



Guide for Tutor 2026-2027



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1. Function and Role of the Tutor

Functions

Tutoring at Schools and Departments	Informational Tutoring: Welcome services, organizational and academic support, fostering student-faculty interaction, facilitating access to information (filling out study plans, using teaching tools, general guidance on available services, etc.). Role: Facilitator and Mediator. Academic Tutoring: Academic and learning support in subject areas with notoriously critical exams, assistance during educational lab activities, and workshops/courses to improve study skills and methods. Welcome and Support Tutoring: Participation in University Open Doors (welcome events for first-year students), running info points during orientation days, organizing events and seminars for students, and preparing informational materials. For each area, the Coordinating Tutor will serve as team leader and spokesperson within the governing bodies responsible for academic organization.
Support Projects	Projects aimed at improving teaching quality involve specially selected tutors who provide support under the supervision of the relevant University Office. Projects and initiatives are planned on an annual basis and subject to periodic monitoring and evaluation, ensuring timely and effective adjustments to the educational support requested by students. Projects: • Tutor for Inclusion • Project International Mobility • Project Buddy - International students • Project Buddy - International PhD students • Università in carcere [University in Prison] Project • Student-athlete dual career project • Student Services Office • SAP Service - O.U. Well-being without risks • Student Well-being Promotion and Mental Health Support Project • Project Mentoring & Service Learning • Project Me.Mo. - Merit and Social Mobility • Information Support for the "Open Semester"

Role of the Tutor

Who is the Tutor?	The tutor is to be understood as a “process facilitator”. The tutor’s expertise must be a 'perceptive knowledge'—that is, a form of knowledge that is not merely automatic, but takes on meaning within the framework of fostering student independence and skills development. The tutor must aim to “activate” the student in front of them whenever delivering a service: whether providing information, explaining a concept, or offering practical exercises. The tutor's core strength lies in being a “more experienced peer” to rely on whenever doubts arise.
Getting Off to a Good Start!	• “Functional Setup”: A strong and continuous relationship with the Faculty Contact Person, Degree Programme Chairs, the Student Secretariat/Academic Office, and the Central Tutoring Office... (Directory of Useful Contacts). • “Organizational Setup”: The ability to organize and coordinate effectively among fellow tutors (creating a contact network for quick and brief updates: WhatsApp, mailing lists, Google Drive, etc.). • “Logistical Setup”: A clearly visible and easily accessible "space" for students (clear signage, up-to-date contact details, and office hours). • “Technical Setup”: Phone, computer, email, website, and social media.
Frequently Asked Questions	• Should a tutor give private lessons? No. The tutor is NOT a professor's assistant, nor a private tutor for a specific subject! • Is tutoring an information desk? No. The tutor does NOT work in a call center, nor in an administrative office! If tutors themselves do not clarify their own identity first, students will find it even harder to do so...
Useful Advice...	• Structure your response to provide tools that build independent problem-solving skills. • Do not do the work for others!!! • Build a dynamic, informal, and direct relationship with students.

2. Offices and Services: What might be useful to you

UFFICIO SERVIZI AGLI STUDENTI

- Settore Benefici Economici
- Settore Orientamento e Tutorato
- Settore Inclusione

UFFICIO CARRIERE STUDENTI

- Settore Immatricolazioni e prove di accesso
- Settore Front-office
- Settore Back-office Scuole Scientifiche
- Settore Back-office Scuola di Medicina e Chirurgia
- Settore Back-office Scuole Umanistiche e delle Scienze Sociali

UFFICIO CAREER SERVICE

- Settore Stage e Tirocini
- Settore Placement
- Settore Orientamento al lavoro

UFFICIO POST LAUREAM

- Settore Formazione Insegnanti ed Esami di Stato
- Settore Master e Formazione Continua
- Settore Scuole di Specializzazione

UFFICIO DOTTORATO DI RICERCA

- Settore Accreditamento, Accordi e Carriere Phd
- Settore Phd Desk

GLOBAL ENGAGEMENT OFFICE

- Settore Admission and Welcome
- Settore Recruitment
- Settore International desk

PROJECTS AND MOBILITY OFFICE

- Settore International Projects
- Settore Mobility
- Settore Strategic Partnerships

SERVIZIO SCUP

- SAP – Unità Operativa Consultazione Psicologica
- SAP – Unità Operativa Apprendimento e Studio
- SAP – Unità Operativa Benessere Senza Rischio
- SAP – Galileiana
- SAP – sedi distaccate di Treviso, Rovigo, Vicenza

SISTEMA BIBLIOTECARIO DI ATENEO

CENTRO LINGUISTICO DI ATENEO

COMMISSIONE ORIENTAMENTO E TUTORATO DI ATENEO

DIPARTIMENTI

UFFICIO SERVIZI AGLI STUDENTI	
Address	Via Portello 19-25 – 35129 Padova
Supervisor	Alessandra Biscaro alessandra.biscaro@unipd.it

The “**Servizi agli Studenti**” Office ensures the promotion of incoming orientation activities; manages financial aid, incentives, and concessions for students; provides support services for students with disabilities and learning difficulties, as well as initiatives fostering inclusive environments. Furthermore, it manages summer degree programmes at the Bressanone campus.

It is organized into three Sectors: Benefici economici, Orientamento e Tutorato, Inclusione.

1. Settore Benefici economici	
Address	Via Portello 19 – 35129 Padova
Supervisor	Emiliano Longo emiliano.longo@unipd.it
E-mail	benefici.studenti@unipd.it
Office Opening Hours	Monday and Wednesday 10.00 AM – 1.00 PM Tuesday 10.00 AM – 1.00 PM 3.00 – 4.30 PM Thursday 10.00 AM – 3.00 PM Friday online service only 10.00 AM – 1.00 PM Telephone desk: 049 827 5035
Webpage	www.unipd.it/tasse-agevolazioni

The “Benefici economici” Sector is responsible for:

- Administrative management for the calculation and billing of annual student tuition fees
- Administrative management of student financial aid, including fee waivers and refunds
- Management of regional scholarships
- Management of rankings and eligibility lists for student part-time work opportunities (collaborazioni a tempo parziale)
- Support for student-led cultural and leisure initiatives, as well as innovative student projects
- Management of study prizes and awards funded by external bodies and private donors
- Support for the provision of student loans (prestiti d’onore)
- Organization of summer courses and management of the housing allocation list at the Bressanone campus
- Management of agreements and data exchange with the affiliated Tax Assistance Center (CAF)
- Refunds and statutory audits required by current regulations for granting financial benefits
- Administrative management of the Dual Career program for student-athletes (Doppia carriera studente atleta)
- Management of University study rooms and accredited study spaces across the city

2. Settore Inclusione	
Address	Via Venezia 4/A– 35131 Padova
Supervisor	Benedetta Zatti benedetta.zatti@unipd.it
E-mail	inclusione.studenti@unipd.it
Telephone	049 827 5038
Office Opening Hours (by appointment only)	Monday and Wednesday 10.00 AM – 1.00 PM Tuesday 10.00 AM – 1.00 PM 3.00 – 4.30 PM Thursday 10.00 AM – 3.00 PM Friday online service only 10.00 AM – 1.00 PM Bookings at the follow link https://web.unipd.it/prenotazioniservizi/settore-inclusione/
Webpage	www.unipd.it/inclusione-e-disabilita

The “Inclusione” Sector is responsible for:

- Support for students with disabilities
- Support for students with learning disabilities (SLD/DSA) and other vulnerabilities
- Organization of initiatives aimed at building an inclusive environment, with the goal of identifying and designing the necessary support measures for each student to successfully complete their degree program

3. Settore Orientamento e Tutorato	
Address	Via Portello 19 – 35129 Padova
Supervisor	Silvia Preciso silvia.preciso@unipd.it
E-mail	orienta@unipd.it tutorato@unipd.it
Telephone	049 827 5006 (orientamento) 049 827 5008/5037 (tutorato)
Office Opening Hours	Monday and Wednesday 10.00 AM – 1.00 PM Tuesday 10.00 AM – 1.00 PM 3.00 – 4.30 PM Thursday 10.00 AM – 3.00 PM Friday online service only 10.00 AM – 1.00 PM Bookings at the follow link https://web.unipd.it/prenotazioniservizi/settore-orientamento-tutorato/
Webpage	www.unipd.it/orientarsi-iscrivarsi-titolo-italiano www.unipd.it/tutorato

The “Orientamento e Tutorato” Sector is responsible for:

- Promotional activities and school outreach visits at upper secondary schools
- Incoming orientation projects and organization of university choice guidance initiatives
- Promotion and communication of orientation activities
- Selection, training, and monitoring of University tutors
- Coordination of tutoring services across degree programs
- Planning, development, and monitoring of tutoring projects aimed at ongoing student support, improving academic achievement, and enhancing student well-being

UFFICIO CARRIERE STUDENTI

Address	Lungargine del Piovego 2/3 - 35131 Padova <i>Scuola di Agraria e Medicina Veterinaria: Viale dell'Università 16 – 35020 Legnaro</i>
Supervisor	Maria Chiara Ferraresi mariachiara.ferraresi@unipd.it
E-mail	carriere.studenti@unipd.it
Telephone	049 827 6446
Office Opening Hours (by appointment only)	Monday and Wednesday 10.00 AM – 1.00 PM Tuesday 10.00 AM – 1.00 PM 3.00 – 4.30 PM Thursday 10.00 AM – 3.00 PM Bookings at the follow link https://web.unipd.it/prenotazionicarriere/
Webpage	www.unipd.it/carriere-studenti

The **“Carriere studenti” Office** manages the academic career of students throughout their entire university path—from enrollment to graduation—for Bachelor's, Master's, and Single-cycle Master's degree programs across all University Schools.

It is organized into five Sectors: Immatricolazioni e prove di accesso, Front-office, Back-office Scuole Scientifiche, Back-office Scuola di Medicina e Chirurgia e Back-office Scuole Umanistiche e delle Scienze Sociali.

