

## VADEMECUM FOR INCOMING STUDENTS

*Dear Erasmus Student,*

*We are pleased to welcome you to the Scuola Superiore per Mediatori Linguistici Dante Alighieri di Padova!*

*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 Dante Alighieri 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 Dante Alighieri*



## WHO WE ARE

The Scuola Superiore per Mediatori Linguistici Dante Alighieri 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 Dante Alighieri 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](mailto:erasmus@mediatorilinguisticipadova.it) enclosing the following details:

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

The above mentioned information have to be sent by May 30<sup>th</sup> for full academic year and 1<sup>st</sup> term students and by October 31<sup>st</sup> for 2<sup>nd</sup> 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](mailto:erasmus@mediatorilinguisticipadova.it) within the following deadlines:

June 15<sup>th</sup> for full academic year and 1<sup>st</sup> term students

November 15<sup>th</sup> for 2<sup>nd</sup> term students



### **Before the mobility**

Before the mobility the nominated Erasmus students have to:

- fill-in the Learning Agreement and the Certification of Italian Language Proficiency;
- sign them and have them signed by their own Institutional Coordinator;
- send a copy of the Learning Agreement and the Certification of Italian Language Proficiency duly signed by e-mail to [erasmus@mediatorilinguisticipadova.it](mailto:erasmus@mediatorilinguisticipadova.it) by 15<sup>th</sup> July.

Erasmus incoming students are enrolled at the SSML Dante Alighieri 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 Dante Alighieri 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 a confirmation of stay (*Departure certificate*) and an official certificate (*Transcript of Records*) listing the activities such as examinations, laboratory activities and corresponding grades and ECTS amounts.

## **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.

Here you are all contact information of the International Office:



Elena Rango

Erasmus+ coordinator

[erasmus@mediatorilinguisticipadova.it](mailto:erasmus@mediatorilinguisticipadova.it)

Tel. +39 041 5649593

Fax. +39 049 8762227

## ACADEMIC INFORMATION

### Academic calendar 2022/2023

1 <sup>st</sup> semester	10 <sup>th</sup> October 2022 - 20 <sup>th</sup> January 2023
Winter exam session	30 <sup>st</sup> January-17 <sup>th</sup> February 2023
2 <sup>nd</sup> semester	27 <sup>th</sup> February-19 <sup>th</sup> May 2023
Summer exam session	29 <sup>th</sup> May-14 <sup>th</sup> July 2023
Autumn exam session	28 <sup>th</sup> August-29 <sup>th</sup> September 2023

### Festivities 2022/2023

31<sup>st</sup> October-1<sup>st</sup> November 2022: All Saints' Day

8<sup>th</sup>-9<sup>th</sup> December 2022: Immaculate Conception of the Blessed Virgin Mary

24<sup>th</sup> December 2022-8<sup>th</sup> January 2023: Christmas holidays

6<sup>th</sup> 11<sup>th</sup> April 2023: Easter holidays

24<sup>th</sup>-25<sup>th</sup> April 2023: Anniversary of Italy's Liberation

1<sup>st</sup> May 2023: International Workers' Day

### Languages of instruction

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

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

Language level recommended for incoming teachers or staff: B2

This level is established according to the Common European Framework of Reference for Languages (CEFR).





## Attendance

The attendance of the courses at SSML Dante Alighieri is compulsory, i.e. in order to take the final exam of each course you need to take part in at least 70% of the lectures.

## GRADING SYSTEM AND TRANSCRIPT OF RECORDS

Local grade	Grade in words	Interpretation of grades
30 cum laude	Excellent	An excellent result
30-27	Very good	A result that is noticeable above the average
26-24	Good	A result that meets the average requirements
23-21	Satisfactory	A result that meets low requirements
20-18	Sufficient	A result that meets minimum requirements despite deficits
<18	Insufficient	A result that does not meet the requirements because of considerable deficits

A transcript of records will be issued and sent to the students after the assessment period/semester has finished at our institution.

## 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 Dante Alighieri has the infrastructure to welcome applicants with disabilities, anyway we advise them to contact us in advance at [erasmus@mediatorilinguisticipadova.it](mailto: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.camplusapartments.it/it/affitti/padova>

<https://www.collegiomazza.it/en/residenze-universitarie-padova/>

[http://www.ostellopadova.it/index\\_file/Page619.htm](http://www.ostellopadova.it/index_file/Page619.htm)

<http://www.casaacolori.org/>

<https://housinganywhere.com/s/Padua--Italy>

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

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

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

<https://www.idealista.it/affitto-stanze/padova-padova/>

It can also be useful to subscribe to specific groups in social networks, eg Facebook:

[Padova Housing Erasmus+](#)

[Rooms, flats and apartments for students in Padua: rent your accommodation!](#)

Another suggestion could be to search for a room in the suburban neighborhood (here you are some names: Guizza, Bassanello, Montà, Salboro, Pontevigodarzere, Brusegana, Chiesanuova, Ponte di Brenta) or in the area immediately outside the city (names: Albignasego, Ponte San Nicolò, Maserà di Padova, Abano Terme, Vigodarzere, Vigonza, Limena). All these areas are well connected with the city centre through public transport.

## 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](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.