



UNIVERSITÀ
DEGLI STUDI
DI PADOVA

Studying in Italy

An insight on the Italian Academic System
for a well-equipped beginning



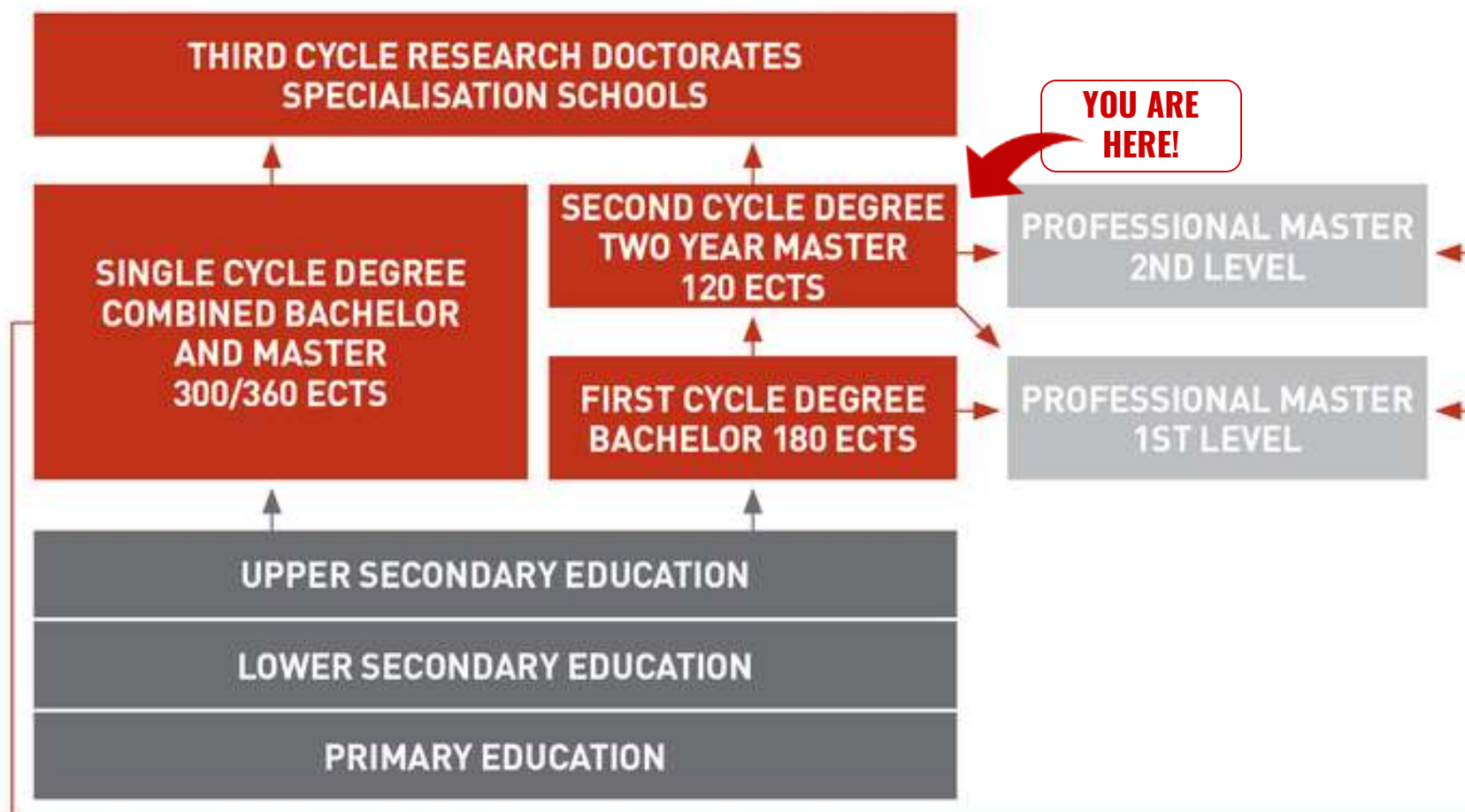
AGENDA

- ❖ **Welcome to Italy - A new cultural environment**
- ❖ **The Italian Academic System**
- ❖ **The Academic Calendar**
- ❖ **Exams: Info&Tips**
- ❖ **The Organisation of the University: Structures & Services**
- ❖ **Communicate with the University**





Italian education programme scheme





ECTS

(European Credit Transfer and Accumulation System)

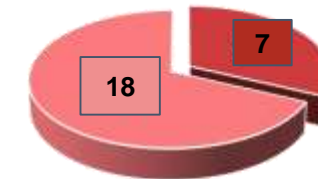
Each exam/activity corresponds to a certain number of credits (CFU/ECTS). ECTS credits are a unit of measure, which allows you to estimate your workload and can be recognised by other universities.

