Welcome to Statistical Sciences

A handbook for new arrivals at our Department

January 2026

Dear colleagues,
It is my pleasure to welcome you to the Department of Statistical Sciences.
As we get to know one another and work together, I trust that our collaboration will be profitable, interesting and worthwhile, both professionally and personally.

For now, here are some useful items of information — logistical, and related to teaching and research — that will help you to familiarise yourselves with the daily routine of the Department and set to work without difficulty right away.

All the best!

Giovanna Capizzi
Head of the Department

ABOUT US

According to <u>QS Top Universities</u>, one of the most accredited agencies across the globe, our Department of Statistical Sciences is **one of the world's top 100** in the field of "Statistics and Operational Research".

The ranking is split by subject and is based on the quality of **scientific publications**, on the results of a survey on the international reputation of researchers, and on the employability of students graduating from the department/university.

Furthermore, the University of Padua was declared the best university in Italy in which to study **statistics**.

ABOUT US

Our Department conducts **statistical research** — mainly in the areas of methodology, social affairs, economics and demographics — into **innovative teaching**, **knowledge transfer** with the world of manufacturing and higher education, **teacher training**, **school education** and **public information**.

The courses offered include a **Bachelor's degree** in **Economics and Business Statistics** and in **Technology and Science Statistics**, a **Master's degree in Statistical Sciences**, and a **PhD in Statistical Sciences**.

GENERAL INFORMATION

The Department is located in Via Cesare Battisti 241, Padua, on the site of the seventeenth century **Convent of Santa Caterina,** now a university **campus** with classrooms, study rooms, IT laboratories, teaching and ancillary staff rooms, and a Library.

BADGES

Teaching and ancillary staff, researchers and co-workers have a personal **badge** giving them access to Departmental areas. This badge may not be transferred to others.

For **internal staff,** the badge is issued — and replaced in the event of malfunction — by the University's Teaching and Ancillary Staff Office. **For visitors**, the Department issues temporary badges for periods longer than one week, which remain valid until the end of their stay.

HOURS

Open to the public:
08.30 – 17.00 Monday to Friday

Road gates open: 07.30– 19.00

Access with badge:
07.30 – 22.00 Monday to Friday
07.30 – 19.30 Saturday

Outside of these hours, the entire premises are alarmed.
Changes to opening hours on public holidays or in other circumstances will be notified by e-mail.

PARKING

The **car and motorcycle park** can be used only by **internal staff**.

Cars can be parked only in the marked spaces. Users are asked first to fill up the area along the perimeter wall and beside the garden, then the three spaces near the portico.
The parking spaces in the first courtyard are reserved, one for the Head of the Department and one for the disabled. The remaining spaces can be used only if the spaces in the second courtyard are full up.
Motorcycles can be parked only in the area near to the bicycle racks.

Bicycles can be parked only on the racks, which are available for the convenience of internal staff and those who need to access the Department.

See the full regulations:
Parking Regulations

BOOKING OF ROOMS AND PCs

Classrooms: these are located on the ground floor, numbered **SC 20**, **SC 30**, **SC 40**, **SC 60**, **SC 120**, **SC 140**, **ASID 17**, **ASID 20** and **ASID 60**.
Booking is by e-mail:
prenotazione_spazi@stat.unipd.it

Meeting Room: this is located on the first floor of the Department and can be booked for staff meetings, preferably at least one day in advance. This excludes bookings for lectures, which can only be made on the same day, subject to availability of the room.
E-mail: **prenotazione_spazi@stat.unipd.it**

Notebook PCs for lessons: these can be requested by e-mail (**logistica@stat.unipd.it**), stating the period of use and the need, if any, for temporary installation of software other than the usual Office package.

PURCHASE OF PCs AND OTHER TOOLS

New employees in the Department are assigned a workstation in one of the rooms on the 1st floor, equipped with a desk and land line telephone.

Any **desktop/notebook PCs and other tools** required for work purposes must be purchased using the individual's **research funding**.
In the absence of research funding upon arrival, it may be possible to use funds made available by the Department.

For information: **contabilita@stat.unipd.it**

VISITORS

The Department of Statistical Sciences welcomes Italian and foreign visitors interested in developing research projects in collaboration with its teachers and researchers.

Applications should be submitted to the Head of the Department in good time, by filling in and signing the appropriate form (go to www.stat.unipd.it/sites/stat.unipd.it/files/Modulo_Richiesta_Ospiti_2025.pdf) and e-mailing it to **logistica@stat.unipd.it**.

