by the University of Padua. The maximum fee depends on the programme, but it **does not exceed 3,000 euros** per year and it is divided into **3 instalments**.

Here you will find the [fee structure](#) for students enrolled starting from the Academic year **2023/2024**.

As the University of Padua offers several degree-seekers scholarships, we invite you to explore the relevant webpage to have a look at the merit-based and income-based [scholarships](#) offered by the University of Padua, Veneto Region and other public and private institutions.

For further information about fees, scholarships and awards, you can find out more here: [Funding and Fees](#) | [Università di Padova](#)



Further Contacts:

benefici.studenti@unipd.it



Part-time job opportunities:

As an international student in Italy, you are free to take a part-time job in order to help cover your costs. Non-European students need to have a valid residence permit and, according to Italian Law, are allowed to work **up to 20 hours/week**.

You could look for both “in campus” or “off-campus” job opportunities!

“In campus” job opportunities are part-time job opportunities offered by our University and regulated by specific calls:

- Student collaborations (200 hours)
- Tutoring

Find out more information [here](#).



Plan your Studies:

credits, study plan and exams

In the following section we have prepared for you some useful information to start your new academic experience at the University of Padua.

ECTS

The [European Credit Transfer and Accumulation System](#) (ECTS) introduces the “**credit**” as the unit of measurement which defines the student workload, including time spent attending lectures, seminars, independent study, and examinations. Each course unit is assigned a certain number of credits, which students obtain by passing exams and/or other assessment tests.

Key elements to keep in mind:

- **1 ECTS credit = 1 Italian CFU (Crediti Formativi Universitari)**
 - **Each exam/activity corresponds to a certain number of credits (ECTS/CFU)**
 - **1 ECTS credit = 25 working hours**
 - **1st cycle/Bachelor’s Degree (3 year Programme) = 180 CFU/ECTS**
 - **2nd cycle/Master’s Degree (2 year Programme) = 120 CFU/ECTS**
-

Study plan

General information

Once you are settled in Padua and the academic year has started, you must fill in a **Study Plan**.

The study plan is the complete list of exams students must carry out in order to earn the credits (**CFU/ECTS**) required to graduate. Each degree programme includes a number of learning activities such as teaching units, workshops or other activities. Some of them are **compulsory**, others are **optional** (you can choose among a group of courses) or **electives** (free choice). Degree programmes can be organized in a single or multiple *curricula*, and these are specified in the relevant ‘Outline for a Study Plan’ (Manifesto degli Studi).

The sum of the compulsory and optional activities represents your study plan. Students must fill out and submit the study plan according to the ‘Outline for a Study Plan’ (Manifesto) of their degree programme and to the rules related with their enrollment year.

Medical Biotechnologies Master’s Degree programme – specifics

- ✓ Students enrolled in the Master’s degree programme in Medical Biotechnologies can choose between two curricula: **Medical Biotechnologies**, through which you will obtain the Italian master's degree, and **Molecular Medicine** (**which is accessed after a selection in the admission phase**) which will also give you the title issued by the University of Ulm (Germany), where you will attend the second semester of the first year, and possibly the undergraduate internship.
 - ✓ Check the [Master’s Degree regulations](#) for further information
 - ✓ Download [Annex 2 of the Master’s Degree regulations](#) and verify the study progression and proposed educational activities related to your cohort
-

How to fill in the study plan

General information

To fill in and submit the study plan login to [Uniweb](#) with your Unipd email credentials (name.surname@studenti.unipd.it).

Students must fill out the study plan every year and for the whole duration of the Degree programme in which they are enrolled. However, rules related to study plan can slightly vary from one degree programme to another. Make sure to check those specific of your Degree programme.

Study plans can be:

Automatically approved: it allows you to choose your elective course units only among the educational activities offered by your Department/School in order to fulfil credit requirements. It is approved as soon as you click on 'Confirm Plan' (i.e. all the activities are immediately uploaded to your online Transcript)

Requiring approval: it gives you the possibility to include educational activities offered by other Departments/Schools but is subject to approval by the relevant Degree Programme Board (CCS - *Consiglio del Corso di Studi*).

! Do not worry! You can **change your study plan throughout the year** according to the specific submission periods until you register for graduation. The specific deadlines are set by the relevant School or Department.

! The submission of the study plan is compulsory. Please be aware that you cannot take an exam if you have not submitted your study plan and/or it has not been approved yet.

For the specific rules of your degree programme, we invite you to read the relevant [Regulations](#).