1. Settore Immatricolazioni e prove di accesso

Supervisor	Melania Tria melania.tria@unipd.it 049 827 6422
E-mail	immatricolazioni.studenti@unipd.it
Telephone	049 827 3131/6995/6422
Webpage	www.unipd.it/immatricolazioni https://www.unipd.it/istruzioni-immatricolazione

The “Immatricolazioni” Sector is responsible for:

- Support for issuing calls for applications for degree programs with restricted admission (both national and local entry quotas), as well as open-access programs with Additional Educational Obligations (OFA - Obblighi Formativi Aggiuntivi)
- Organization and management of admission tests (online – TOLC – and in-person)
- Enrollment procedures for single courses, Bachelor's degree programs, and Master's degree programs
- Management of the front office / welcome desk for new student reception and enrollment
- Information support for professors and teaching staff across Departments and Schools regarding enrollment procedures

2. Settore Front-Office	
Supervisor	Alberto Favaretto alberto.favaretto@unipd.it 049 827 6448
E-mail	carriere.studenti@unipd.it conseguimentotitolo.studenti@unipd.it alias.studenti@unipd.it
Telephone	049 827 3131/6454/6452
Webpage	www.unipd.it/frontoffice-carriere-studenti

The “Front-Office” Sector is responsible for:

- In-person and online counseling/advisory services for enrolled students
- Support for the management of courses, exams, and degree completion/graduation sessions
- Management of the welcome desk for both prospective and current students
- Information support for professors and teaching staff across Departments and Schools regarding student academic records
- Coordination of student part-time workers (“studenti 200 ore”) assigned to the Office
- Support in defining the academic calendar and related administrative deadlines
- Issuance of official certificates both in person and online
- Postal delivery of degree diplomas
- Printing of replacement documents and duplicate degree diplomas
- Activation and management of Alias Careers for students enrolled in Bachelor's, Master's, and Single-cycle Master's degree programs

3. Settori di Back-office	
There are three Back-office Sectors:	➤ Back Office <u>Scuole Scientifiche</u> Sectors ➤ Back-office <u>Scuola di Medicina e Chirurgia</u> Sectors ➤ Back-office <u>Scuole umanistiche e delle Scienze sociali</u> Sectors
For their respective Schools, each of the three Back-office Sectors is responsible for:	
• Management of student academic records, study plans, and official certifications • Management of admission to final graduation exams for the relevant degree programs • Management and issuance support for the Diploma Supplement for the relevant degree programs • Information support for professors and teaching staff across Departments and Schools regarding student academic records • Management of student disputes, complaints, and appeals (coordinating with the Legal Affairs Staff in cases of legal action)	

4. Settore Back-office Scuole Scientifiche

Supervisor	Donato Sigolo donato.sigolo@unipd.it 049 827 6445
E-mail	agrariaveterinaria.studenti@unipd.it ingegneria.studenti@unipd.it scienze.studenti@unipd.it
Telephone	049 827 1211 - Option 1: Scuola di Agraria e Medicina Veterinaria - Option 4: Scuola di Ingegneria - Option 7: Scuola di Scienze
Webpage	www.unipd.it/backoffice-carriere-studenti

5. Settore Back-office Scuola di Medicina e Chirurgia

Supervisor	Enrico Speranti enrico.speranti@unipd.it 049 827 6437
E-mail	medicina.studenti@unipd.it
Telephone	049 827 1211 Option 5: Scuola di Medicina e Chirurgia
Webpage	www.unipd.it/backoffice-carriere-studenti

6. Settore Back-office Scuole Umanistiche e delle Scienze Sociali

Supervisor	Alessandra Pampaloni alessandra.pampaloni@unipd.it 334 697 3206
E-mail	economia.studenti@unipd.it scienzepolitiche.studenti@unipd.it giurisprudenza.studenti@unipd.it psicologia.studenti@unipd.it scienzeumane.studenti@unipd.it
Telephone	049 827 1211 - Option 2: Scuola di Economia e Scienze Politiche - Option 3: Scuola di Giurisprudenza - Option 6: Scuola di Psicologia - Option 8: Scuola di Scienze Umane
Webpage	www.unipd.it/backoffice-carriere-studenti

UFFICIO CAREER SERVICE	
Address	Via Martiri della Libertà 2, Padova
Supervisor	Anna Boaretto anna.boaretto@unipd.it 049 827 3901
E-mail	placement@unipd.it
Telephone	049 827 3075
Phone Support Hours	Monday, Wednesday and Friday 10.00 AM – 1.00 PM Tuesday 10.00 AM – 1.00 PM 3.00 – 4.30 PM Thursday 10.00 AM – 3.00 PM
Webpage	www.unipd.it/career-service

The **Career Service Office** facilitates the transition from university to the job market by analyzing and developing opportunities for internships, traineeships, and career orientation projects.

It is organized into three Sectors: **Stage e Tirocini**, **Placement** e **Orientamento al lavoro**.

1. Settore Stage e Tirocini	
Supervisor	Alessandra Lighezzolo alessandra.lighezzolo@unipd.it 049 827 3070
E-mail	stage@unipd.it stage.estero@unipd.it
Office Opening Hours	By appointment only via this link: https://web.unipd.it/prenotazionicareerservice/
Webpage	www.unipd.it/stage

The “Stage e Tirocini” Sector is responsible for:

- Management of curricular and extracurricular internships and traineeships in Italy and abroad
- Design and management of mobility programs for internships abroad
- Organization of the University’s participation in career fairs and industry events

2. Settore Placement	
Supervisor ad interim	Caterina Marini caterina.marini@unipd.it 049 827 3069
E-mail	placement@unipd.it aziende.careerservice@unipd.it (per le aziende)
Office Opening Hours	From Monday to Friday 10.00 AM – 1.00 PM
Webpage	www.unipd.it/job-placement

The Placement Sector is responsible for:

- Job Placement services for graduates and PhD holders
- Relations with companies, trade associations, institutions, and other employers to gather recruitment needs and match them with the skills offered by students, graduates, and PhD holders
- Organization of recruiting events

3. Settore Orientamento al lavoro	
Supervisor	Graziella De Bortoli graziella.debortoli@unipd.it 049 827 3902
E-mail	placement@unipd.it
Office Opening Hours	From Monday to Friday 10.00 AM – 1.00 PM
Webpage	www.unipd.it/orientamentolavoro

The “Orientamento al lavoro” Sector is responsible for:

- Individual and group career guidance services
- Design and management of career guidance workshops and seminars
- Drafting and managing projects for the development of tools to support employability

UFFICIO POST LAUREAM

Address	Via Ugo Bassi 1, Padova – Torre C3
Supervisor	Andrea Crismani
E-mail	andrea.crismani@unipd.it
Office Opening Hours	Monday, Wednesday and Friday 10.00 AM – 1.00 PM Tuesday 10.00 AM – 1.00 PM 3.00 – 4.30 PM Thursday 10.00 AM – 1.00 PM Bookings at the follow link https://web.unipd.it/prenotazionipostlauream/

The “**Post Lauream**” Office manages the academic records of students enrolled in postgraduate courses and programs. Additionally, it provides guidance and administrative support for the establishment and activation of these programs, assisting proposing departments and faculty members through dedicated procedures.

It is organized into three Sectors: **Formazione Insegnanti ed Esami di Stato, Master e Formazione Continua, Scuole di Specializzazione.**

1. Settore Formazione Insegnanti ed Esami di Stato

Supervisor	Rebecca Del Francia rebecca.delfrancia@unipd.it
E-mail	tfa.lauream@unipd.it esamidistato.lauream@unipd.it
Telephone	Formazione insegnanti: 049 827 6388 Esami di Stato: 049 827 6381
Phone Support Hours	From Monday to Friday 10.00 – 12.30
Webpage	Esami di stato: www.unipd.it/esami-stato Formazione Insegnanti: www.unipd.it/formazione-insegnanti

The “**Formazione Insegnanti ed Esami di Stato**” Sector is responsible for:

- Management of teacher training programs: application processing, student admissions, preliminary assessment of foreign qualifications, database entry, and management of academic records, study plans, certifications, and diploma issuance
- Operational support for ministerial platforms (such as SOFIA) and the Teacher Training Allowance (*Bonus Docenti*)
- Advisory services regarding entry requirements for teaching competitions (*concorsi a cattedre*) and teaching subject credentials (*classi di abilitazione*)
- Management of student disputes and administrative appeals (excluding formal legal proceedings)
- Management of educational partnerships and agreements with national and international institutions
- Administrative support for State Licensing Examinations (*Esami di Stato*) for regulated professions
- Information support for teaching staff and academic collaborators, as well as coordination of course evaluations by enrolled students

2. Settore Master e Formazione Continua

Supervisor	Diana-Giorgia Tonon dianagiorgia.tonon@unipd.it
E-mail	formazionecontinua.lauream@unipd.it titoliesteri.lauream@unipd.it
Telephone	049 827 6373/6374
Phone Support Hours	From Monday to Friday 10.00 – 12.30 AM
Office Opening Hours	Monday, Wednesday and Friday 10.00 AM – 1.00 PM Tuesday 10.00 AM – 1.00 PM 3.00 – 4.30 PM Thursday 10.00 AM – 3.00 PM
Webpage	Master: www.unipd.it/master Formazione Permanente: www.unipd.it/formazione-permanente

The “**Master e Formazione Continua**” Sector is responsible for:

- Support for the design and planning of Professional Master’s programs, advanced training courses (*corsi di perfezionamento*), executive education, catalog courses, and lifelong and recurring education initiatives
- Management of courses, exams, and admissions: processing of applications, preliminary evaluation of foreign qualifications, database entry, and management of academic records, study plans, scholarships, certifications, and diploma issuance
- Management of student disputes and administrative appeals (excluding formal legal proceedings)
- Management of educational partnerships and agreements with national and international partners
- Information support for teaching staff and academic collaborators

3. Settore Scuole di Specializzazione

Supervisor	Filomena Vascello filomena.vascello@unipd.it
E-mail	scuolespec.lauream@unipd.it
Telephone	049 827 6371/6372/6376
Phone Support Hours	From Monday to Friday 10.00 – 12.30 AM
Webpage	www.unipd.it/scuole-specializzazione

The “**Scuole di Specializzazione**” Sector is responsible for:

- Support for the accreditation, establishment, and activation of “Scuole di Specializzazione”, as well as administrative support for University governing bodies
- Management of courses, exams, and admissions: processing of applications, preliminary evaluation of foreign qualifications, database entry, and management of academic records, study plans, scholarships, certifications, and diploma issuance
- Quality assurance monitoring for “Scuole di Specializzazione”
- Management of scholarships and specialist training contracts for postgraduate courses
- Management of student disputes and administrative appeals (excluding formal legal proceedings)
- Management of educational partnerships and agreements with national partners
- Management of affiliation agreements for medical specialist training and non-medical “Scuole di Specializzazione”
- Information support for teaching staff and academic collaborators, as well as coordination of course evaluations by students

UFFICIO DOTTORATO DI RICERCA	
Address	Via Martiri della Libertà 8, Padova
Supervisor	Elena Pavan elena.pavan@unipd.it
E-mail	phd@unipd.it
Telephone	049 827 8978
Office Opening Hours	Monday, Wednesday and Friday 10.00 AM – 1.00 PM Tuesday 10.00 AM – 1.00 PM 3.00 – 4.30 PM Thursday 10.00 AM – 3.00 PM Bookings at the follow link https://web.unipd.it/prenotazionidottorato/
Webpage	www.unipd.it/dottorato

The **“Dottorato” Office** manages the academic records of doctoral candidates. Additionally, it provides guidance and administrative support for the establishment and activation of PhD programs, assisting proposing departments and faculty members through dedicated procedures.

