

UNIVERSITY
OF PADUA



INTERNATIONAL PHD GUIDE

2020



A multidisciplinary University where ideas flow and mix through the exchange of people.

A University that sees in the strength of its research a globally recognized value. A place where Galileo Galilei, founder of the scientific method, spent «the best years» of his life.

An educational institution rooted in a beautiful territory, waiting to be discovered. This is the University of Padua.

The guide is a handy tool to navigate your way around the University and live your experience to the fullest.



Rosario Rizzuto

Rector of the University of Padua

Patrizia Burra

*Vice Rector for Research training
of the University of Padua*

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BEFORE YOUR ARRIVAL

VISA REQUIREMENTS

A Visa is a conditional travel document granted by a territory to a foreigner, allowing them to enter, remain within, or to leave that territory. The visa for Italy is issued by the Italian Embassies/Consulates in the Country of residency. That means that the passport needs to be submitted to the Embassy/Consulate for the application process. Upon arrival you will have to apply within 8 days for the Italian resident permit. In order to

enrol at the University, non-EU citizens should contact the Italian Embassy/Consulate in their own Country of residence in order to obtain a student visa. The Embassy/Consulate will issue an entry visa for study purposes to applicants who have been admitted. Do not enrol with a tourist visa. Only students with a student visa are eligible for enrolment. Please inform the PhD Office if you have any difficulties obtaining a visa or your date of arrival has been delayed. For more information, visit the [website](#).

TAX CODE

The Italian tax code (*codice fiscale*) is an alphanumeric code which allows Italian authorities to identify every individual. The tax code is essential if you need to sign a contract in Italy, to open a bank account, and to access various public services (including health services).

The tax code is issued by the Italian Revenue Agency (*Agenzia delle Entrate*). The PhD Office will request a tax code on your behalf and forward it to you once ready. Please note that it may take several weeks. Your tax code is unique and will never expire. Once obtained, it may be used if/when you return to Italy.



EQUIVALENCE OF FOREIGN QUALIFICATION

You can attend a PhD Course only if the academic qualification awarded abroad is equivalent to a second-cycle Italian degree (*Laurea magistrale a ciclo unico - Laurea magistrale*) awarded at an officially recognized foreign academic institution, which grants admission to a PhD course in the education system/Country in which it was awarded (except for significant differences). When enrolling, you will be asked to attach an *Attestato di comparabilità del titolo estero* (Statements of Comparability) produced by CIMEA. Alternatively, you might attach the Diploma Supplement if your qualification is awarded in an EU Country (or in any of the Countries taking part in the Bologna Process) or Declaration of Value in case the qualification is awarded in a non-EU Country. Information on the *Attestato di comparabilità del titolo estero* are available [here](#) ; whereas on the Diploma Supplement [here](#) . For further information on the Declaration of Value, visit the [web page](#) .

HOW TO GET TO PADUA

FROM VENICE AIRPORT

From the airport, travel to Padua by:

- BUSITALIA VENETO coach (every 30 minutes) until 10pm



- Train from Venezia-Mestre railway station. The airport is linked to the train station by ATVO Fly bus or ACTV city bus no. 5
- Air Service (tel. +39 049 8704425, reservation@airservicepadova.it) or Landomas minibus (tel. +39 049 8600382, landomas@landomas.it). Book at least 24 hours in advance.

FROM TREVISO AIRPORT

The airport serves low-cost airlines. Travel to Padua by La Marca coach until 8.30pm or by train. The airport is linked to the train station by ACTT bus no. 6.

BY TRAIN

The railway station is a 15-minute walk from the old city centre; there are train services to Venice, Trieste, Verona, Milan, Bologna, Florence and Rome.

For timetables and information:

Trenitalia (high speed and local trains)

Italo (high speed trains)

HOUSING

During your stay in Padua, you can find accommodation:

ESU RESIDENCES

Fees depend on income, merit and type of accommodation. An online call for application is published every year at the beginning of the summer. University guesthouses are open from October to the



end of July. [Here](#) further information. For bookings, write to accommodation@esu.pd.it; you will be asked to provide your personal details and the dates of arrival and departure.