Make sure that the **elective courses** you choose are compatible with your degree programme. Please check if further restrictions are specified in the 'Outline for a Study Plan' (Manifesto) of your Degree Programme and the submission periods of your School. Once you have submitted your study plan, we invite you to check whether it has been loaded in your online track before exam sessions start.

Should you have any doubts related to your study plan, you can contact the Administrative Secretary of your Degree Programme.

Exams and grades

Exams are designed to test the knowledge and skills you acquired with a specific course unit. Each training course includes a final examination to be done at the end of the period in which the course takes place. In case of training courses divided into modules, a joint and single final grade is provided. The student acquires the university credits of that particular training course only by passing the final examination. The training courses explicitly listed in Annex 2, the final assessment of which involves a grade in thirtieths, contribute to the final grade of the Master's degree programme.

→ [See art. 4.1 of the Degree programme regulations](#)

Key facts:

- **Types of exams:** exams can be either **written** (multiple-choice questions, open questions, exercises) or **oral**, or **both** (in this case the exam is divided into multiple parts). Exams can be written or oral report on the activity carried out; an open-ended question test or a multiple-choice test; a lab test or computer-based practical work; a practical test or a project. Before the start of each academic year, the university teacher in charge of the course unit will publish information on how the final examination is structured - which may include one or more of the types listed above - the assessment criteria and the possibility of carrying out mid-course tests.

→ [See art. 4.3 of the Degree programme regulations](#)

- **Exam Session:** Period of time during which lectures and educational activities stop and students can take the exams according to their Degree Course. There are **three exam sessions** during every year: the Winter exam session, the Summer exam session and an extra one, around mid-August until mid- September.
 - **Scores:** Italian Universities use a 30-point scale for exams where the minimum passing grade is **18/30** and the maximum is **30 e lode (30/30 cum laude)**.
 - **Signing up:** to sit an exam you will have to sign up for it. Check the instructions on [how to register](#)
-

[for exams.](#)

- **Results:** in the section ‘*Exams Results*’ of your Uniweb page you will find the results of your exams. We invite you to read carefully the [Regulations](#) of your degree programme for further information concerning rules and modality for academic examinations.
- **Reject or accept:** If you are not satisfied with your exam result, you have the possibility to **reject** it **within 7 days** after its publication on Uniweb, or it will be permanently recorded in your Transcript of Records. Please note that grades below 18/30 are not recorded in any case. Please be aware that once you refuse the grade, you will not be able to reclaim it afterwards. [Here](#) you can find the instruction for grade refusal.



If you reject the grade or fail an exam, you can retake it in another session, but **do not forget to sign up for it!** Remember that only the **last** obtained result will be considered, and not the best one!



Study support

As you start your new academic experience, we want to make sure you have all the information you need about the study support offered by the University of Padua.

Tutors:

The [Tutoring Service](#) supports students throughout their University career. Tutors help students to **manage their study time** and to **deal with any organisational difficulties**, such as **completing study plans**, and offer **support to plan for examinations**. Tutors are students enrolled in single-cycle degrees, Master's degrees, doctoral degrees or specialisation degrees.

Student Service Office - Guidance and Tutoring:

tutorato@unipd.it

Tutoring service of the School of Medicine: :

tutor.medicinachirurgia@unipd.it

Tutors are available also for in-presence meetings.

Check the available slots [here](#).

- ✓ Instagram: @tutormedicina.unipd
- ✓ [More info at this page](#)

Professors:

Let us remind you that you can meet with your professors and teaching assistants during **office hours**. These are hours scheduled outside of class to meet with students for questions about the material being presented in class or other related interests students have. On the syllabus, which you can find on didattica.unipd, each professor publishes the schedule and the modality of the office hours.

SLD:

Students with disabilities or Specific Learning Disabilities (SLD) have access to specific tools and services supplied by the University of Padua during their studies. Students with a disability can also benefit from special scholarships and fee-waivers, based on family income, merit and disability level.

Student Service Office - Inclusion:
inclusione.studenti@unipd.it

During your Studies

Services and free time

Once you have planned your studies, you can start exploring the services the University offers and the life in the city of Padua. As a student of the University of Padua you have access to a wide range of services and facilities - make sure you check them out!

Physical and digital libraries: the University provides its students and staff with a University Library System, which includes a vast bibliographic and informative heritage accessible from both university libraries and through a digital library. To discover all services related, please check the [dedicated webpage](#). In addition to the resources normally available in open access, the University of Padova also provides contents and tools usually accessible only under subscription. Most of the [resources](#) can be consulted off-campus using the Auth-Proxy service or the University Single-Sign-On authentication.