It is organized into two Sectors: Accreditamento, Accordi e Carriere Phd e Phd Desk.

1. Accreditamento, Accordi e Carriere Phd	
Supervisor	Ester Maria Schmitt estermaria.schmitt@unipd.it
Telephone	049 827 6071

The **“Accreditamento, Accordi e Carriere Phd” Sector** is responsible for:

- Support for the periodic accreditation of PhD programs
- Management of the selection process: receipt of applications, preliminary verification of foreign qualifications, database entry and management of student careers, study plans, scholarships, certifications, and degree issuance
- Management of agreements and scholarship funding contracts, establishment of joint/associated PhD programs, and co-tutelle agreements with national and international partners
- Handling of student disputes, complaints, and appeals (coordinating with the Legal Affairs Office in the event of legal proceedings)

2. Carriere Phd	
Supervisor	Matteo Volpin matteo.volpin@unipd.it
Telephone	049 827 8977

The **“Carriere Phd” Sector** is responsible for:

- Providing information and support to teaching faculty and teaching assistants, as well as supporting student course evaluations
- Providing information and support to applicants and Selection Committees during the selection process
- Assisting with the preparation and uploading of the course catalog
- Supporting PhD students and faculty members in using IT platforms

GLOBAL ENGAGEMENT OFFICE	
Address	Palazzo Anselmi, Lungargine Piovego 1, Padova
Supervisor	Mattia Gusella mattia.gusella@unipd.it
E-mail	global.engagement@unipd.it
Telephone	049 827 6334
Webpage	www.unipd.it/international-office

The **Global Engagement Office** coordinates and manages branding and direct promotion activities aimed at recruiting international students. It also oversees the international student admissions process, welcoming activities, and international events.

It is organized into three Sectors: Admissions and Welcome, Recruitment e International Desks.

1. Settore Admissions and Welcome	
Supervisor	Elisabetta Fabbian elisabetta.fabbian@unipd.it
E-mail	international.admission@unipd.it housing@unipd.it saos@unipd.it richiesta.codici.fiscali@unipd.it international.guest@unipd.it
Telephone	049 827 8298
Phone Support Hours	Tuesday 2.00-6.00 PM Wednesday and Thursday 10.00-12.00 AM
Office Opening Hours (by online appointment only)	Studentesse e studenti ammesse/i: https://web.unipd.it/international/booking-area-admitted/ Equipollenza: https://web.unipd.it/international/booking-area-recognition/

The **Admissions and Welcome Sector** is responsible for:

- Preliminary evaluation of foreign qualifications and management of the admission process for international students entering Bachelor's and Master's degree programs
- Management of welcoming services for international students
- Support with administrative procedures for obtaining entry visas, residence permits, and health insurance, as well as liaison with relevant authorities (Police Headquarters, Revenue Agency, etc.), in collaboration with the SAOS office
- Coordination of housing services for international students and international guests
- Coordination of reception initiatives for international refugees
- Organization and management of international events (e.g., *Padova meets...*)
- Reception of foreign institutional delegations

2. Settore Recruitment	
Supervisor	Camilla Andreani camilla.andreani@unipd.it
E-mail	international.recruitment@unipd.it
Telephone	049 827 8298
Phone Support Hours	Tuesday 2.00-6.00 PM Wednesday and Thursday 10.00-12.00 AM
Office Opening Hours	Online by appointment only at the following link: https://web.unipd.it/international/booking-area-applicant/

The **Recruitment Sector** is responsible for:

- Planning and management of international promotion activities for the University's brand and academic offer
- Planning, management, and participation in education fairs and seminars for international students
- Development and coordination of the global agent network promoting the University locally
- Planning and management of online international promotional activities (web portals, social media, etc.)
- Creation of promotional assets (videos, presentations, brochures, etc.) to showcase the academic offer to international students
- Development and management of relations with diplomatic missions and Italian schools abroad
- Conducting market research and analysis on major trends and developments in higher education systems

3. International desks	
Address	Palazzo Anselmi Lungargine Piovego 1, Padova
Webpage	www.unipd.it/international-desk-scuole-dipartimenti

The **International Desks Sector** is responsible for:

- Management of promotional activities aimed at recruiting international students for the degree programs managed by the sector
- Academic guidance for degree programs taught in English offered by the Departments
- Support in evaluating international student applications for the managed degree programs
- Welcome services for international degree-seeking students within the relevant degree programs
- Organization of onboarding pathways to ensure students smoothly transition and adapt to their new academic environment
- Academic support for international students throughout their studies for the managed degree programs

PROJECTS AND MOBILITY OFFICE	
Address	Palazzo Anselmi, Lungargine Piovego 1, Padova
Supervisor	Alessandra Gallerano
E-mail	alessandra.gallerano@unipd.it
Telephone	049 827 6699
Webpage	www.unipd.it/international-office

The **Projects and Mobility Office** ensures the development of international university relations and agreements, the management of strategic partnerships and networks, and the development of international higher education cooperation projects and mobility programs. It also manages incoming and outgoing international mobility for students and staff.

It is organized into three Sectors: International Projects, Mobility, Strategic partnership.

1. Settore International Projects	
Address	Palazzo Anselmi, Lungargine Piovego 1, Padova
Supervisor	Laura Brandolin laura.brandolin@unipd.it 049 827 6139
E-mail	international.projects@unipd.it
Webpage	https://www.unipd.it/progettazione-innovazione

The **International Projects** sector is responsible for:

- Advisory services and technical support for submitting applications to European and international programs in higher education, training, and international cooperation
- Management of Erasmus+ projects
- Support for training and information activities related to educational internationalization and EU project design (*Europrogettazione*)
- Management of teaching and administrative staff mobility under the Erasmus+ program
- Support for educational internationalization initiatives through Seed Funding programs, Virtual Exchange initiatives, and Blended Intensive Programmes

2. Settore Mobility	
Address	Palazzo Anselmi, Lungargine Piovego, 1 Padova
Supervisor	Veronica Costa veronica.costa@unipd.it
E-mail	erasmus@unipd.it erasmus.incoming@unipd.it accordi.erasmus@unipd.it
Telephone	049 827 3061
Webpage	Mobility Desk presso Scuole/Dipartimenti: www.unipd.it/erasmus-scuole

The **Mobility Sector** is responsible for:

- Management and organization of outgoing and incoming student mobility
- Management of staff mobility for training
- Management of Erasmus agreements
- Organization of Welcome Days and other events dedicated to promoting student mobility

3. Settore Strategic partnership	
Address	Palazzo Anselmi, Lungargine Piovego, 1 Padova
Supervisor	Lucia Gennaro lucia.gennaro@unipd.it
E-mail	international.partnerships@unipd.it argus@unipd.it
Webpage	https://www.unipd.it/en/argus https://www.unipd.it/collaborazioni-internazionali

The **Strategic Partnerships Sector** is responsible for:

- Definition of regional strategies to strengthen the University's cooperation in targeted geographical areas
- Management of University strategic partnerships and related funding schemes
- Development, negotiation, and execution of bilateral agreements with foreign higher education institutions
- Support for Departments in the development, negotiation, and execution of double and joint degree agreements
- Welcoming delegations and visiting administrative staff (*PTA*)
- Coordination of the Arqus European University Alliance at the University of Padova: planning, management, and monitoring of Alliance activities within the University, including financial monitoring and expense reporting

Centro di Ateneo dei Servizi Clinici Universitari Psicologici (SCUP)

Address	Via San Massimo 33, Padova
Supervisor	Prof. Claudio Gentili
E-mail	scup@unipd.it
Telephone	049 827 8450
Office Opening Hours	<u>Su appuntamento</u>
Webpage	www.scup.unipd.it

The SCUP Center offers free Psychological Assistance Services (SAP) dedicated to students of the University of Padova, organized into various **Student Services: Unità Operativa Consultazione Psicologica, Unità Apprendimento e Studio, Unità Operativa Benessere senza Rischio, SAP – Galileiana, Sedi distaccate (Rovigo, Treviso, Vicenza).**

1. SAP – Unità Operativa Consultazione Psicologica

Address	Via San Massimo 33, Padova
E-mail	sap.cp.scup@unipd.it
Telephone	049 827 8482/8457
Office Opening Hours	<u>Su appuntamento</u>
Webpage	www.scup.unipd.it/i-servizi/servizi-gli-studenti/sap-unit%C3%A0-operativa-consultazione-psicologica

The **SAP – CP (“Consultazione Psicologica” - Psychological Counseling)** offers a psychological consultation process designed to provide diagnostic assessment and clinical feedback to all individuals facing psychological difficulties, including transient ones. Consultation interventions may be followed by short-, medium-, or long-term psychological support (including cognitive-behavioral, metacognitive, and psychodynamic approaches) and/or therapeutic care management, depending on the presented disorder. The service does not provide interventions aimed at managing emergency and urgent conditions.

2. SAP – Unità Apprendimento e Studio

Address	Via San Massimo 33, Padova
E-mail	sap.as.scup@unipd.it
Telephone	049 827 8482/8457
Office Opening Hours	<u>By appointment only</u>
Webpage	www.scup.unipd.it/i-servizi/servizi-gli-studenti/sap-unit%C3%A0-apprendimento-e-studio

The **SAP – AS (“Apprendimento e Studio” - Study Skills)** is a service designed to support and enhance study skills at the university level. The service is aimed at all students experiencing difficulties in managing their studies. The activities of the SAP – AS are also intended for students with Specific Learning Disabilities (SLD - "Disturbi Specifici dell'Apprendimento - DSA") and associated difficulties, helping them effectively navigate university study.

3. SAP – Unità Operativa Benessere Senza Rischio

Address	Via San Massimo 33, Padova
E-mail	sap.bsr.scup@unipd.it
Telephone	049 827 8494
Office Opening Hours	<u>By appointment only</u>
Webpage	www.scup.unipd.it/i-servizi/servizi-gli-studenti/sap-unit%C3%A0-operativa-benessere-senza-rischio

The **SAP – BSR (“Benessere Senza Rischio” - Risk-Free Well-being)** focuses on preventing risk behaviors and promoting healthy habits related to the psycho-physical well-being of university students. The main areas addressed include social skills, alcohol and tobacco use, gambling, problematic internet and smartphone use, sexuality, relaxation, and emotional management.

4. SAP – Galileiana

E-mail	sap.galileiana.scup@unipd.it
Telephone	049 827 8476
Office Opening Hours	<u>By appointment only</u>
Webpage	https://scup.unipd.it/i-servizi/servizi-gli-studenti/sap-galileiana

The **SAP – Galileiana** is a health promotion and psychological consultation service dedicated to students of the Galilean Academy (*“Scuola Galileiana di Studi Superiori”*) who request support. The areas of focus include relational, personal, emotional, and affective dimensions—specifically, conditions that may negatively impact academic performance and overall satisfaction at the university. Services are provided in both Italian and English. The service does not provide interventions aimed at managing emergency and urgent conditions.

