

VADEMECUM FOR INCOMING STUDENTS

Dear Erasmus Student,

We are pleased to welcome you to the Scuola Superiore per Mediatori Linguistici di Padova (SSML)!

We are sure you have chosen to take part in the Erasmus+ Programme aware that mobility is one of the golden keys to improve the quality of European competitiveness. Mobility contributes to build up a knowledge-based society where the awareness of different cultures and traditions is an incentive, rather than an obstacle, to innovation and international cooperation.

Within the framework of the Erasmus+ Programme, the SSML is strongly committed to foster internationalization and innovation throughout Europe. In particular, studying at the SSML will not only enrich your study experience but will also broaden your cultural background and improve your professional skills.

This vademecum aims at assisting you in the preparation for studying in Padua and to advice you on how to organize your stay. Our institute offers an excellent academic programme, while the city provides a number of social, cultural and tourist activities.

We wish you a pleasant stay in Padua and we hope that your time here will be an important part of your academic and professional career, and life.

The International Office of the SSML

WHO WE ARE

The Scuola Superiore per Mediatori Linguistici of Padua, already known as Scuola per Traduttori e Interpreti, is recognised by the Italian Ministry of Education, University and Research MIUR (Ministerial Decree 24/09/2003) and grants a three-year degree in TRANSLATION AND INTERPRETING. This degree allows students to progress to a master degree course in Conference Interpreting, Literary Translation and Technical and Scientific Translation.

Our university course provides the knowledge interpreters and translators require. It conveys exhaustive skills, even at a sectorial level, for highly qualified linguistic mediators.

WHERE WE ARE

The SSML of Padua is situated in the historic center of Padua, within walking distance to the well-known Prato della Valle and Basilica of Saint Anthony, just a few steps away from the main university accommodations, canteens, libraries and other services, and is served by the main bus and tram lines.

PRACTICAL INFORMATION

Nomination deadlines

Partner Universities have to e-mail the list of the Erasmus nominees for the current academic year to erasmus@mediatorilinguisticipadova.it enclosing the following details:

- full name and e-mail address;
- period of stay (1st semester/ full academic year/ 2nd semester);
- foreign languages to be studied.

The above mentioned information have to be sent by May 30th for full academic year and 1st term students and by October 31st for 2nd term students.

Application deadlines

Erasmus selected students will be contacted by our International Office and will have to fill in the Application Form for Incoming students and send it by e-mail to erasmus@mediatorilinguisticipadova.it within the following deadlines:

June 15th for full academic year and 1st term students

November 15th for 2nd term students

Before the mobility

Before the mobility the nominated Erasmus students have to:

- fill-in the Learning Agreement;
- sign it and have it signed by their own Institutional Coordinator;
- send a copy of the Learning Agreement duly signed by e-mail to erasmus@mediatorilinguisticipadova.it by 15th July.

Erasmus incoming students are enrolled at the SSML as Italian students, and have the same advantages and duties as established by the Erasmus Student Charter. Before leaving your country, you have to make sure you have:

- already arranged the Learning Agreement with the Erasmus coordinator both of your home and hosting University;
- the European Health Insurance Card (EHIC) for medical assistance;
- a valid passport or identity document;
- an accident insurance certificate (often provided by home University).

At arrival

At your arrival:

- you have to go to the International Office in order to register at the SSML and gather useful information related to your study stay. There you will be asked for the original *Learning agreement*;
- send the confirmation of arrival issued by the International Office to your home University.

At the end of the mobility

At the end of your mobility period, the International Office will issue an official certificate (*Transcript of Records*) listing the activities such as examinations, laboratory activities, etc.

The International Office

Please inform the International Office of any changes that may occur during your stay in Padua (change of address, of email address, telephone number, etc.) You are strongly recommended to check your email inbox regularly, as it will be used for all kind of important information.

Elena Rango

Erasmus+ coordinator

erasmus@mediatorilinguisticipadova.it

Tel. +39 049 8751151

Fax. +39 049 8762227

ACADEMIC INFORMATION

Academic calendar

First semester courses usually start on the secondo week of October and last until the end of January, while second semester courses start at the beginning of March and finish at the end of May. Exams can be taken in three different sessions: Februar, June and September.

National and local holidays are:

1st January – New Year’s Day

6th January – Epiphany

March/April – Easter

25th April – Liberation Day

1st May – Labour Day

2nd June – Italian Republic Holiday

13rd June – Patron saint’s day

1st November – All Saints Day

8th December – Immaculate Conception of the Blessed Virgin Mary

25th December – Christmas Day

26th December – St. Stephen’s Day

Foreign languages

In general, courses are delivered in Italian although many of them are offered in English, German, Spanish and Russian.

Language level recommended for incoming students: Italian B1 or English, German, Spanish or Russian B1 for students following courses taught respectively in English, German, Spanish or Russian.

This level is established according to the Common European Framework of Reference for Languages (CEFR) and no certification is required.

GENERAL INFORMATION

Visa

Non-EU students must apply for a visa before arriving in Italy. Students who need a visa are encouraged to visit the website of the Italian Ministry of Foreign Affairs and International Cooperation: <http://vistoperitalia.esteri.it/home/en>.

Students with Special Needs

The SSML has the infrastructure to welcome applicants with disabilities, anyway we advise them to contact us in advance at erasmus@mediatorilinguisticipadova.it, to ensure that we are able to meet their precise needs for accessibility, transport or housing.

Accommodation

The Erasmus Students Network, an association of former Erasmus students, can help you to find the right private accommodation in Padua. ESN provides regularly updated lists of private flats and houses and helps students in their search.

Other useful links to find an accommodation in Padua:

<http://padova.bakeca.it/annunci/cerco-camera/>

<https://www.uniplaces.com/it/>

<https://erasmusu.com/it/affitto-studenti-erasmus>

<https://it.bedycasa.com/alloggi-per-studenti>

Emergency numbers

Carabinieri: 112

Polizia: 113

Vigili del fuoco: 115

Ambulance: 118

Guardia di finanza: 117

Italian Tax Code

Please note that the Tax code (codice fiscale) is needed to sign any contract (e.g., to rent a room, to open a bank account, to find a doctor or to get a sim card for mobile phones).

The Tax code is issued by the local tax office (Agenzia delle entrate). Students have to fill in the necessary forms and hand them to:

Agenzia delle Entrate

Via Domenico Turazza, 37, 35128 Padova PD

tel. +39 049 791 1511- dp.padova@agenziaentrate.it

Website: https://www1.agenziaentrate.gov.it/indirizzi/agenzia/uffici_locali/lista.htm?m=2&pr=PD

Non-resident individuals who need to obtain the tax identification number can also apply for it to the Italian consular authorities in the Country of residence (see <https://www.agenziaentrate.gov.it/portale/web/english/nse/individuals/tax-identification-number-for-foreign-citizens>).

Doctor

To get a doctor please refer to the [Distretto ULSS](#) in Via E. degli Scrovegni, 12 - Padova (PD).

Health insurance

All Erasmus students are requested to have appropriate health insurance. EU citizens must travel to Italy with their European Health Insurance Card (EHIC). The European Health Insurance Card, replacing paper forms such as the E111 or E106, gives access to medically necessary, state-provided healthcare during a temporary stay in any of the 27 EU countries, Iceland, Lichtenstein, Norway and Switzerland. Students coming from non-EU countries are strongly recommended to verify if there are any agreements between their country's National Health Service and the Italian one; they must be able to demonstrate that they have a health insurance policy.