Study and computer rooms: the University offers various **study rooms** with different capacities to all students, as well as **consultation rooms**. Both are strategically located throughout the city. Most rooms offer access to the Wi-Fi network. [Here](#) you can find a list of them. You can also check study space availability at any University library in real-time on the dedicated ad-free **Affluences mobile App**, so you don't waste time finding the perfect place to study. The app is **free** to download from both the [Apple App Store](#) and [Google Play](#).

Canteens: all students and staff can use the **canteens (in Italian called “mensa”)** managed by the ESU or other partners. Canteens are located in the city centre or near the main University buildings (even in other cities). Find out the closer to your building [here](#). Access



to canteens is given through QRcode identification, available, upon accreditation, on the web page www.esu.pd.it > Online Services.



University Sports Centre: the CUS (*Centro Universitario Sportivo*) organises many competitive and non-competitive sport courses (athletics, dance, fencing, fitness, judo, rugby, skating, soccer, tennis, volley, wheelchair basket, etc.) open to students at competitive costs. Make sure you check them out [here](#)! The University also offers **student-athletes** the opportunity to join the [dual career program](#) that combines their university education with high sports performance.

University Language Centre: the CLA (*Centro Linguistico di Ateneo*) offers different language courses. Check all the available options [here](#)!



Students' Associations: The University of Padua recognizes and facilitates students' activities and their free [associations](#) promoting student-led activities and networking.

Getting around: Padua provides a network of **public transports** and various other means in order to get around and [here](#) we suggest some interesting options.



Psychological Assistance: The SAP - Psychological Assistance Service provides completely free of charge counselling for students encountering psychological difficulties during their studies (anxiety, relationship problems, academic performance). Counselling sessions are also available in English. International students can book an appointment by writing to psychological.assistance.scup@unipd.it. Find out more about the Service [here](#).



Cultural landmarks and museums: student and city life coexist in close proximity on a daily basis in Padua. As you will find the student-filled piazzas, the open air of the river banks enjoyed by joggers, a summer aperitif on the Piovego waterfront, you will have the chance to explore the abundance of **cultural sites and events**. Features of a vibrant and welcoming city where students can spend time in places full of history, art and beauty. To delve into the Paduan life, we invite you to check prestigious [Cultural Sites](#) and the [City Museums and Exhibition](#). Do not forget to ask if there

is any student **discount!**

Visiting the University: Unipd students can take the unique chance to visit for free some of the best known locations of the University and the city of Padova. Do not miss guided tours of Palazzo Bo, the Hall of the Giants at Palazzo Liviano and the Botanical Garden. Find out all the opportunities [here](#).



Events: The University and the city of Padova propose **events and initiatives** to spend moments of fun and culture all year round with special **agreements** sponsored by Unipd, promotions and discounts.



The **magazine and the University's social channels** are daily updated, offering accurate and timely information that can be freely consulted. Check all the options [here](#) !

Do not miss the opportunity to check also our [Telegram channels!](#)



Change University (transfer), degree programme, study track

During your studies, you may want to change University, the degree programme or other aspects of your academic career, either for personal or study-related reasons.

Find here information and procedures about **different possibilities**:

- [Transferring FROM another Italian university](#)
- [Transferring TO another Italian university](#)
- [Changing the degree programme within the University of Padua](#)
- [Changing the study track \(*curriculum*\)](#)

Note that related study experience can be recognised and credited to your degree as a form of **recognition of prior learning**.

Examinations or educational activities (already passed or to be passed shortly, before the deadlines for enrolment) can be validated in the following cases:

- request for change of programme
- request for a transfer FROM another Italian University TO the University of Padova
- request for validation of other examinations or extra-University educational activities
- applicant with an interrupted university career, or who has passed some examinations abroad and now wishes to enrol at the University of Padova.

Depending on the degree you are enrolled in, the procedure for the request may vary. If you are interested in credit recognition, please visit the [dedicated webpage](#) where you will find more specific information about procedures and deadlines.

International mobility opportunities

- **Erasmus+:** the [Erasmus+ for Studies programme](#) allows students to spend a period of **study** (between 2 and 12 months) in Europe, at one of the 500 partner universities, or in a non-European country. For further information regarding mobility opportunities, we invite you to visit the [dedicated website](#).