Through this form, authorised visitors may take out accident insurance for a yearly premium of EUR 6.50, paid via the PagoAtenei website.

VISITORS

For the **payment procedure**, see
unipd.pagoatenei.cineca.it/frontoffice/
modellopagamento?id=110&lang=it

For the English-language version, go to:
https://unipd.pagoatenei.cineca.it/frontoffice/
modellopagamento?id=110&lang=en

Although not mandatory, taking out **insurance** is strongly recommended. Alternatively, visitors may provide a copy of any other accident insurance they may have, and/or they may declare, under their own responsibility, that they do not intend to take out insurance, thereby relieving the University of Padua of any liability related to any accidents they may suffer.

For administrative aspects concerning visitors or teachers holding paid lectures or seminars, contact **contabilita@stat.unipd.it**.

LOGISTICS AND INFRASTRUCTURE

Redirection of phone calls
Land line functionalities are explained in a dedicated section of the University website at asit.unipd.it/servizi/fonia-fissa/manuali
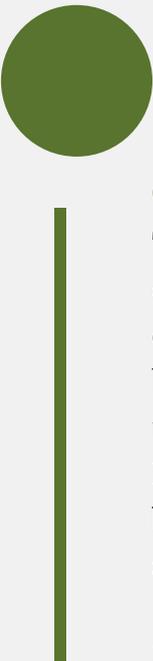
Logistical and infrastructural needs
For office removals, and issues involving electrical, air conditioning or heating systems, contact **logistica@stat.unipd.it**.

Photocopy room
This is located on the 1st floor of the Department. Use of the photocopy machines requires a code, which can be requested from **logistica@stat.unipd.it**.

COFFEE ROOM

The coffee room is located on the 1st floor, can only be used by persons having a bona fide connection with the Department, and cannot be booked. It offers a coffee machine with pods, and teabags for making tea, infusions and herbal teas. It contains a whiteboard and an area dedicated to a **bookcrossing** initiative, in which all Departmental staff can take part.

MULTIFUNCTIONAL SPACE

Dedicated mainly to conferences and educational activities, this space is at the disposal of students for study and recreational pursuits outside of their institutional activities.
 Requests for use shall be assessed by the logistics managers at the request of the event manager, in agreement with the Head of the Department.

DEPARTMENTAL BICYCLES

The booking system for the two departmental bicycles, located in the main courtyard, is available at **https://bici.stat.unipd.it/** (accessible from Santa Caterina or via VPN).

Booking is not mandatory, but it is strongly recommended in order to ensure the availability of a bicycle.

The keys for the locks are available at the reception desk / UID, together with helmets for those who wish to use them. When collecting the keys, users are required to sign the dedicated register.

Departmental bicycles are available to:

-academic staff, research staff, and technical-administrative staff;

-PhD students;

-holders of research fellowships, research contracts, post-doctoral appointments, or research appointments.

TEACHING

MOODLE

Moodle is an **e-learning platform** on which each study course has a dedicated space where users can find material made available by teachers.

The Moodle link assigned to our Department, accessible by entering the @unipd.it credentials is https://stem.elearning.unipd.it/dss.

On Moodle, for example, you can find the minutes of the Department Board and of the Bachelor's Degree and Master's Degree Study Course Boards, instructions for using the Board on Air, and information on health and safety.

HEALTH AND SAFETY

Legislation requires that everyone working within an organisation, with or without remuneration, including for the sole purpose of learning a craft, art or profession, regardless of the type of contract, shall receive appropriate general and specific training on health and safety in the workplace.

Compulsory training for workers consists of a general training course (4 h), which constitutes a permanent credit for all sectors, a specific training course (4 h) – 'low' risk class, for workers employed in an office or similar environment (e.g. library, front office, etc.) and in computer labs – and a five-yearly refresher course (6 h).