PRIVATE COLLEGES

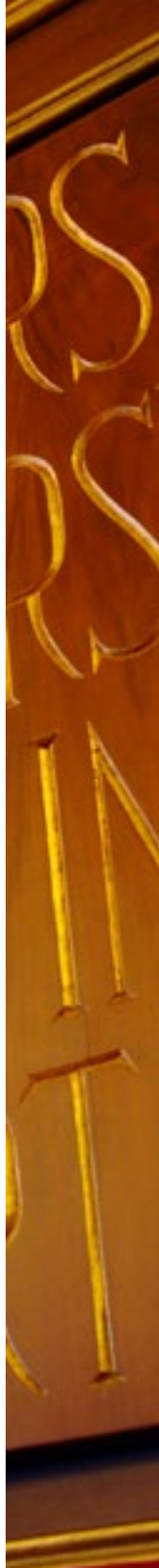
The University of Padua has signed multiple agreements with some private colleges in order to reserve some places for international students. Each college applies different prices and conditions and includes different services (e.g. half/full board). If you wish to benefit from this opportunity, please contact directly the college you are interested in. More information available at the following [link](#).

PRIVATE FLATS

All students can search for private accommodation on HousingAnywhere, an international housing platform for students, PhD candidates and trainees. Through HousingAnywhere students can safely book their new accommodation, offered by verified private landlords and by outgoing students. Rooms offered by outgoing students can be easily recognized thanks to the “Verified Student” VIP badge on their profile. To receive a UniPd VIP profile and priority access to the listings visit the [website](#).

For more information:

vip@housinganywhere.com





ON YOUR ARRIVAL

RESIDENCE PERMIT

Non-EU citizens must request the stay permit within 8 working days from their arrival.

The University of Padua has an office to help foreign students complete the procedure. You can find the required information at the following [link](#). For further clarifications, please contact SAOS.

HEALTHCARE

You can either choose to buy a private insurance or enroll in our National Health

Service. You can find all information at the following [link](#).

BANK ACCOUNT

Foreign PhD candidates with a scholarship may be required to open a bank account while in Italy. In such case, simply go to a branch office of any bank with the following:

- Your tax code
- Your passport
- Receipt of your residence permit
- Certificate of your enrolment at the University of Padua

NATIONAL PENSION INSTITUTE INPS

The University must pay social security taxes on the PhD scholarship (some types of scholarships are exempted). In order to do so, it is necessary for you to be registered at the Italian National Institute for Social Security (INPS). The enrolment is online and you need to have a PIN CODE. As the procedure is only in Italian, you should go to the INPS office and ask for the PIN CODE to be enrolled in the *Gestione Separata* or go to www.inps.it and fill in a PIN [Request Form](#). Then you must come back to our office with the tax code and the PIN CODE and we will enrol you to *Gestione Separata*.



INPS PIN CODE APERTURA GESTIONE SEPARATA

Via Delù 3, 35131 Padua

Office opening hours:

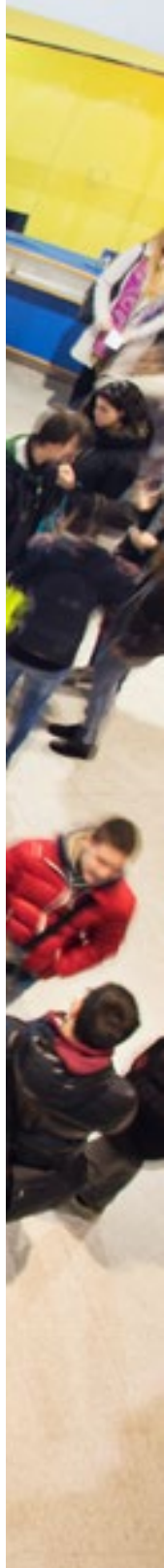
from Monday to Friday 8.30-12.30am

WELCOME MEETINGS

At the beginning of each academic year, new PhD candidates are invited to attend a Welcome Day organized by the PhD Office.

FAMILY REUNIFICATION AND COHESION

You can find all information at the following [link](#).





LIVING THE UNIVERSITY OF PADUA

Foreign PhD candidates are **required by law** to always carry with them a passport and permit of stay. If the permit of stay has not yet arrived, take with you the application receipt. European PhD candidates are **required by law** to carry their ID cards at all times. Keep a copy of all important documents at home in case the originals are stolen.