Further Contacts:

[Mobility Unit Desk – School of Medicine](mailto:international.medicinachirurgia@unipd.it): international.medicinachirurgia@unipd.it

- **Ulisse:** the University of Padua **promotes student mobility towards non-European Countries** within mobility agreements signed with selected Universities. The new [Ulisse Programme](#) enables students to spend a study, a thesis research or an internship period abroad at partner Universities from four different continents (**Europe, Americas, Asia, Australia**).
 - **Joint or double degrees:** the University of Padua promotes [joint or double degree programmes](#) which are organised in cooperation with one or more partner institutions. Upon completion of the international programme, students will obtain a **double degree** (two or more national degrees issued by the partner universities) or a **joint degree** (jointly issued by two or more of the partner universities), in compliance with the different national rules and the agreements signed by the partner institutions.
 - **Summer and Winter Schools:** in view of promoting internationalisation, the University of Padua supports the organisation of International [Summer and Winter Schools](#) and intensive learning courses, other than promoting similar opportunities organised by its partners.
 - **Summer courses at Bressanone:** every year, the University of Padua holds [summer courses at its campus in Bressanone/Brixen](#) (Bolzano), open to students enrolled for the current academic year.
-

Internship

What

The internship is a period of **training** students may carry out during their academic studies. Internship may be required by the regulations of the degree programme, or it may be carried out on a voluntary basis.

Who

An internship involves three subjects: the **intern**, the **promoter** (the University of Padua) and the **host** (the company or public institution). The university tutor, usually a teacher from the University, and the company tutor (not necessarily the same as the legal representative) guide and follow the trainees in the performance of their duties.

Why

The aim of the internship is to help students to get in touch with the **working environment** in the interested field, and to deepen skills and knowledge acquired during their studies.

Where

The period of the internship is spent at **companies** or **public institutions** which have subscribed an agreement with the University.

When

The **curricular internship** must be carried out during academic studies and its fulfilment implies the attainment of ECTS.

For more information about rules and regulations, consult the dedicated [website](#).



Further Contacts:

Career Service Unit

stage@unipd.it

Obtaining your degree

Writing your Thesis

In order to obtain your degree you must sit a **final examination**. The final examination consists in the preparation and discussion of a report (“thesis”) on an experimental project carried out in a research laboratory at the University of Padua (internal internship) or at other Italian/International Universities, as well as other public and private research laboratories, or at industries, companies and external bodies, based on established agreements (external internship). The thesis must be written and discussed in English and can be supported by an abstract in Italian and/or German (for students enrolled in the Molecular Medicine curriculum).

Some key aspects to keep in mind:

- The thesis internship must last no less than six (6) months.
 - Students must have been awarded at least 30 CFU (credits) in order to submit their thesis internship application.
 - As per the Regulations of the thesis Internship and final examination, students should submit the thesis internship application for evaluation and approval or rejection by the Didactics Board and/or the President of the Master Degree Course at least one month before the expected beginning date of the thesis internship. The application must be filled in with the topic intended to be investigated and signed by the Supervisor (a Professor of the Master Degree Course in Medical Biotechnologies who will supervise the thesis work) and by the External examiner appointed by the Supervisor. The student must also comply with all other deadlines set out by the University regulation issued by the Student Office.
 - The dissertation of the thesis is to be discussed at the University of Padova (or at the University of Ulm for the students enrolled in the Molecular Medicine curriculum who carry out their thesis work there). The student must send a progress report every three months to the External examiner, to be discussed (possibly also via Skype, in case of internship abroad) and also to the Supervisor.
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- [See art.5 of the Degree programme regulations](#)
 - [See Regulations for the thesis internship and final examination](#)

The **thesis** is the result of research carried out under the supervision of a thesis supervisor on a topic relevant for your study field. The **supervisor** is the person who will oversee the progress of the work: he or she must be a professor of a teaching course of the student's study plan. We suggest firstly to gather information on the research topics of the professors (see the Syllabus) and then to contact the potential supervisors to know more about the research they could be involved in. Once you have found your supervisor, you will have to submit the supervisor application and then receive an acceptance notification. Please be reminded that each professor can supervise a maximum number of students.

Once you have defined the **topic** with your supervisor, it is useful to develop a table of contents that will serve as a guide and outline for your writing. Before approaching the writing, the first step should be the revision of the existing literature on the topic with possible suggestions provided by your supervisor.