5. SAP – Sede distaccata di Rovigo

Address	Complesso Cubo, Viale Porta Adige 45 – Piazza Bruno Migliorini 45100 Rovigo
E-mail	sap.rovigo.scup@unipd.it
Office Opening Hours	<u>By appointment only</u>
Webpage	https://scup.unipd.it/i-servizi/servizi-gli-studenti/sap-sede-distaccata-rovigo

The Service, dedicated to students enrolled in a degree program at the **Rovigo campus**, offers a psychological consultation process designed to provide diagnostic assessment and clinical feedback to all individuals facing psychological difficulties, including transient ones. Consultation interventions may be followed by short-term psychological support. The service does not provide interventions aimed at managing emergency and urgent conditions.

6. SAP – Sede distaccata di Treviso

Address	<i>Corso di Laurea in Giurisprudenza 2.0:</i> Palazzo San Leonardo, Riviera Garibaldi 13/e – Treviso <i>Corsi di Laurea delle Professioni Sanitarie:</i> Complesso ex Istituti Emiliani, Via Sebastano Venier 46 – Treviso
E-mail	sap.treviso.scup@unipd.it
Office Opening Hours	<u>By appointment only</u>
Webpage	www.scup.unipd.it/i-servizi/servizi-gli-studenti/sap-sede-distaccata-treviso

The Service aims to address study-related difficulties experienced by students enrolled in the **Degree Program in Law 2.0 (“Giurisprudenza 2.0”)** and in the **Healthcare Professions Degree Programs (“Corsi di Laurea delle Professioni Sanitarie”)** at the **University of Padova** across the **Treviso campuses**.

Specifically, students can access the service to improve their study methodology, learn effective strategies tailored to different stages of studying, organize and plan their study time more efficiently, overcome exam anxiety and fears, or address doubts regarding their academic journey. Requests can also be made for issues not directly related to academic performance (such as mood changes, generalized anxiety, interpersonal issues, etc.), with the possibility of short psychoeducational and counseling sessions.

7. SAP – Sede distaccata di Vicenza

Address	Complesso Le Barche, Contrà della Piarda 9 - 36100 Vicenza
E-mail	sap.vicenza.scup@unipd.it
Office Opening Hours	<u>By appointment only</u>
Webpage	https://scup.unipd.it/i-servizi/servizi-gli-studenti/sap-sede-distaccata-vicenza

The Service, which also caters to students enrolled in degree programs at the **Vicenza campus**, offers a psychological consultation process designed to provide diagnostic assessment and clinical feedback to all individuals facing psychological difficulties, including transient ones. Consultation interventions may be followed by short-term psychological support. The service does not provide interventions aimed at managing emergency and urgent conditions.

CENTRO LINGUISTICO DI ATENEIO

Address	Via Venezia 16 – 35131 Padova (4° floor)
E-mail	didattica.cla@unipd.it
Telephone	049 827 6185
Office Opening Hours	Academic Affairs Office: From Monday to Friday 9.30 AM – 1.00 PM
Office Opening Hours	Online by appointment only at the following link: https://cla.unipd.it/en/zoom-meeting/
Webpage	http://cla.unipd.it/

The University Language Centre (CLA) is primarily responsible for the organization, teaching, and assessment of foreign languages and Italian as a second language at the University of Padova:

- Administers **Language Ability Tests (TAL - Test di Abilità Linguistica)** to:
 - a) **Students with a language proficiency requirement in their study plan:** Based on agreements between the CLA and degree programs, students can earn the credits (CFU) required for language proficiency by passing a TAL test, for the level and skills specified by their degree regulations, in the CLA computer lab.
Students can:
 - Check if and which TAL tests they need to take on the [Destinatari TAL](#) (TAL Target Audience) page;
 - View all test dates scheduled for the academic year on the [Date TAL](#) (TAL Dates) page;
 - Register for tests via the [Iscrizioni TAL](#) (TAL Registration) page;
 - View test results and request feedback if they do not pass on the [Risultati TAL](#) (TAL Results) page.
 - b) **Students required to demonstrate B2 level English for admission to certain degree programs:** Based on agreements between the CLA and the Schools, pre-enrolled students in certain Bachelor's and, predominantly, Master's degree programs can take the receptive B2 TAL (Reading and Listening) at the CLA to fulfill the entry language requirement.
Students can:
 - Check if this agreement applies to their pre-enrolled degree program and register for scheduled TAL sessions on the [Futuri studenti](#) (Future Students) page.
 - c) **Students who need to obtain a language proficiency certificate for Erasmus mobility:** Students intending to apply for Erasmus mobility calls can take a receptive B1 or B2 TAL in various languages (English, Spanish, French, and German) to earn points towards the selection ranking, where required by the call for applications.
Selected mobility grant holders can take productive and receptive TAL tests at various levels and in different languages (English, Spanish, French, German) if the partner university requires proof of language proficiency.
Students can:
 - View dates and register for "pre-application" test sessions on the [Languages Test for Students who are applying for the Erasmus Outgoing CALL – NOT WINNERS yet](#) page;
 - View test dates, available levels, and skills, and register for test sessions for grant holders on the [Erasmus OUT – test linguistici per VINCITORI](#) (Languages Test for WINNERS) page.

Regardless of the test type, all students can prepare by using the **sample tests and resources** available on the [Preparazione al TAL](#) page, or by registering for B2 TAL preparation courses in [reading and listening](#), and [speaking](#) pages.

- The CLA also provides users with **self-learning tools** for foreign languages and organizes informal activities aimed at improving language skills:
 - **Online materials** for English, Spanish, French, German, Portuguese, and Italian as a second language (L2) are available on the [CLA Moodle platform](#);
 - On the [Language Advising](#) page, students can book **personalized advising sessions** with language experts, either in person or via Zoom, dedicated to those who want support in organizing their language learning path, particularly with the goal of passing the TAL tests;
 - Interested students can participate in **Tandem Learning**, an exchange between two native speakers of different languages that allows both to improve their language skills through conversation. This is offered both in person ([face-to-face](#)) to all University students and remotely ([online Tandem](#)) to all incoming and outgoing mobility grant holders;
 - The CLA also organizes **Conversazioni CreAttive**, series of free conversation meetings in small groups (max 10–12 people) where participants can practice one of the offered languages guided by a moderator. Students can register for this activity on the [dedicated webpage](#) both as participants and as moderators.
- The CLA organizes **intensive Italian courses** (30 hours over 2–3 weeks in February, September, and July) and **extensive Italian courses** (50 hours, twice a week during the 1st and 2nd semesters) for various levels, from Pre-A1 to C1, aimed at:
 - International students enrolled in University degree programs;
 - Foreign exchange/mobility students (Erasmus+, Erasmus Mundus, bilateral agreements, etc.);
 - International PhD students employed at or visiting Unipd.

All interested students can find more information regarding available courses, registration periods, and application procedures on the dedicated pages of the CLA website, available in both [English](#) and [Italian](#).

- **Erasmus+ (and other program) mobility grant holders** can register free of charge for dedicated intensive **courses in English, French, German, Spanish, and Portuguese**. These courses are held in various sessions throughout the summer period (late May to September) to help students improve their language skills prior to departure.
The 30-hour courses are offered primarily online across various proficiency levels. Students can find more information and register on the [Erasmus OUT – Language courses](#) page.
- In addition, **all University students** can register free of charge for 30-hour **extensive basic courses** via the [dedicated webpage](#). Courses are offered in French, English, Portuguese, Russian, Spanish, and German. These courses are delivered in person during the first and second semesters; they are extracurricular and do not carry academic credits (CFU).
- Lastly, the CLA offers annual **Academic English courses for PhD students** of specific cycles at the University of Padua. These courses are free of charge and reserved exclusively for doctoral students belonging to the cycles specified for each academic year. For further information, to register for the placement test, and to participate in the courses, PhD students can refer to the [Inglese Accademico per Dottorandi](#) page.

UNIVERSITY LIBRARY SYSTEM

Library Poles	The University Library System (Sistema Bibliotecario di Ateneo - SBA), coordinated by the University Centre for Libraries (Centro di Ateneo per le Biblioteche - CAB), provides its services through 20 libraries and a digital library. For a detailed list, including locations and opening hours, please visit: https://biblio.unipd.it/en/libraries. The system also encompasses 5 branch campuses, which are an integral part of the University and share its network infrastructure: Bressanone, Treviso, Conegliano, Rovigo, and Vicenza. The libraries are open to students, faculty, University staff, and external users. External users not affiliated with the University may access borrowing services by applying for a guest library card. At the University Library System (SBA) libraries, users can: • Consult books, journals, and multimedia materials; • Borrow books and other documentary resources; • Photocopy and print library documents, in compliance with copyright regulations; • Learn to make the best use of library resources by attending specific training courses or receiving direct assistance from library staff; • Request books or journal articles not available on site through interlibrary loan and document delivery services; • Access computers connected to the University network; • Search databases, e-journals, and electronic resources; • Access bibliographic reference services. For more detailed information, please refer to the Library System “Carta dei Servizi” https://bibliotecadigitale.cab.unipd.it/carta-dei-servizi.
Catalogue	GalileoDiscovery is the search tool provided by the University Library System of the University of Padua to query all its resources, both in print and electronic formats. GalileoDiscovery enables simultaneous searching across the University’s collections and the libraries belonging to the Sistema Bibliotecario Padovano (Padova Library System), integrating records from the Padua Research Archive and Research Data Unipd. By signing in, students can access their personal account to view and renew their active loans, as well as request or reserve books that are currently checked out.
Interlibrary Loan Service	The Interlibrary Loan service is available to users at the University of Padua to request books that are not held by any of the libraries in Padua. This is a fee-based service. To request a book, users must complete an online form. Complete information is available on the following page: https://biblio.unipd.it/en/using-the-libraries/interlibrary-loan-services
Document Delivery Service	University students can request copies of journal articles or book chapters contained in volumes not held by the libraries of the University of Padua, in accordance with the procedures described on the dedicated webpage: https://biblio.unipd.it/en/using-the-libraries/document-delivery Please note that fees may apply for this service.