HEALTH AND SAFETY

All courses can be accessed at
https://elearning.unipd.it/formazione (Safety
Section, sign in with SSO credentials).
What to do in an emergency:
 www.stat.unipd.it/dipartimento/sicurezza

Safety officers: Marco Ardina, Antonio
Mastrangelo, Mirko Moro
Fire-fighting teams: Marco Ardina, Ilaria Bernardi,
Costantina Bruno, Genny Calore, Pierfrancesco
Gratteri, Stefano Davide Leone, Mirko Moro, Paolo
Scopelliti
First aid teams: Marco Ardina, Ilaria Bernardi,
Manuela Destro, Matteo Grigoletto, Stefano
Davide Leone, Mirko Moro, Silvia Sartorelli, Paolo
Scopelliti
E-mail: **sgss@stat.unipd.it**
Info: www.unipd.it/sites/unipd.it/files/2023/
Gestione_emergenze attività didattica.pdf

ISSUANCE OF A DIGITAL SIGNATURE

Teachers and researchers who carry out their teaching activities in the departments of the School of Science need to request a digital signature from the secretarial office. Please e-mail **scienze@unipd.it** for an appointment.
School staff responsible for issuing the digital signature:
- Fabio Bilato tel. +39 049 827 5773
- Marta Molena tel. +39 049 827 5760

UNIWEB

Uniweb is the University's **information system**, accessible by entering @unipd.it credentials, for the **management of teaching activities** (e.g. announcement of exam calls, publication of grades, filling in the teaching register, etc.).

*The **manuals for use** are available at: www.unipd.it/uniweb-docenti.*
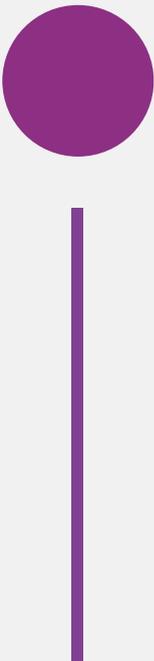
SIT

The **SIT (IT and Telematic Services)** Portal provides a point of access for information and advice regarding employees of the University and freelance or contracted co-workers. It is a portal developed by ASIT - IT and Telematic Services Division.

Among the main features of the website, users can view payslips and CUD and CU tax forms.

The access link is located on the bar at the top right of the ASIT home page. Access is gained by entering @unipd.it credentials.
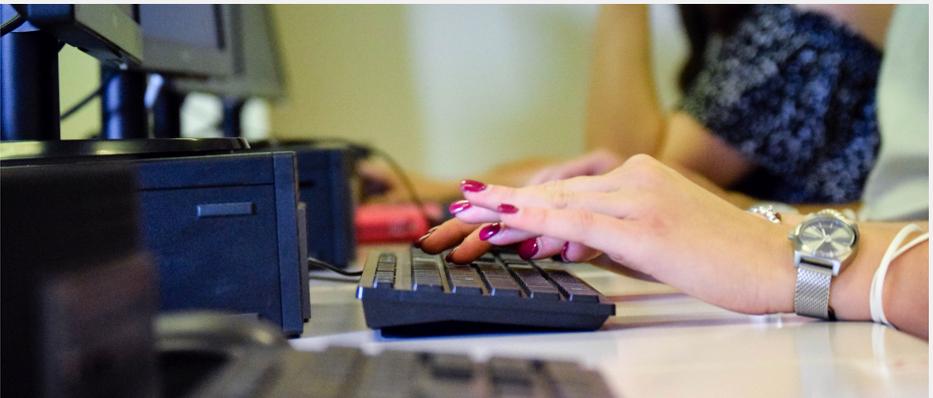
IT SERVICES

IT SUPPORT

To access the IT support service, users must activate a **ticket** by writing to **support@stat.unipd.it** only from a personal @unipd.it or @stat.unipd.it account.
The ticket becomes operational within 24 hours (unless the need is particularly urgent).

E-MAIL

Every new employee has two e-mail accounts:
- a **Unipd account: name.surname@unipd.it**.

- a **Departmental accoun**t, with domain name **@stat.unipd.it,** created and managed internally by Departmental technicians, who will communicate the access procedures and credentials.

IT SERVICES

WI-FI NETWORK

The Departmental wi-fi network, managed internally by the IT staff, allows access to the **Eduroam network**, requiring authentication with @unipd.it credentials, and to certain alternative networks (on request). Wireless connectivity is also provided, where justifiable, for visitors, conferences, seminars, etc.

WEBSITE AND RESERVED AREA

The <u>Departmental website</u> is managed internally by IT staff.
In addition to the website, authorised users (e.g. local users) may sign into a reserved area of the Department's Moodle platform accessible with the University's Single Sign-on credentials.

GOOGLE DRIVE

Google Drive is available to all employees of the University and is managed centrally. Departmental IT staff can provide help with configuration and use of the resource.

SERVERS

There are several dedicated to scientific calculation, inside the Department and shared with the University. The hactar server is inside the Department and may be accessed by teachers, PhD students and research assistants. Info: **support@stat.unipd.it**

IT CLASSROOMS

The Department has **3 IT classrooms** equipped with **60**, **20 and 18 desktop PCs**, which users can access by entering their @unipd.it credentials. All PCs are provided with the latest versions of software needed for lessons and exams, and internet access.