Like any academic work, your thesis should be structured according to the methodologies specific to the subject or the field in which you are graduating. When invoking opinions, theories, and data from existing literature, the source must always be indicated, providing the reader with the essential elements to identify it accurately. The use of others' texts without explicitly stating the source may constitute plagiarism, with very serious consequences.

Usually, when you are writing a scientific thesis, you need to organize it in:

- Index
 - Abstract (a page summary of the thesis)
 - Introduction
 - Goals
 - Materials and methods
-

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- Results
 - Discussion and conclusions

At the end of the thesis, the bibliography must be indicated in alphabetical order.

For further information, please refer to the guidelines published in the Moodle page of the Degree programme and ask your supervisor.

Registering for graduation

To graduate, you must [register](#) according to the procedure in the section '*Diploma attainment*' on **Uniweb** and the following steps:

- inserting dissertation information
- fill in the Almalaurea questionnaire
- the approval of the dissertation title by your supervisor
- register for graduation upon choosing when to graduate

Only at this point your application is correctly submitted and you will find the payment slip of € 16.00 in the section '*Contributions*' on Uniweb.

It is important to register for graduation on Uniweb according to the deadlines for each graduation session set by the relevant School every academic year.



To be admitted to the graduation session, you must:

- have sat and recorded all the examinations of your study plan at least 15 days before the graduation dates;
- have paid the tuition fees;
- have asked your supervisor to approve your dissertation title and have submitted your dissertation in accordance with the procedure and by the set deadlines;



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- have paid the revenue stamp for graduation, otherwise your student's records cannot be approved.

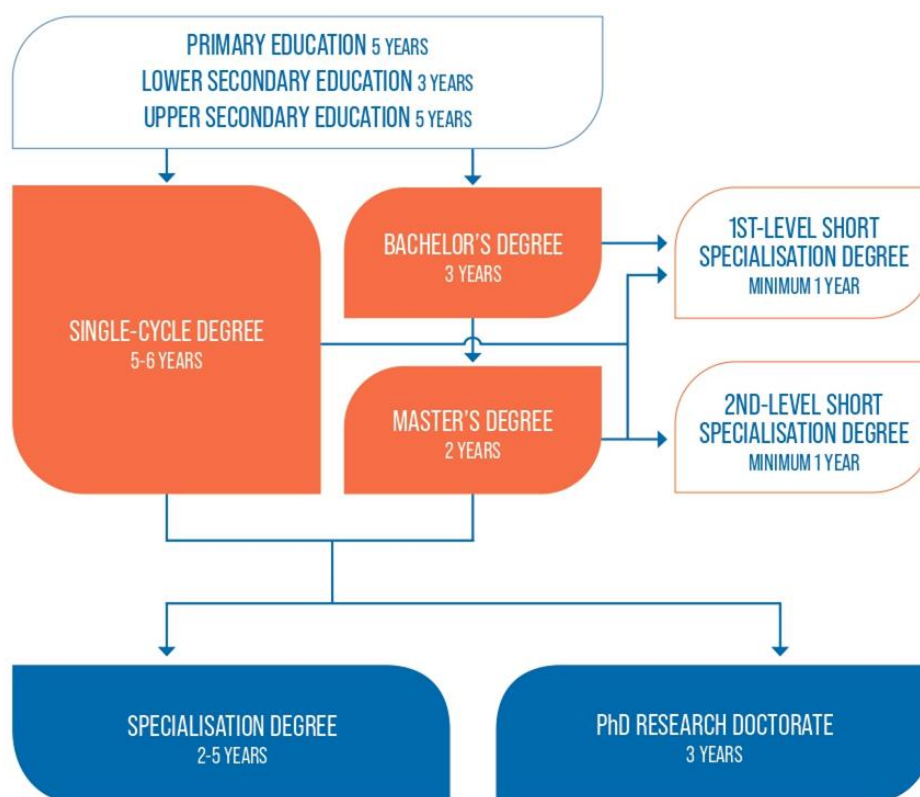
For more information about graduation sessions and procedures, we invite you to consult the dedicated [website](#).



After your studies

- **Pursuing your studies:** after graduation, you can decide to continue your studies with a Third cycle Education programme, with short specialisation or professional courses

THE ITALIAN EDUCATION SYSTEM



Find [here](#) more information on the Italian Higher Education system and the different opportunities offered by the University of Padua for your further studies.

- **Job Placement:** if you decide to start your professional career, the University of Padua provides
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some useful tools to approach the job market.