Research Data Unipd	Research Data Unipd is the service dedicated to the management and long-term archiving of research data. The platform allows users to store, share, and make reusable the data required to validate results presented in scientific publications, as mandated by major funding agencies and numerous international journals. https://researchdata.cab.unipd.it/
Phaidra	Phaidra is the platform of the University Library System dedicated to the long-term archiving of digital objects and collections of cultural interest. It collects digital cultural heritage provided by the University's institutional users and partner institutions, making it accessible to both the scientific community and the general public. https://phaidra.cab.unipd.it/
Remote Access to Digital Library Resources and Services	Anyone with a formal study or employment relationship with the University of Padova (for example, students, faculty, and researchers) has full access to all Digital Library resources, both from the University network (on-campus) and remotely (off-campus). Remote access to bibliographic resources is available through various methods. Complete information can be found on the following page: https://biblio.unipd.it/en/search-tools/off-campus-connection
Library System Web Portal	Digital Library resources and services (databases, e-journals, e-books, etc.) are made accessible and available through the Library System web portal and via GalileoDiscovery. All information regarding updates or potential service disruptions affecting resources and services is published on the homepage of the Library System web portal—under the "Notizie ed Eventi" section—as well as on the dedicated service pages.

For more information and to access the services and resources of the University Library System, please refer to the Service Charter and the University Library System portal:

Service Charter ("Carta dei Servizi"): <https://bibliotecadigitale.cab.unipd.it/carta-dei-servizi>

Portal web: <https://biblio.unipd.it/en>

“Orientamento e Tutorato” Representatives by School/Area a.y. 2025-2026

Agraria e Medicina Veterinaria	Federica Marcer Cristina Ballarin Andrea Squartini Nicoletta Redigolo Lucia Bortolini
Economia e Scienze Politiche	Alessandra Tognazzo Benedetto Zaccaria Linda Giacobelli Sabrina Bortolami Chantal Antonini Roberto Ganau
Giurisprudenza	Angelo Zambusi Marco Falcon
Ingegneria	Pamela Danese Paolo Sgarbossa
Medicina e Chirurgia	Valentina Gandin Marco Rossato Veronica Macchi Luciana Caenazzo Erica Gobbi Silvia Tusino
Psicologia	Chiara Meneghetti Roberta Sellaro Lea Ferrari Luca Pezzullo
Scienze	Silvia Carlotto Anna Breda Silvia Crafa Alessandra Dalla Valle Luigi Leanza Alberto Ambrosetti Marta Molena Barbara Cavallari Margherita Santimaria Matteo Sardella
Scienze umane, sociali e del patrimonio culturale	Michele Asolati Vittorio Berti

	Claudio Riva Giovanni Ferroni Graziano Cecchinato
Scuola Galileiana	Valentina Pizzo

DEPARTMENTS

Under Law No. 240/2010, starting from January 1, 2012, teaching activities previously managed by Faculties were transferred to the Departments, which thus became structures responsible for both research and teaching. The University of Padua comprises 32 departments.

LIST OF DEPARTMENTS

1. Dipartimento di Agronomia Animali Alimenti Risorse Naturali e Ambiente - DAFNAE
2. Dipartimento di Beni Culturali: archeologia, storia dell'arte, del cinema e della musica - DBC
3. Dipartimento di Biologia
4. Dipartimento di Biomedicina Comparata ed Alimentazione - BCA
5. Dipartimento di Diritto Privato e Critica del Diritto - DDPCD
6. Dipartimento di Diritto Pubblico, Internazionale e Comunitario
7. Dipartimento di Filosofia, Sociologia, Pedagogia e Psicologia Applicata - FISPPA
8. Dipartimento di Fisica e Astronomia "Galileo Galilei"
9. Dipartimento di Geoscienze
10. Dipartimento di Ingegneria Civile, Edile e Ambientale - ICEA
11. Dipartimento di Ingegneria dell'Informazione
12. Dipartimento di Ingegneria Industriale
13. Dipartimento di Matematica
14. Dipartimento di Medicina - DIMED
15. Dipartimento di Medicina Animale, Produzioni e Salute - MAPS
16. Dipartimento di Medicina Molecolare
17. Dipartimento di Neuroscienze: Scienze NPSRR
18. Dipartimento di Psicologia dello Sviluppo e della Socializzazione
19. Dipartimento di Psicologia Generale
20. Dipartimento di Salute della Donna e del Bambino - SDB
21. Dipartimento di Scienze Biomediche - DSB
22. Dipartimento di Scienze cardiologiche, toraciche e vascolari
23. Dipartimento di Scienze Chimiche
24. Dipartimento di Scienze Chirurgiche Oncologiche e Gastroenterologiche - DiSCOG
25. Dipartimento di Scienze del Farmaco - DSF
26. Dipartimento di Scienze Economiche e Aziendali "Marco Fanno"
27. Dipartimento di Scienze Politiche, Giuridiche e Studi Internazionali- SPGI
28. Dipartimento di Scienze Statistiche
29. Dipartimento di Scienze Storiche, Geografiche e dell'Antichità - DiSSGeA
30. Dipartimento di Studi Linguistici e Letterari - DISLL
31. Dipartimento di Tecnica e Gestione dei Sistemi Industriali
32. Dipartimento di Territorio e Sistemi Agro-forestali – TESA

3. Accommodation, Residences, and Food Service

Accommodation for students

<https://www.unipd.it/en/alloggi-studenti>

<https://www.esu.pd.it/en/residences/>

To find accommodation in Padova during the university career, students have the opportunity to find accommodation in university residences, which can be private or of the ESU (the Regional Agency for the Right to University Study), or to look for a house for rent, perhaps together with other people.

In the ESU residences, housing is assigned through a competition: the announcement, with information on requirements and deadlines, is published every year in www.esu.pd.it at the beginning of the summer. Prices are calculated on the basis of the merit of the applicant, the economic condition of the family, the provision of services and the residence chosen.

It is also possible to turn to private colleges and boarding schools, some of which have an agreement with the ESU: in this case, access, permanence and services are regulated independently by each institution.

Thanks to the collaboration between the Municipality of Padova and ESU, students can also join the intergenerational cohabitation project, which promotes an alliance between the student population and the citizens of Padova over 65, starting from a regular rental contract. Information on the project and how to join it is available online on the Progetto Giovani website.

Students also have the opportunity to turn to the private rental market, taking advantage of the possibility of accessing particular types of contracts, with particularly advantageous conditions for both contracting parties. Per brevi soggiorni L'ESU fornisce infine un servizio di foresteria, pensato anche per gli studenti universitari e le loro famiglie in visita a Padova e ai suoi dintorni.

ESU provides a guesthouse service (foresteria), designed also for university students and their families visiting Padua and its surrounding areas.

For **international students**, the University of Padua has also signed agreements with private student residences to reserve housing options for them. Each residence applies different prices and conditions, and includes various amenities (for instance, half board or full board).

Food service for students

<https://www.unipd.it/en/ristorazione-studenti>

<https://www.esu.pd.it/en/food-service/>

Students enrolled in degree programs, specialization schools, and PhD programs can access the dining facilities managed directly by ESU or affiliated establishments, located near the city center or close to the main university institutes. The menus feature a wide variety of choices and high-quality food, guaranteed by certification systems and continuous quality controls.

Students pay between €2.30 and €5.20 for a full meal, depending on their financial situation and academic merit. Further reductions are provided for eligible students, scholarship recipients, and, where applicable, for personal assistants accompanying students with disabilities (provided they are also eligible or scholarship holders).

At the University's branch campuses (Castelfranco Veneto, Conegliano, Feltre, Rovigo, Treviso, Portogruaro, Vicenza), ESU operates through agreements with local dining facilities. The complete list, along with any updates and news, is available on the ESU website.

4. Useful information

Every year, selection calls for tutoring positions are published. Candidates are evaluated based on academic merit, skills, and aptitudes through a review of qualifications and selection interviews.

Deadlines

Online application submission via Uniweb: May

Selection interviews: June

Publication of rankings: by the end of June

Starting in September, contracts will be sent for signature via **MyGeBeS**—the tool used to report completed hours, which will be covered in detail in Chapter 5.

BEFORE STARTING (*information and teaching tutors only*)

One of the most important aspects to address is **visibility**.

From the outset, each tutoring group organized by subject area or School must:

- a) Coordinate with their academic supervisor (referente) and the Chair(s) of the degree programs (an organizational meeting is usually held in September);
- b) Participate in the welcome event for first-year students (Università Porte Aperte 2026).

Schedule subject to updates: www.unipd.it/tutorato/universita-porte-aperte

This event will serve to inform students about:

- The reasons for contacting a tutor, as well as office hours, location, and availability
- Key contact details (phone, email, Zoom, dedicated social media profiles, etc.)

A **prerequisite training meeting** will take place in September, prior to commencing tutoring activities. It will outline the objectives of tutoring and the methods for information gathering.

DURING THE ACTIVITY (*information and teaching tutors only*)

The coordinating tutor gathers information on the activities carried out by individual tutors in order to update the **dedicated tutoring section on the School or Department website** with office hours and contact details. All student support initiatives will be posted and regularly updated, including:

- Study groups and educational workshops
- Other events organized in synergy with the various academic affairs offices (e.g., "Scegli con noi" entry-level orientation days, Open Days, "A tu per tutor" meetings, seminars, summer initiatives, etc.)

The main University tutoring webpage (www.unipd.it/tutorato) provides general information (calls for applications, selection procedures, deadlines, etc.) and constantly updates links to your dedicated webpages.

During the academic year, several **monitoring meetings are scheduled (typically in November, March, and July)** between tutoring teams across different subject areas to:

- Facilitate discussion on major challenges and ongoing initiatives
- Analyse collected data (number of office-hour contacts, study group attendance, etc.)
- Contribute to the exchange of best practices

AT THE END OF THE ACTIVITY

At the end of the activity, **each tutor** must complete a short qualitative report on their tutoring experience and fill out their attendance register in MyGeBeS, which is subject to approval by the faculty advisor. Additionally, at the end of the academic year, **each tutoring group (via the coordinating tutor)** for every subject area must prepare an overall report containing quantitative data (group report). This report must be submitted for approval to the assigned faculty advisors and, once signed, sent by them to the Office (tutorato@unipd.it).

5. Guide for using the new IT System – MyGeBeS Student

INTRODUCTION

Tutoring activity with the University:

- **has a maximum duration of 250 hours per academic year** for students enrolled in master's or single-cycle master's degree programs, and **100 hours for PhD students**;
- **does not constitute employment** and it is **compatible with regional scholarships** and the **200-hour collaboration** program;
- The **gross hourly amount** for the activity corresponds to:
 - o €16.00 gross for the University = €12.97 gross for the recipient, approximately €11.45 net
 - o €20.00 gross for the University = €16.21 gross for the recipient, approximately €14.34 netThe amount is exempt from IRPEF (Art. 4 of Law 476/1984). The allowance is subject to the provisions of Art. 10-bis of Legislative Decree No. 446 of December 15, 1997, and, in terms of social security, to Art. 2, paragraphs 26 and following, of Law No. 335 of August 8, 1995, and subsequent amendments;

Does not in any way constitute an employment relationship and is not considered for evaluation in public competitions.