DISCOVERING PADUA

A city definable as truly **student-friendly**, Padua hosts over 58,000 students within

a population of little more than 210,000 inhabitants: these are the numbers depicting one of the oldest university towns, where student and city life coexist in close proximity on a daily basis. You can find all information at the following [link](#).

PUBLIC TRANSPORTATION

The University promotes various initiatives in order to improve sustainable transport in urban areas. **City buses and tram** are run by *APS Mobilità*: tickets can be bought at *edicole* (newsagents) and *tabaccherie* (tobacconists); bus passes are available at APS offices and online. A special transport for people with disabilities can be booked by phone: 840.00055

An on-call **night bus** service, founded in collaboration between the University, the Municipality of Padua and Busitalia Veneto, is also available, upon request via the Night Bus App. There are two **Bike sharing** options in Padua:

- Goodbike Padua
- Mobike (stationless)

Enjoy our 170km of cycling paths!
More information available [here](#).

PSYCHOLOGICAL ASSISTANCE

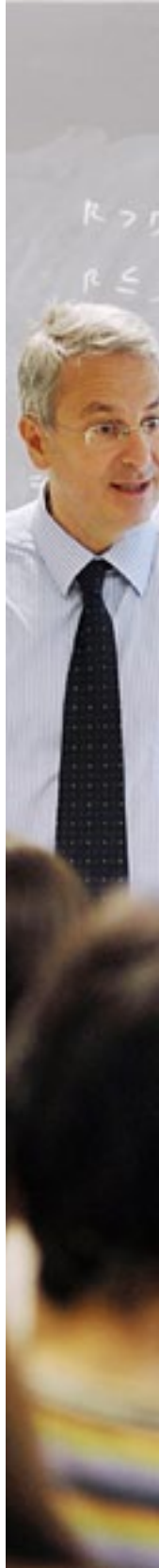
The Psychological Assistance Service is a point of reference for students who encounter



psychological difficulties during their studies (anxiety, relationship problems, academic performance). It provides counselling so that students can play a productive role in University life, reaping the benefits of their studies, and offers valuable information and support regarding addictions (smoking, alcohol, drugs, eating disorders etc.). The Service is set up by the *Centro dei Servizi Clinici Universitari Psicologici (SCUP)*. International students can book an appointment by writing to scup@unipd.it

OMBUDSMAN

The Ombudsman was established with the aim of providing advice and assistance to the students of the University, protecting their rights and ensuring the impartiality, correctness and timeliness of the administrative action. Among the various assignments, the Ombudsman verifies that the administrative and didactic activities are carried out in compliance with the University statute and regulations. He receives, by appointment, during the opening hours of the Office. More info [here](#).



EMERGENCIES

Polizia - Police

113

Carabinieri - Military Police

112

Vigili del fuoco - Fire Department

115

Soccorso sanitario - Ambulance

118

Polizia municipale - City Police

049 8205100

RESOURCES AND SUPPORTS FOR STUDENTS WITH DISABILITY OR LEARNING DISABILITIES

For information, consider the PhD Selection Announcement and the webpages available [here](#).

MOBILE PHONES

Upon arrival, you may need to buy a mobile SIM card, choosing between a prepaid or postpaid one. A wide range of traffic plans are available, so choose carefully and check the terms and conditions.



You can get:

- a prepaid SIM card (*ricaricabile*): it must be regularly recharged with credit vouchers (*ricariche*) that can be done at tobacconists, bars, ATMs or online;
- a mobile contract (*abbonamento*), a permanent contract at a fixed monthly rate.

To get a prepaid SIM card or a contract, you will need:

- identity document/passport
- Italian address
- tax code (*codice fiscale*)

CANTEENS

Living costs vary greatly depending on the type of accommodation, whether you are sharing accommodation with roommates, and your overall standard of living. At the following [link](#) you can find estimates of average living costs. All students and staff can use the canteens managed by ESU or other partners. Canteens are located in the city centre or near the main University buildings (even in other cities).

The [price of meals](#) (lunch or dinner) varies according to your financial situation (assessed by the ISEE). Access to canteens is provided through **QR code identification**, available, upon accreditation, on the [web page](#).