The Career Service of the University of Padua offers different career guidance opportunities, such as mentoring projects, job counselling, workshops also for the development of soft skills and more. We invite you to consult the dedicated [website](#) to find more information about all the projects and possibilities.

If you want to get in touch with companies or find a job, you can find more services at this [page](#).



Join our [Alumni Association](#)! The Alumni Association seeks to unite all its graduates within a community to which all may have freedom of access and equal consideration. In this way, former students — Alumni — can continue to be inspired in their professional and private lives by the fundamental values of the University, becoming standard bearers wherever they may be.

Contacts

International Desk: a dedicated department-based support desk for international students.

It provides support and guidance on the following topics:

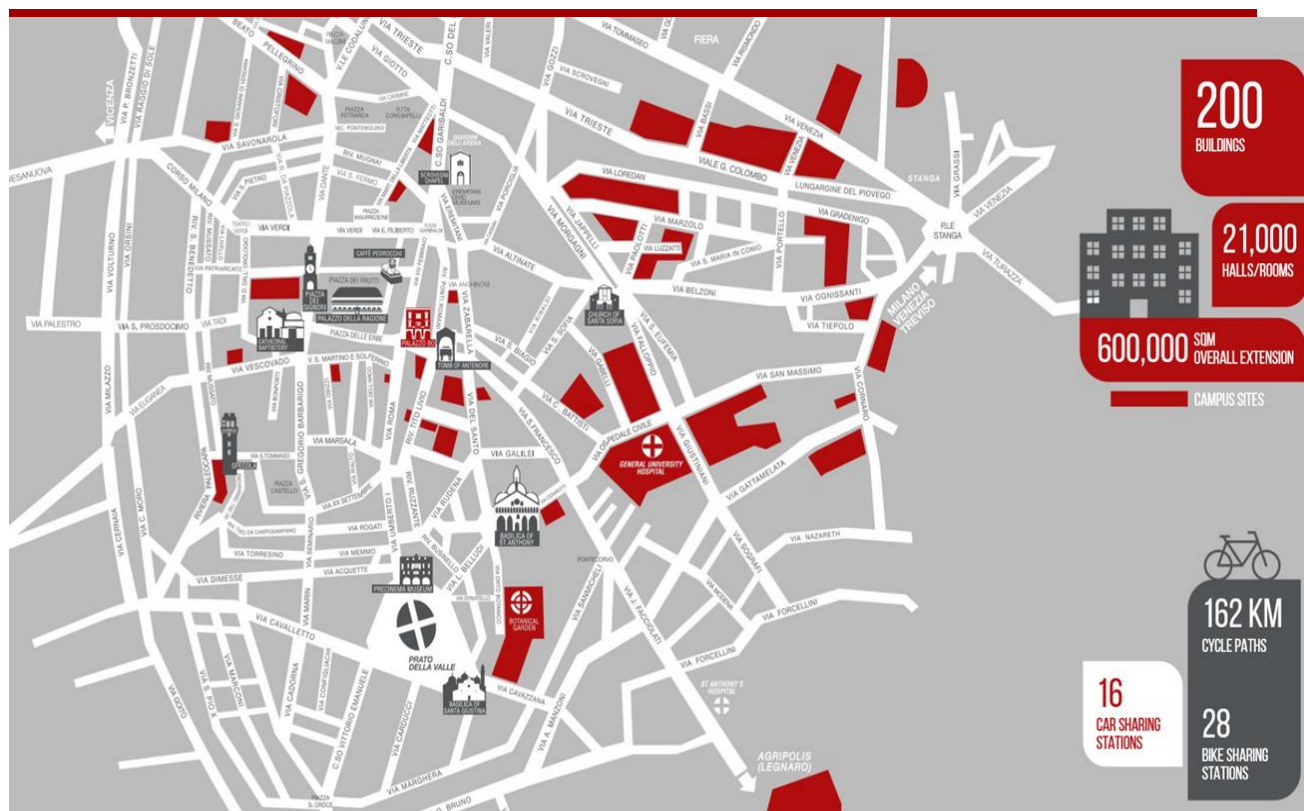
- orientation and advising for degree programme choice;
- admission and enrolment;
- students' welcome and access to the University services;
- support through the academic career.



To contact the **International Desk** send an email to:

internationaldesk.medicinachirurgia@unipd.it





Further Contacts and Information



Health insurance information



Psychological assistance Services



More about the University of Padua



Emergencies contacts

Medical Emergencies 118

Police/Carabinieri 112

Fire brigade 115

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