Payment is made via bank transfer to the **IBAN** entered in **UNIWEB**, which must be **in the name or co-named** to the student holding the contract. Entering the IBAN in UNIWEB is then compulsory and it is essential to receive the payment.

Upon acceptance of the proposal, an email will be sent with a copy of the contract signed by the University.

It is mandatory to **complete the safety training courses** (if not already completed) before starting the activities outlined in the contract (see safety information).

Payment for the activity cannot be processed until safety training is completed.

During the tutoring activity, the **carried out hours must be recorded** using the dedicated system. Each reporting period will be evaluated, and once the agreed hours are completed, the university will proceed with payment.

In the event of early termination of activities, **only the hours reported and positively evaluated will be eligible for payment.**

For contracts exceeding 100 hours, it is possible to **request payment in two installments** when signing the contract:

- the **first installment** after positive evaluation of the first 100 reported hours;
- the **second installment** upon completion of all activities.
Once the contract is signed, no further changes can be made.

After obtaining the degree (on the graduation date) or in the event of any other interruption or suspension of the academic career, it will no longer be possible to sign a contract for tutoring activities.

The updated information will be visible the following day. Any **changes to personal data**, including the IBAN, must be made independently via the **Uniweb platform**, which is connected to the **MyGeBeS Studente** portal.

The management of tutoring activities is carried out through the University's IT system, which is accessed via Single Sign-On (SSO) authentication: <http://unipd.it/collaborazioni-studenti>

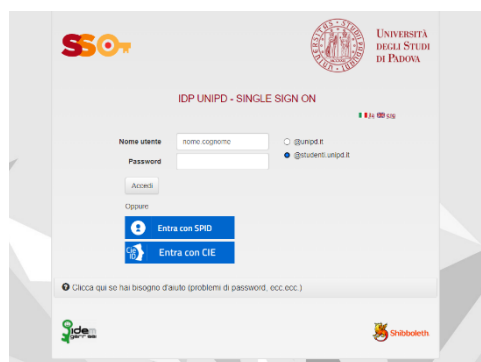
For further information, please contact: tutorato@unipd.it

Tutoring regulations and further information on the [dedicated page](#)

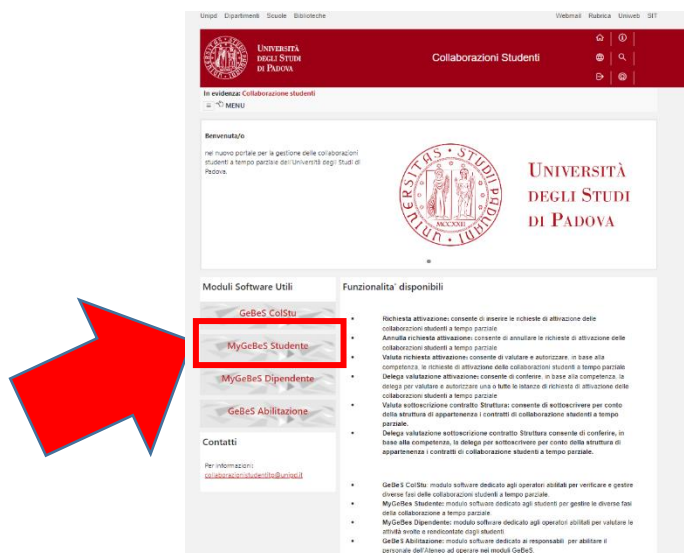
ACCESS

<http://unipd.it/collaborazioni-studenti>

After logging in using personal authentication via Single Sign-On (SSO), the main screen of the management system is as follows:

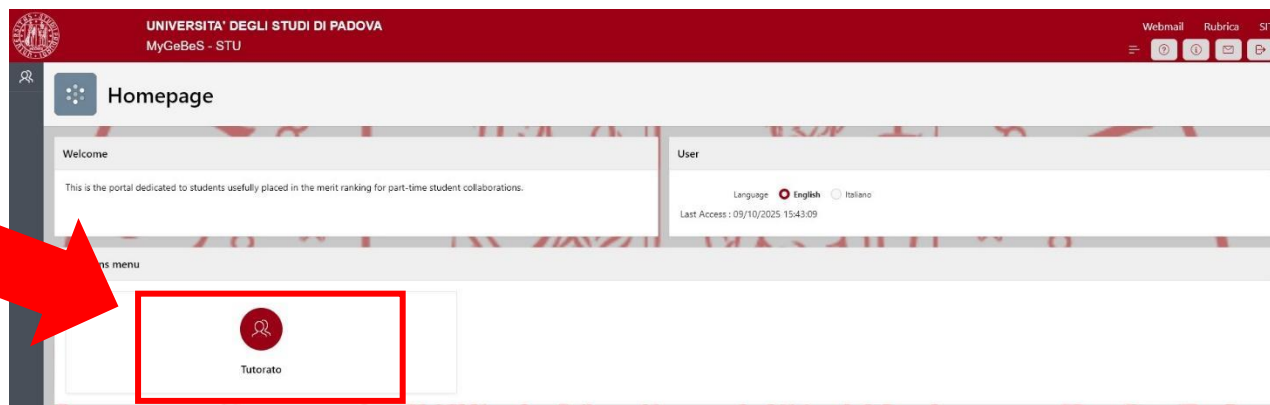


It will be necessary to access the MyGeBeS Student software module.



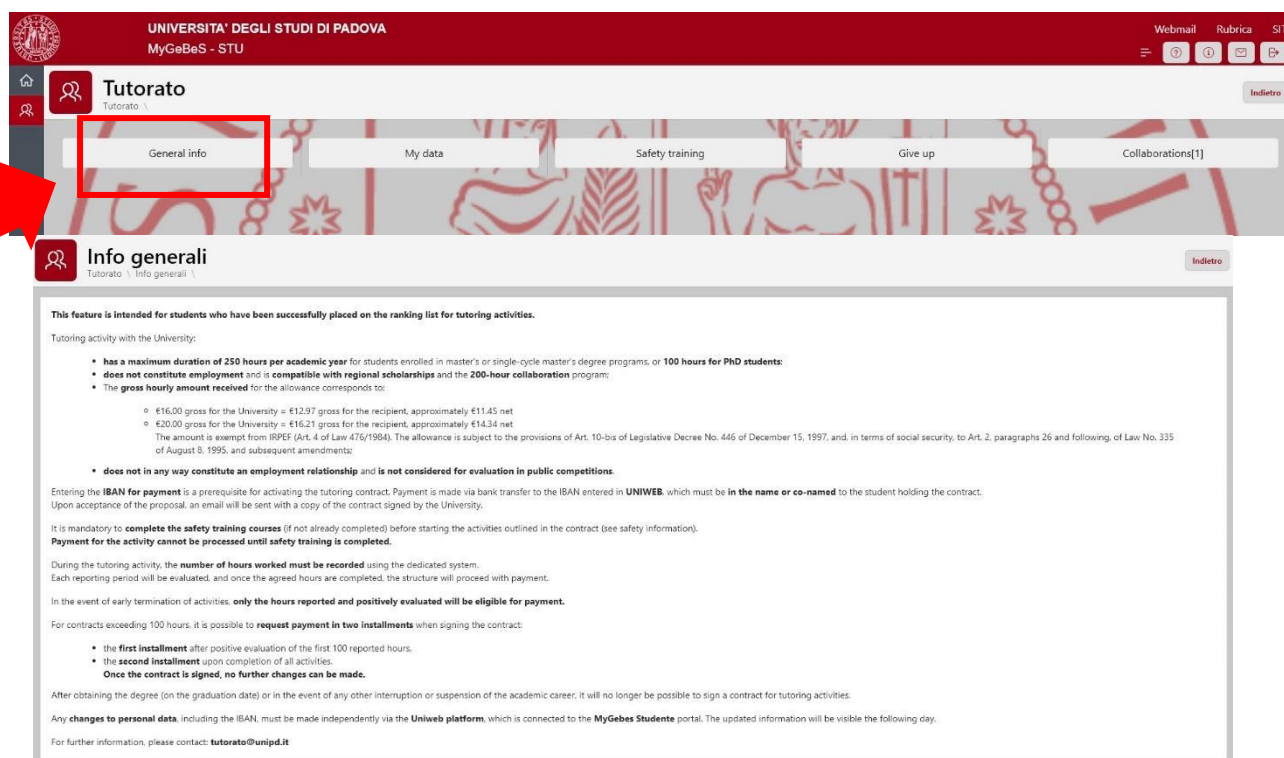
Homepage

Once in MyGeBeS Student, click on Tutoring. The next page will display the menu options available for managing the position.



GENERAL INFO

In the “General Info” section, some useful details regarding tutoring are summarized.



MY DATA

The “My Data” section contains the student’s contact information and a summary of the entered data, allowing verification of whether the required information has been correctly completed and whether it is still possible to be contacted by the relevant offices for the activation of the tutoring contract.

UNIVERSITA' DEGLI STUDI DI PADOVA
MyGeBeS - STU

Tutorato

General info My data Safety training Give up Collaborations[1]

My data

E-mail where you will possibly be contacted by the collaborating department

Mobile where you will possibly be contacted by the collaborating department

IBAN on which the payment for the collaboration will be made

Badge number

Analysis of the data entered
The data entered are sufficient to activate the collaboration

SAFETY TRAINING

UNIVERSITA' DEGLI STUDI DI PADOVA
MyGeBeS - STU

Tutorato

General info My data Safety training Give up Collaborations[1]

In order to collaborate with University departments, it is mandatory to complete safety training courses (if not already completed).

Safety training, available online, must be completed before starting the activities outlined in the contract.

This section provides information and instructions to fulfill the training requirement.

The MyGeBeS Student software module also displays which courses have already been completed (green dot) and which are still pending (red dot).

Collaboration 2025/26	
Course name	Recognized
Formazione generale dei lavoratori per la salute e la sicurezza nei luoghi di lavoro	No
Formazione specifica in materia di tutela della salute e della sicurezza dei lavoratori - "Classe di rischio basso" (online)	No
Formazione specifica in materia di tutela della salute e della sicurezza dei lavoratori impiegati nelle attività di laboratorio - "Classe di rischio alto" (online)	No
1 - 3	

The training required for tutoring activities is available online on the University's Moodle platform and consists of two parts:

- **General training** – mandatory for all tutors (valid indefinitely);
- **Specific training** – low or high risk, depending on the type of activity ((Note: Valid for 5 years, after which the course must be taken again).

Reminder: you are required to complete the mandatory safety training, available online, before starting the activities outlined in your contract.

The training required for the tutoring activity is available online on the University's Moodle platform and consists of two parts:

- **General training** – mandatory for all tutors;
- **Specific training** – either low or high risk, depending on the type of activity.