For further information, visit the [website](#).



BENEFITS AND CONTRIBUTION TO RIGHT TO STUDY

Via San Francesco 122, 35121 Padua
dirittoallostudio@esu.pd.it

STUDENT ASSOCIATIONS

The University of Padua features several social, cultural and sport associations involving the university community and the citizens of Padua.

ADI (ASSOCIAZIONE DOTTORANDI E DOTTORI DI RICERCA IN ITALIA) is a non-profit, politically independent association founded in 1998, aimed at the defence of PhD students and young researchers' rights. Its local section - ADI Padua - does not only promote representative actions, but also organizes cultural and social events for the community of young researchers.

For more information: padova@dottorato.it

INTERNATIONAL STUDENT COUNCIL is the representative association of international students at the University of Padua, providing support and promoting social interaction and cultural exchanges.

ERASMUS STUDENT NETWORK (ESN) is a non-profit international student organisation that provides opportunities for cultural understanding and self-development under the principle of "Students Helping Students".



SPORTS

Thanks to the CUS (*Centro Universitario Sportivo* - University Sports Centre), the University of Padua offers many possibilities to practice sport (e.g. athletics, rugby, volleyball, basketball, boat races) both at competitive and amateur levels in two sports facilities in Padua. Every year students can take part in the *Ludi del Bo* (tournaments for university students and staff) and in the National University Championships. The University supports students with disabilities willing to practice sport, especially Paralympic disciplines. The University of Padua also grants some financial benefits to athlete-students with specific competitive sport merits.

More info available [here](#) and [here](#).

LANGUAGE COURSES

The University Language Centre promotes the learning of modern foreign languages taught at the University of Padua and of Italian as a foreign language. It organises different types of courses, learning activities, self-learning initiatives, and language assessment at any level. It features a media library, whose resources can be freely accessed. Information available at the following [link](#).



WIFI

Padua, just like a growing number of other cities around the world, has opened up a series of free Wi-Fi hotspots in the most beautiful and publicly accessible parts of the city. More details [here](#).

UNIPD EMAIL

All PhD students have an email address name.surname@studenti.unipd.it; after enrolment, you will receive an email with instructions in order to activate it.

LIBRARIES

To develop co-ordinated library services, the University of Padua has set up a Library Centre, to oversee and promote the facilities and services offered by the several University of Padua libraries in the city. The list of libraries and information on access are available [here](#).



HOLIDAYS

All public offices and university functions are closed on Public Holidays. Consider the Key Academic Dates of our University available at the following [link](#).

New Year's Day <i>Capodanno</i>	1 January
Epiphany <i>Epifania</i>	6 January
Easter Monday <i>Pasquetta</i>	Monday after Easter
Liberation Day <i>Festa della Liberazione</i>	25 April
International Workers' Day <i>Festa del Lavoro</i>	1 May
Republic Day <i>Festa della Repubblica</i>	2 June
Assumption <i>Ferragosto / Assunzione</i>	15 August
All Saints' Day <i>Ognissanti</i>	1 November
Immaculate Conception <i>Immacolata Concezione</i>	8 December
Christmas Day <i>Natale</i>	25 December
St. Stephen's Day <i>Santo Stefano</i>	26 December



PHD LIFE

SCHOLARSHIP

PhD students awarded a scholarship (specific types of scholarships may vary), will receive an annual amount of € 15.343,28, paid in 12 monthly instalments.

The scholarship is subject to social security deductions according to current legislation and benefits the tax relief provided by art. 4 L. 476/1984 (IRPEF exemption).

The scholarship will only be assigned to students whose annual income, during the

PhD programme, does not exceed the sum of € 15.343,28 (income from occasional work is not taken into account).

RESEARCH BUDGET

PhD students with scholarship (specific types of scholarships may have different provisions) have a total research budget of € 3.068,66 starting from the second year.

Expenses admitted are: travels, conference and seminars fees, consumables (e.g. chemical reagents, audio-visual media, photocopies...), publication fees, specific training aimed at research (e.g. language courses).

Ask the administrative contact of your PhD Course for more information.