Italian CFU (Credito Formativo Universitario):

- equivalent to the ECTS credit system
- based on the concept of “workload”: **1 CFU corresponds to 25 hours of student work**, including individual study
- The average quantity of academic work performed by a full-time student in **one year** is by convention measured as **60 credits**

1 CFU = 25 hours

- class hours
- independent study hours



1 ECTS = 1 CFU
1 CFU = 25 HOURS of workload
1 YEAR = 60 CFU



The academic calendar is organized in **semesters**



SECOND SEMESTER	1 February - 30 June 2024
EASTER HOLIDAYS	29 March - 2 April 2024
GRADE REGISTRATION SESSION	from 17 June 2024

Note: TPTI students are required to remain in Padua for the **whole** duration of the semester.



Main type	Sub-type	Description	Train to...
Written Exam	open-questions	write short or long answers to written questions	articulate your answer in written form in English
	multiple choice	select the correct option/complete a sentence	recognise the correct option among various
	solving problems/equations	solve written problems	solve exercises fast
	paper / written essay	prepare an essay at home and hand it in for evaluation	do bibliographical research and articulate your thoughts
Oral Exam	interview/open questions	answer questions orally	speak in public, repeat subjects out loud with peers
	solving problems (whiteboard)	solve problems following verbal instruction	solve exercises fast while explaining what you are doing
	PPT presentation	prepare a presentation at home and explain it to the commission	create PPT presentations and present them (public speaking); try out your presentation with peers



- ❖ For each course, you may find the corresponding **type of exam** in the [Syllabus](#).
- ❖ The professor decides how the exam will be conducted.
- ❖ The professor can assign **group works** during classes: these may count as a part of the final evaluation.
- ❖ You will be evaluated for your **individual performance**: prepare with your peers, but **do not copy or cheat during the exam!**
- ❖ Any essay/paper you prepare at home will be checked with an **anti-plagiarism software**. Make sure the essay you hand in is your original work (do not copy sentences from others' work without properly quoting them). The same software will be used to check your final thesis before evaluation.



Italian Universities use a 30-based evaluation system:

- **18 corresponds to “pass”**
- **30 is the maximum** available grade

In case of outstanding performance, the *30 cum laude* can be attributed (30 e lode).

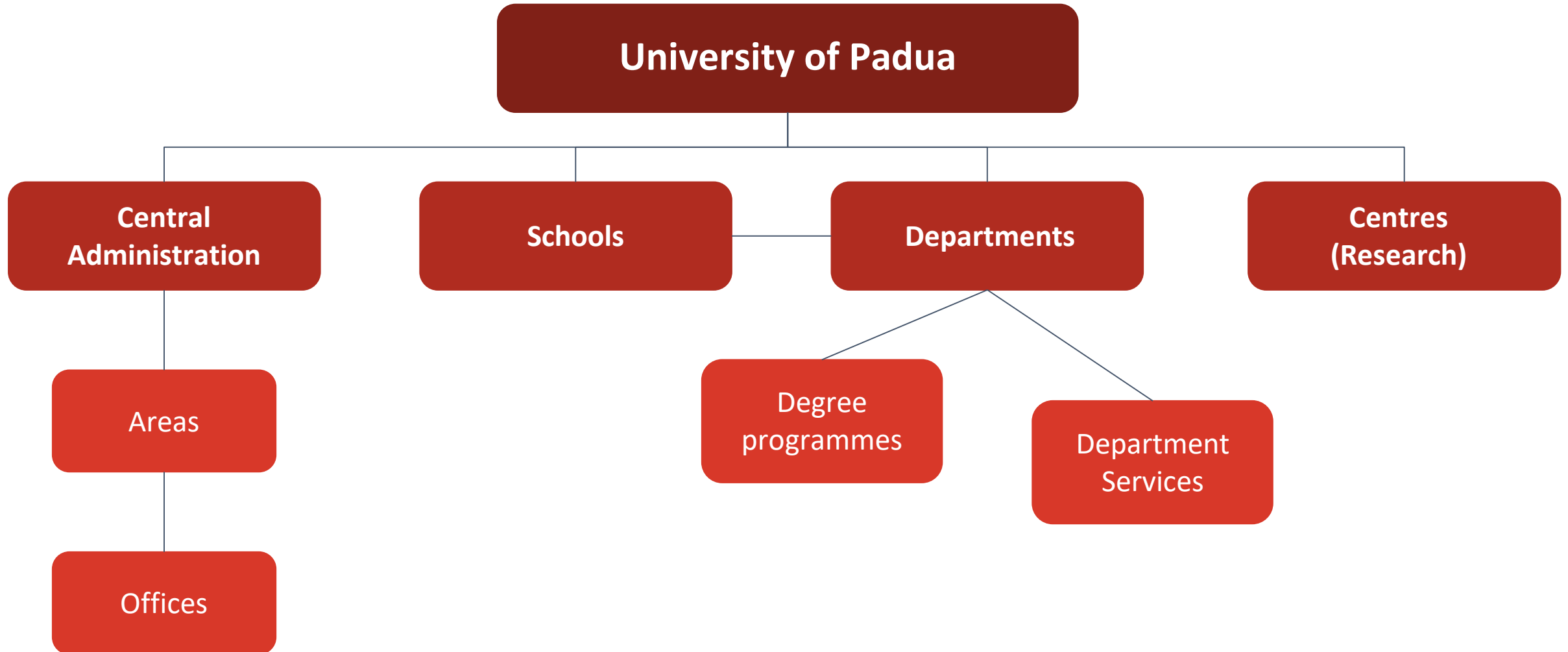
Unipd Grade	30 e lode	30	29	28	27	26	25-24	23-18	<18
ECTS grade	A	A-B	B	B-C	C	C-D	D	E	Failed