To access the courses:

1. Go to: <https://elearning.unipd.it/formazione/>
2. Click on the SSO logo or on "Accedi" and log in with your institutional credentials.
3. Access the **Safety Area**.
4. Enroll in the following courses:

- **General training**
Course: *formazione generale - general training*
- **Specific training - Low Risk**
Course: *attività a basso rischio per attività di tutorato presso gli uffici e/o laboratori informatici e didattici - low risk activities (for tutoring within offices and/or computer or teaching laboratories)*
- **Specific training - High Risk**
Course: *attività a alto rischio per attività di tutorato in laboratorio (e.g.: chimica, biologia, utilizzo macchinari, reagenti ecc.) - high risk activities for tutoring activities in laboratories (e.g., chemistry, biology, use of machinery, reagents, etc.)*

Upon completing the courses, your training status will be automatically updated within 24 to 48 hours.

NOTE:

Students who have already completed a *general safety training* course outside the University (in accordance with the State-Regions Agreement of December 2011) may be exempted from attending the University's general training course, subject to verification of the validity of their certificate. There is **no exemption** from the specific training.

The criteria for verifying the validity of a general training certificate obtained from other institutions/employers are available on the University's safety training web pages at:

<https://www.unipd.it/corsi-formazione-sicurezza> → corsi online → verifica attestati

If the certificate fully meets the specified criteria, it must be uploaded (after logging in with your institutional credentials) at:

www.unipd.it/sicurezza → Richieste riconoscimento attestati di formazione generale

Once the certificate has been evaluated, you will receive an email either confirming or rejecting the recognition.

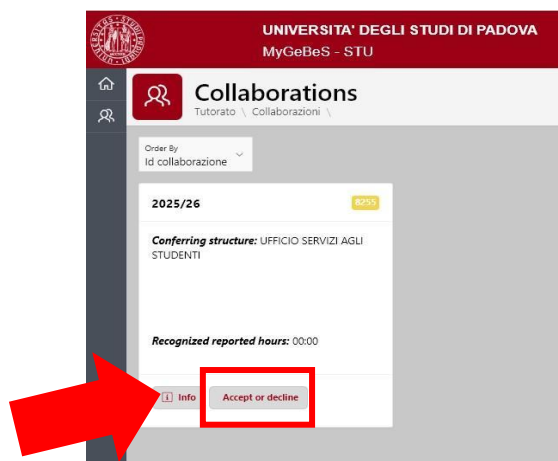
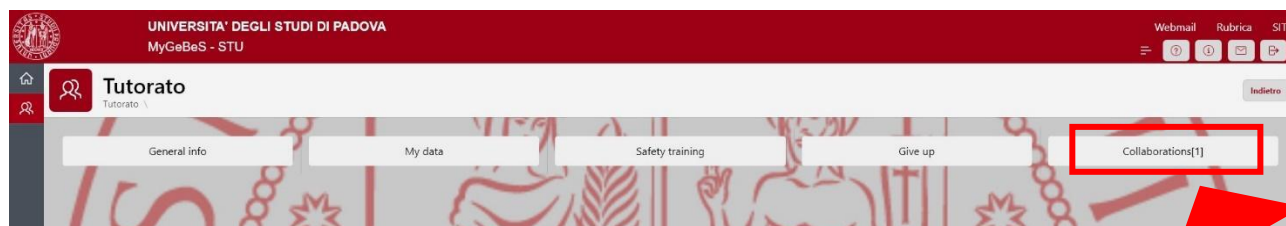
Your training status will be updated the day after you receive the confirmation email from the Safety Office.

Please note: payment for tutoring activities cannot be processed until your safety training is marked as complete.

COLLABORATION PROPOSAL

The student selected through the official university call will receive a summary email of the collaboration proposal, which can also be viewed within the IT system.

The student will have **4 days** to accept or decline the collaboration proposal and sign the contract.



ACCEPTANCE OF THE COLLABORATION PROPOSAL

During the contract signing phase, for collaborations with a total workload exceeding 100 hours, it is possible to receive payment in 2 installments:

- **The first installment** following a positive evaluation of the reporting for the first 100 hours;
- **The second installment** at the end of the collaboration, after a positive evaluation of the activities carried out.

Once the contract is signed, no further changes can be made.

On this page, the contract details will be displayed again, and it is necessary to click **“I have acknowledged/I took a look”** to proceed.

Valutazione collaborazione

Indietro

Characteristics Clauses Assessment

Collaborazione: 8255

Activity: Supporto ufficio Servizi agli Studenti

Number of hours: 10

Centering structure: UFFICIO SERVIZI AGLI STUDENTI

Gross hourly amount paid by the institution (euro): 10

Cancel operation I took a look

On this page, the link to the tutoring regulations will be provided. It is necessary to click **“I have acknowledged/I took a look”** to proceed.

Valutazione collaborazione

Indietro

Characteristics Clauses Assessment

Collaborazione: 8255

Activity: Supporto ufficio Servizi agli Studenti

Number of hours: 10

Centering structure: UFFICIO SERVIZI AGLI STUDENTI

Gross hourly amount paid by the institution (euro): 10

Cancel operation Back I took a look

On this page, you will be asked whether you prefer payment in two instalments: the first following a positive evaluation of the reporting for the first 100 hours, and the second at the end of the activities.

In this section, you will need to indicate whether you are already enrolled in the Gestione Separata and whether you are registered with any other pension found (Cassa previdenziale).

1. Gestione Separata INPS

If you have already opened a position with the Gestione Separata, there is no need to open it again. In this case, you must select the option **"di avere già aperto la posizione contributiva alla Gestione Separata INPS"**.

If you have not yet opened it, you must select the option **"di aprire la posizione contributiva alla Gestione Separata INPS non prima dell'inizio dell'attività lavorativa"**. You will then need to open it, after signing the contract, through the INPS online portal, specifying that it refers to **"parasubordinata"** activity. The application for registration with the Gestione Separata must be submitted **exclusively online**, by visiting www.inps.it or by calling the toll-free number **803 164**.

Please note that if you are already registered, **no further communication to INPS is required**.

2. Registration with another Pension Fund (Cassa previdenziale)

You must also indicate whether you are enrolled in any other pension funds (for example, professional associations or if you are a public or private employee).

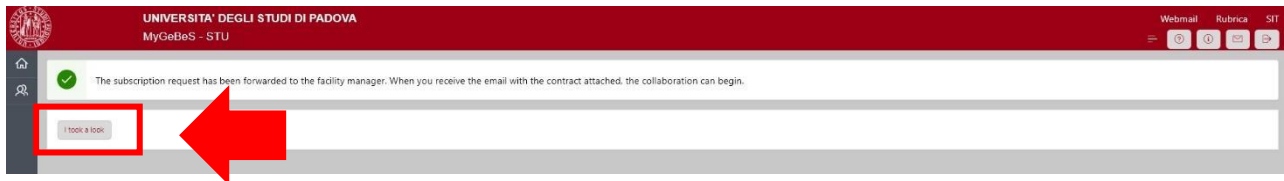
If none of these cases apply, you must select the option **“di non essere titolare di pensione né assicurato con altre forme obbligatorie (soggetto a contribuzione INPS ad aliquota piena).”**

For any questions, please contact us at tutorato@unipd.it or call **049 827 5044-5008**

Before accepting the collaboration proposal, a preview of the contract is possible.

After reviewing the contract, it will be possible to **Accept** or **Decline/Refuse** the collaboration proposal.

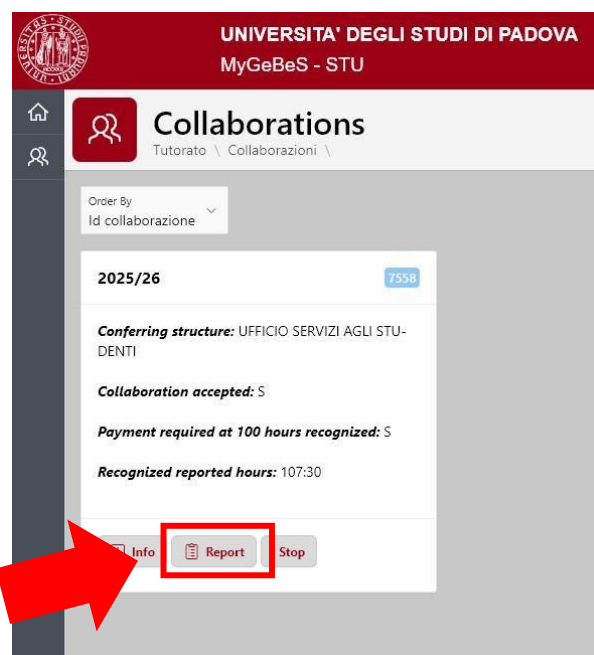
After accepting the contract, to complete the procedure it will be necessary to click “I have acknowledged/I took a look”.



A copy of the contract will subsequently be sent you by email.

REPORTING

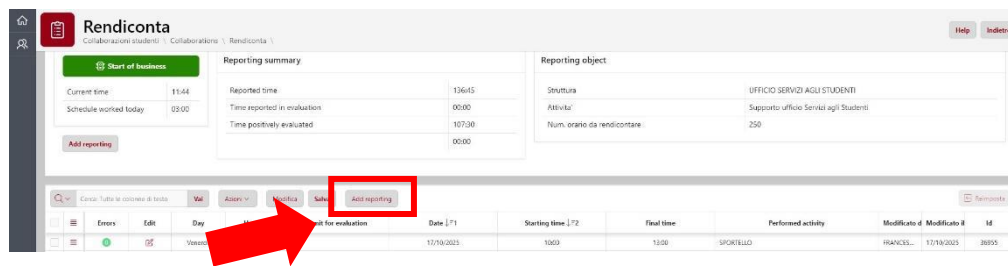
Once the collaboration has started, the student must record attendance and activities carried out using the forms provided for reporting.



It is possible to report the activity by clicking the green “Start Activity/Start of business” button, which generates a row in the table below that must then be updated.



The description of the activity carried out must be entered.