VIRTUAL CLASSROOM

A virtual classroom reproduces the physical computers of the IT classrooms on virtual machines. These machines can be used by students and teachers **for teaching activities with single sign-on via Moodle**: stem.elearning.unipd.it/course/view.php?id=831 IT staff will also help to configure virtual machines, on internal servers, for teachers and PhD/degree students who require extra computing power for the study and research activities in which they are engaged.
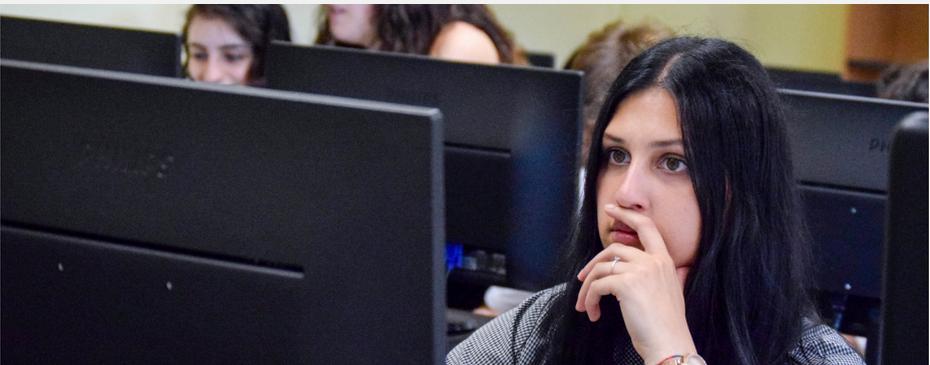
BOARD ON AIR

With this **super-interactive whiteboard** for online learning, talks and video lessons may be recorded naturally and easily. The controls at the speakers' disposal allow them to manage the recordings in real time, creating academic and professional educational videos without the need for post-production.

On Moodle:
stem.elearning.unipd.it/enrol/index.php?id=832

For information and queries:
boa@stat.unipd.it - support@stat.unipd.it

ADMINISTRATION

All information regarding admin/accounting aspects of the Department (**missions, purchases, reimbursements, fees, minor expenses, research funding**) can be obtained from:

contabilita@stat.unipd.it

LIBRARY

The "Bernardo Colombo" Library of Statistical Sciences boasts a wealth of **books, ebooks, journals, databases, statistical data, sectoral encyclopaedias, theses, working papers and technical reports.**

Most of the books and journals are displayed on open shelves and freely accessible.

Anyone looking for particular books, journals and e-resources may use the **GalileoDiscovery** search engine.
Opening hours: Monday - Friday 9 - 17
(times may vary in August and on public holidays)
Info: 049 8274107 | bibstat@biblioteca.stat.unipd.it
https://biblio.unipd.it/en/libraries/statistica
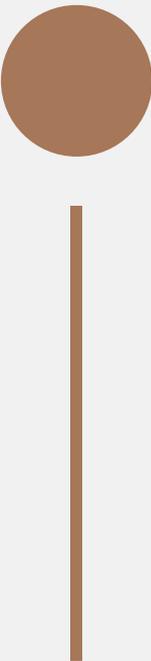
DATA REPOSITORY

This is an important project aimed at collecting and promoting the results of the research activities carried out within our Department.

Data may be searched, consulted and used freely for analysis and research purposes.

The Data Repository is available at:

datarepository.stat.unipd.it

Welcome to
Data Repository

RULES AND REGULATIONS

University Charter

General Regulations

University teaching rules

School of Sciences teaching rules

Regulations for teaching staff

Regulations governing Ancillary Staff, Foreign Language Instructors, Managers

COMMUNICATION/OUTREACH

The Department has its official **Instagram**, **Facebook**, **YouTube** e **LinkedIn** channels, where news, updates, and content related to education, research and scientific dissemination, and in general "life at the Department" is published daily.

It also has a **Mediaspace channel**, on the University of Padua video platform.

The Department promotes and takes part regularly in **knowledge spreading events** organised for the public and for schools.

E-mail: **comunicazione.stat@unipd.it**.

CONTACTS

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Events: eventi.stat@unipd.it
Teaching Secretarial Office:
segreteriadidattica@stat.unipd.it
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Logistics: logistica@stat.unipd.it

www.stat.unipd.it

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