The grade attributed by the professor is **final**.

You can not ask for amendments.



HOW IS THE UNIVERSITY ORGANIZED?





For any specific issue or query, there is an appropriate service to contact. Please get acquainted with the services offered by your Department. In general:



ADMINISTRATIVE ISSUES

For Administrative issues such as Course Timetables, Study Plans, Exams, Graduation Sessions students should contact the Teaching Office:

erasmusmundus.tpti@unipd.it



ACADEMIC MATTERS

For academic matters such as coursework, grading, thesis, ecc., students should contact their professors.



PEER-TO-PEER

For peer-to-peer support concerning your university life, you can contact the Tutor Buddy and the Student Representatives of the Department.



COMMUNICATION - YOUR STUDENT NUMBER

When you finalise your enrolment, you receive an email.

The email contains:

- your personal email address: **name.surname@studenti.unipd.it**
- your student number (“matricola”), which you use to:
 - identify via email
 - access to your profile on UNIWEB

Remember to verify all your personal information (name, surname, etc.).

When addressing emails to professors or offices of the University, **you must always use your name.surname@studenti.unipd.it address, include your student number and specify the name of your degree programme.**

EXAMPLE:

*Dear Professor,
I am a first year student in the Erasmus mundus TPTI
Master's degree programme. I am writing to you because....*

*Best regards,
Name Surname
Student Number: 123446785*



Emails addressed to Professors and Administrative Staff must have the following characteristics:

The language should be formal and polite and avoid the use of slang or colloquialisms. Emails are not chats.

Professional tone

The subject line should clearly convey the purpose of the email and be specific.

Clear subject line

The email should begin with a proper salutation such as "Dear Professor/Dr./Ms./Mr." and end with a professional closing such as "Sincerely" or "Best regards".

Proper salutation and closing

The email should be clear, concise and to the point, without unnecessary information or digressions.

Concise and to the point



Subject: Additional materials - Museums, Collections and Heritage course

Dear Professor ____ (Last Name),

I hope this email finds you well. My name is _____ matricola _____. I am a first year student in the Erasmus mundus TPTI Master's degree programme and I have been attending your course in Museums, Collections and Heritage. I am writing to ask for confirmation whether the materials uploaded in the "Additional materials" section of the Moodle platform will be subject to examination.

Thank you very much for your attention.

Best regards,

EXAMPLE



Professors



Professors are responsible for teaching courses and providing **academic guidance**, but they are not responsible for administrative procedures.

Professors in Italy have **reception hours**: a **dedicated time** when students can go meet them if they need guidance about classes, thesis or research.

You can check the reception hours of your Professors online. You might be required to book an appointment.

Offices



The University Offices are open **Monday to Friday** and they are closed on Saturday and Sunday. **Opening hours may vary**. It is better to **contact Offices via email**.

If you are required to physically go to an Office for some procedures, you will be given information on how to book an appointment.

Kindly note: DiSSGeA Offices can take up to 72 hours to reply.



Thesis

Thesis supervisors are in charge of guiding you in the process of researching and writing your thesis. You are required to meet the deadlines included in the TPTI *Chronogramme de suivi*, the graduation guidelines of your *Université d'affectation* and those established by the supervisors themselves.

Keeping in touch with supervisors in good time so you can meet the deadlines is your responsibility.

Students graduating at the University of Padua will receive all the specific information through the Moodle platform.



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Thank You!