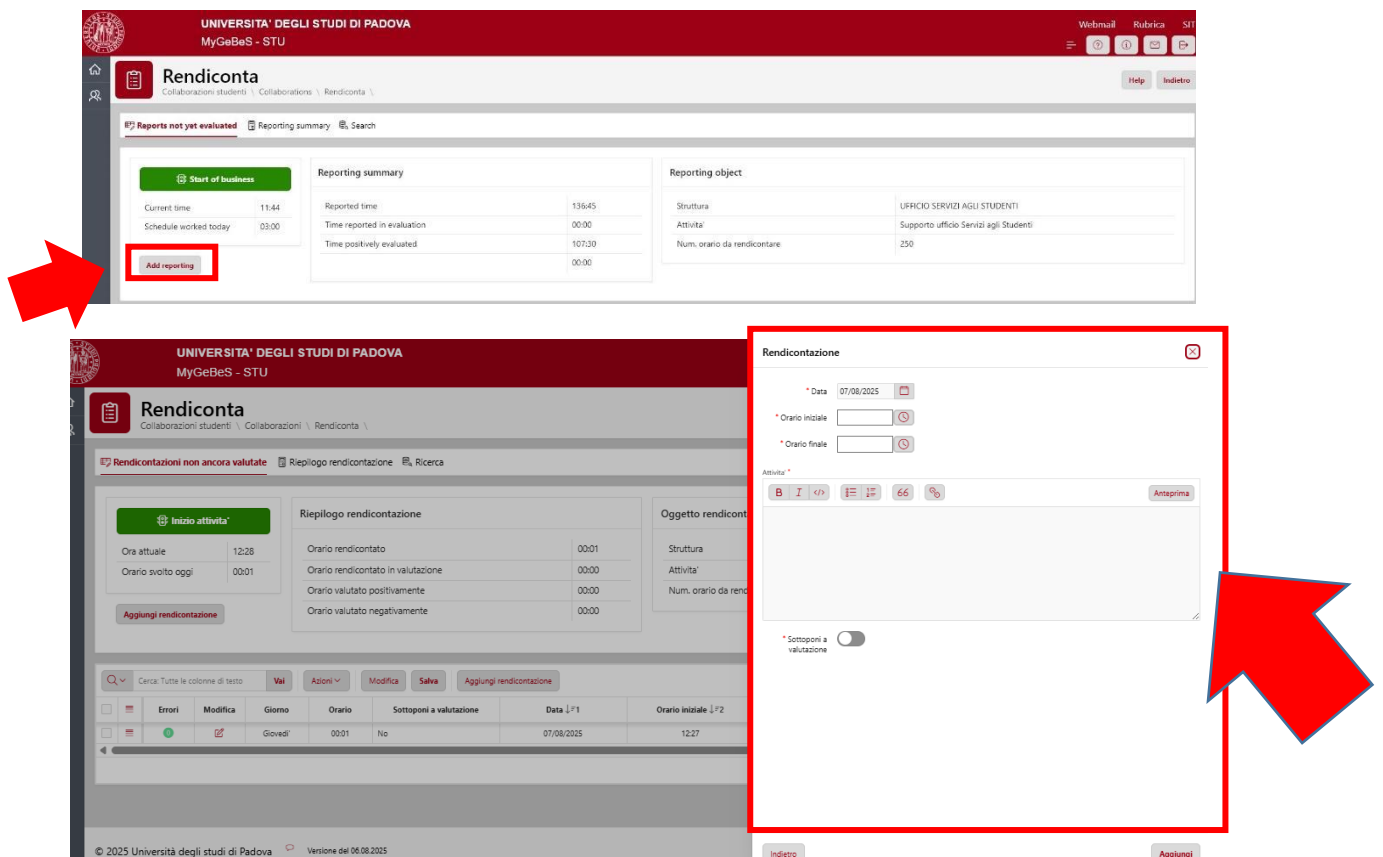


The screenshot shows the 'Rendiconta' interface with the 'Add reporting' button highlighted in a red box. A red arrow points from the button to the table below.

	Date ↓ #1	Starting time ↓ #2	Final time	Performed activity	Modificato d	Modificato il	Id
	17/10/2025	10:00	11:00	SPORTELLI	FRANCESCO	17/10/2025	3895

Alternatively, by clicking the “Add Reporting” button, a new window (pop-up) will open where the required information must be entered and saved:

- Activity date
- Start time – End time
- Activity description



The top screenshot shows the 'Rendiconta' interface with the 'Add reporting' button highlighted in a red box. A red arrow points from the button to the bottom screenshot.

The bottom screenshot shows the 'Rendicontazione' pop-up window. A red box highlights the entire window, and a red arrow points from the box to the right.

Rendicontazione

* Data: 07/08/2025

* Orario iniziale: []

* Orario finale: []

Attività *

[B] [I] [U] [L] [E] [G] [66] [Q]

Antesprima

* Sottoponi a valutazione: []

The system allows reporting a maximum of 9 hours per day, for a maximum of 36 hours per week. A break of at least 10 minutes is required every 6 hours.

To request payment for the reported hours, the reporting must be submitted for evaluation.

The screenshot shows the 'Rendiconta' (Reporting) interface. On the left, there's a 'Start of business' section with 'Current time' at 11:44 and 'Schedule worked today' at 03:00. The main area has a 'Reporting summary' table with fields like 'Reported time' (136:45), 'Time reported in evaluation' (00:00), and 'Time positively evaluated' (107:30). To the right is the 'Reporting object' section with details about the structure and activity. At the bottom, there's a table with columns for 'Errors', 'Edit', 'Hours', 'Submit for evaluation', 'Date', 'Starting time', 'Final time', 'Performed activity', 'Modified by', and 'Id'. The 'Submit for evaluation' column has a 'No' button highlighted with a red box, and a red arrow points to it.

It is sufficient to click “No” in the “Submitted for evaluation” column and a toggle will be activated to submit the hours for evaluation.

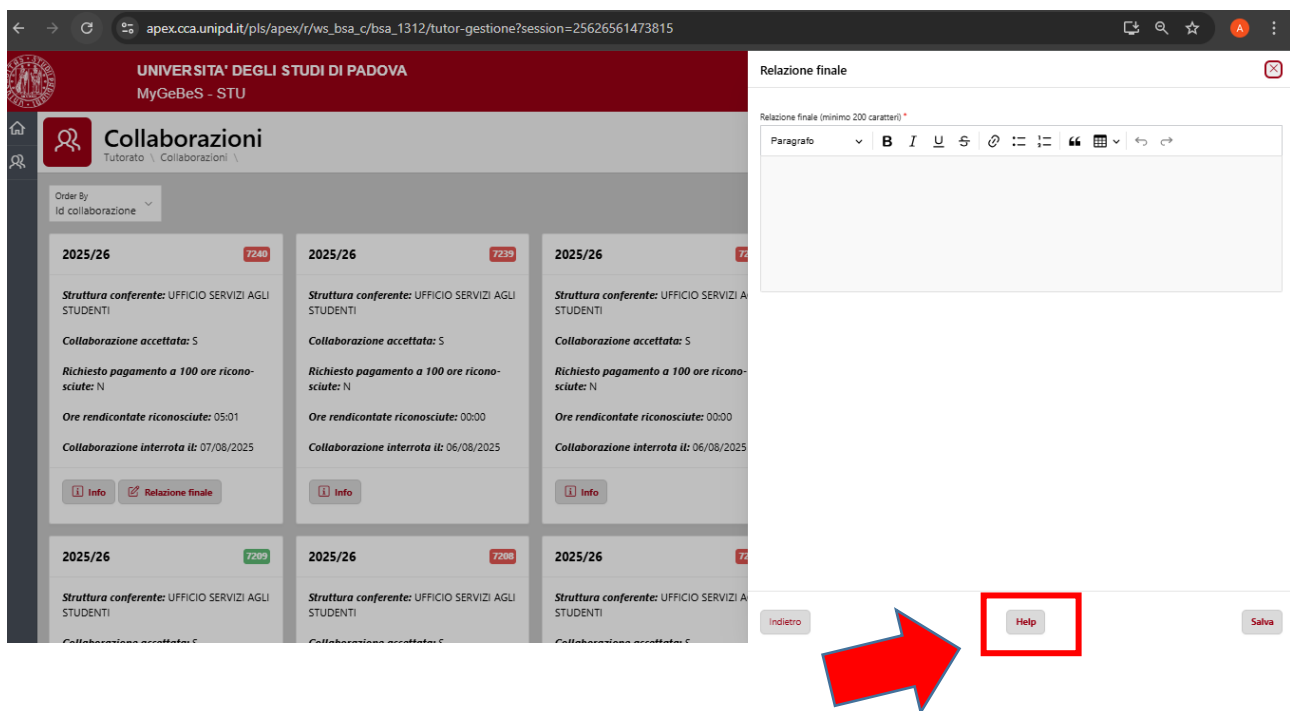
This screenshot shows the same 'Rendiconta' interface, but the 'Submit for evaluation' column now has a toggle switch. The toggle is currently in the 'off' position (grey). A red box highlights the toggle, and a red arrow points to it. The 'Reporting summary' and 'Reporting object' sections remain the same.

The module also allows you to view a summary of the activities entered and reported.

This screenshot shows the 'Rendiconta' interface with the 'Reporting summary' tab selected. A red box highlights the 'Reporting summary' tab, and a red arrow points to it. The 'Reporting summary' table is visible, showing the same data as in the previous screenshots.

At the end of the hours assigned by the contract, it will be necessary to prepare a Final Report.

The screenshot shows the 'Collaborazioni' (Collaborations) interface. It displays a summary for a collaboration with ID 7240. The summary includes the structure 'UFFICIO SERVIZI AGLI STUDENTI', the status 'Collaborazione accettata: S', and the request for payment 'Richiesto pagamento a 100 ore riconosciute: N'. At the bottom, there's a 'Relazione finale' button highlighted with a red box, and a red arrow points to it.



To complete the **Final Report**, it is necessary to follow the instructions provided in the “**Help**” button.

QUALITATIVE DESCRIPTION

- Type of Activity Performed
- Type of Requests Received
- Type of Support/Intervention Provided
- Additional Support Activities
- Student Feedback (e.g., what they appreciated most, how many benefited, etc.)

DATA TO BE COLLECTED

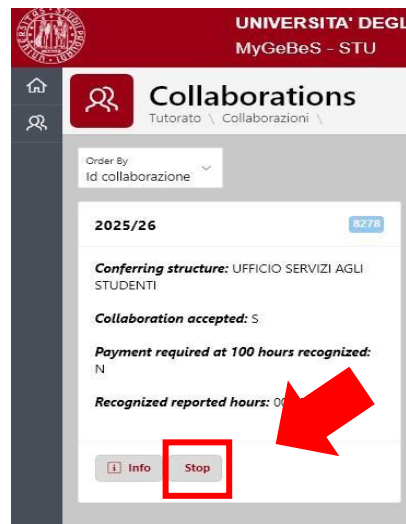
- *Only for study groups: indicate the number of students attending per group and total number*
- *Only for lab support: indicate the number of students attending per lab and total number*

OBSERVATIONS

- Weak Points
- What Can Be Done to Improve
- How to Measure Satisfaction Levels
- Strengths

EARLY TERMINATION

Once the collaboration has started, the student has the option to terminate the collaboration. In this case, only the hours that have been reported and positively evaluated will be recognized and paid.



Termination can only occur if the reported hours have been approved.

After reporting, it is necessary to complete the “Final Report” (see previous section).

WITHDRAWAL

The student has the option to permanently withdraw from the call for the activation of a tutoring contract with University departments.

In this case, their name will be permanently removed from the ranking list for the current year and cannot be reinstated.