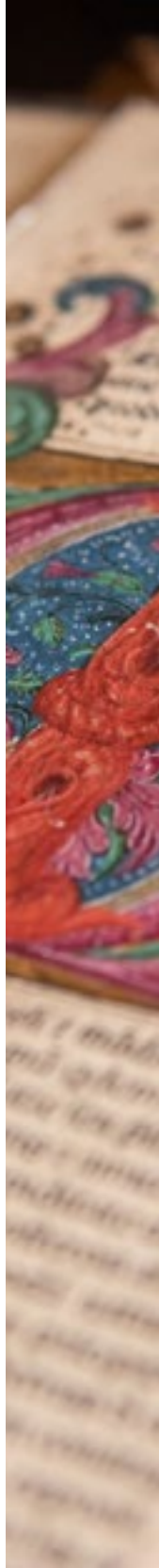
INCREASE OF SCHOLARSHIP FOR PERIODS ABROAD

For research periods abroad longer than 20 days, PhD students with scholarship (specific types of scholarships may have different provisions) may ask for an increase of 50% of their scholarship. Procedure and forms are available on the website.

SUSPENSIONS

You can be granted suspension in these cases:

- illness, maternity leave or civil service:



send to our office and to your PhD course the communication regarding your case indicating the period of suspension and attaching justification

- serious problems: write an email to your PhD Course coordinator indicating the period of suspension and the motivation; the Academic Board of the Course will decide whether to accept your request or not

Suspensions longer than 30 days will cause suspension of the scholarship and an extension of your PhD in order to allow you to make up for the lost time.

CERTIFICATES

In case you need a certificate attesting you are a PhD student of our University or that you finished your PhD course, please send an email to phd@unipd.it indicating what you need (purpose of the certificate and language – Italian or English).

Consider that we have 30 days of time to answer your request.

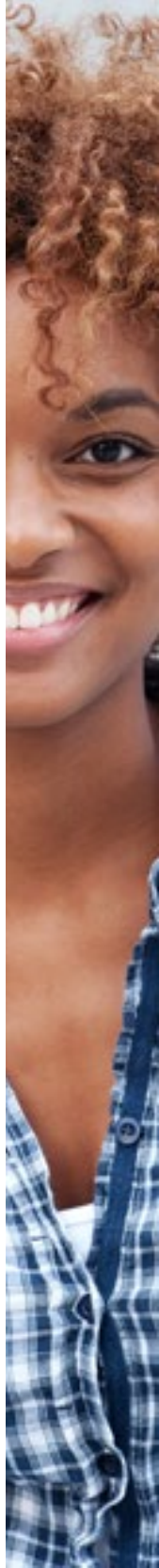
You can either collect your certificate in our office or ask us to send it by email.

In some cases, you will have to pay a revenue stamp (*marca da bollo* € 16).



COTUTELLE

The cotutelle consists of a collaboration between two Universities of two different Countries aimed at creating a training course for students enrolled in PhD courses active in the partner universities. This collaboration foresees that the PhD student has to carry out his/her thesis work at the two venues for alternate periods, preferably of equivalent duration and in any case for a minimum period of six months under the co-supervision of two professors, one for each university. The training course ends with a single exam following which a diploma (double or joint) is awarded in both Countries.



CONTACT OFFICES

PHD OFFICE

Via Venezia 15

35131 Padua

Tel + 39 049 827 6071

phd@unipd.it

Public Opening Hours:

Monday 10am-1pm

Tuesday 10am-1pm and 3-4.30pm

Wednesday 10am-1pm

Thursday 10am-3pm

Friday 10am-1pm

SAOS DESK

Palazzo Bo

Via 8 febbraio 2

35122 Padua

Monday and Wednesday 11.30 am-1pm

Tuesday 3-4.30pm

Thursday 1.30-3pm

saos@unipd.it

[link](#)

ESU

Via San Francesco 122

35121 Padua

[link](#)

INPS

Via Delù 3

35131 Padua

Office opening hours:

from Monday to Friday 8.30-12.30am

[link](#)

ULSS 6 EUGANEA

Via degli Scrovegni 12

35131 Padua

Tel 049 8214073

Office opening hours:

from Monday to Friday 8.30-12am

Monday and Thursday also 2.30-4.30pm

[link](#)





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DEGLI STUDI
DI PADOVA



WWW.UNIPD.IT