ERASMUS+ FOR STUDIES AND SEMP
APPLICATION AND ACCEPTANCE INSTRUCTIONS IN UNIWEB

Before starting to fill in the application form in Uniweb, we recommend reading carefully the call for applications and the list of the Partner Universities available referring to the following link:

- Erasmus+ for Studies Programme (both Europe and beyond Europe): [http://www.unipd.it/erasmus-studio](http://www.unipd.it/erasmus-studio)

Should you have any problem with the application procedure or not receive the confirmation email, please write to domanda.erasmus@unipd.it before the deadline, specifying name, surname, registration number and degree course. Bear in mind that the helpdesk is available during office hours on working days.

You can start to fill in the application form only after having decided the Partner University (or Universities if multiple choice is allowed) you wish to apply for. The information required are:

1) the **Erasmus code** of the Partner University
2) the **Field of study** (ex. 0311 - Economics)
3) the Surname of the **Italian Erasmus Coordinator** (so-called **Responsabile di flusso**)

You can only apply for the list of Partner Universities of your School / Department (for example, students attending a Bachelor degree in Statistics for Economics and Business can choose among the Partner Universities offered by the Department of Statistical Sciences of the School of Science).

In order to apply, you must have paid the tuition fees, otherwise you will not be able to fill in the application form.
1) Log in with your Uniweb username and password and click on “International Outgoing Mobility Calls for Applications” under the heading “International Mobility” (menu on your left); the calls available are the ones unlocked referring to the a.y. 2017. Once you are in the system, make sure that “Exchange Programs” has been selected into the “Mobility Area” window (in the upper left).

At this stage, the available calls will be displayed. The icon connects directly to the webpage containing the call general information and the list of the available Partner Universities (you should have consulted this information before starting the online application procedure). Click on the icon to start filling in the application form.
2) You will now have the complete list of the Partner Universities. For each one of them, the name of the Italian Erasmus Coordinator (Responsabile di flusso), the number of scholarships available, the number of months of the study period and the link to the Partner University main website are provided. Nevertheless, you are kindly invited to consult all this information before applying (refer to: http://www.unipd.it/erasmus-studio). Click on “Apply”.

![Image of the International Outgoing Application process]

**Available places detail**

<table>
<thead>
<tr>
<th>University name - ISCED code - Area - Coordinator - study level</th>
<th>Erasmus Code</th>
<th>University Homepage</th>
<th>Unipd Coordinator</th>
<th>Places</th>
<th>Duration (months)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FHI KUFSTEIN Tirol -- 041 - Business and administration - PUGLISE Amedeo - ciclo 1</td>
<td>A.KUFSTEIN</td>
<td><a href="#">FHI KUFSTEIN Tirol BILDUNGS - GMBH</a></td>
<td>ANDREO PUGLISE</td>
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<td>10</td>
</tr>
<tr>
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<td>B.BRUXEL2</td>
<td><a href="#">HAUTE ÉCOLE EPHEC</a></td>
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<td>5</td>
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<tr>
<td>Universiteit Gent - Faculty of Economics and Business Administration - 041 - Business and administration - PUGLISE Amedeo - ciclo 1</td>
<td>B.GENT01</td>
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<tr>
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<td><a href="#">KATHOLIEKE UNIVERSITEIT LEUVEN</a></td>
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</tr>
<tr>
<td>Università Karlsruhe v Prze - Faculty of Social Sciences - 0311 - Economics - PUGLISE Amedeo - ciclo 1</td>
<td>C.Z. MAHAT</td>
<td><a href="#">UNIVERSITA KARLSRUHE V PRAZE</a></td>
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<tr>
<td>Otto-Friedrich-Universität Bamberg -- 041 - Business and administration - PUGLISE Amedeo - ciclo 1</td>
<td>D.BAMBERG</td>
<td><a href="#">OTTO-FRIEDRICH-UNIVERSITAT BAMBERG</a></td>
<td>ANDREO PUGLISE</td>
<td>3</td>
<td>10</td>
</tr>
</tbody>
</table>
3) Fill in the “Requirements” section, select and eventually rank your favourite Partner Institutions and state your language proficiency.

“REQUIREMENTS”

- You can declare your disability or your willingness to offer support to a disabled student abroad (Erasmus MATE project).
- Students that have already participated or are participating in a mobility Programme (LLP/Erasmus for studies, Erasmus+ for Studies, LLP/Erasmus placement or Erasmus+/Traineeship or LLP/Leonardo) must state it.
- It is mandatory to check “Declares that he/she saw the terms and rules regulating the present call”.
- You can choose among more types of activities to carry out abroad (exams, work on the thesis project, a complementary traineeship).
You are now required to rank the Partner Institution in order of preference, up to 2 or 3 only if foreseen by your School / Department. It is not mandatory to choose 2 or 3 Partner Institutions.

The Ctrl+F command will help you to find your favourite Partner Institution.

**Number of preferences**

- **Erasmus+ for Studies in Europe call:**
  - you can only choose ONE Partner Institution

- **School of Human and Social Sciences and Cultural Heritage call:** you can only choose ONE Partner Institution

- **Department of Economics and Management call:**
  - you can choose up to THREE Partner Institutions

- **All other calls:** you can choose up to TWO Partner Institutions

- **Erasmus+ for Studies Beyond Europe and SEMP calls:**
  - you can only choose ONE Partner Institution, regardless of your School / Department
“LANGUAGE PROFICIENCY”

In the same screen it is mandatory to state your language proficiency, on the basis of the Common European Framework of Reference for Languages: Learning, Teaching, Assessment (CEFR).

The language required by the Partner Institution is specified in the column “Lingua” (language).

In this section you can state the second and the third language only if you are allowed to select more Partner Institutions.

SEMP call: it is not mandatory to state your language proficiency.

“ADDITIONAL DECLARATIONS”

Psychology call only: you have to specify the favourite Partner Institution in the box “Additional declarations”.

In the free text box you can write:

a. the rationale for the choice of the Partner Institution
b. any additional language proficiency (for example: if you choose a Spanish Partner Institution you have to declare your Spanish proficiency above, but you can also state your English proficiency in this box).

c. your degree grade (if not recorded yet when applying)

At the end, click on “Next”. 
4) ATTACHMENTS SECTION: upload the following documents (only the ones related to the application form):

- PDF copy of your study plan proposal (mandatory) – use exclusively the form available here: www.unipd.it/erasmus-studio (select Bando Erasmus+ per la mobilità a.a. 2017/18 > Come fare domanda > Proposta delle attività da fare all’estero)

- PDF copy of your id card or residence permit for extra EU students (mandatory)

- PDF of a language certificate (only if available, not mandatory)

- PDF self-certification of previous graduation obtained in other Universities - use exclusively the form available here: http://www.unipd.it/erasmus-studio (click on “Bandi e selezioni” and then on “Come fare domanda” which means “how to apply”).

Please note that ONLY PDF FILES of a maximum size of 5 MB each are accepted. To convert a file to PDF see the paragraph at the end of this guide.
You can add or replace the attachments required before confirming the application form. The description of the attachment is in Italian:

- **Proposta delle attività da fare all’estero e/lettera tesi/tirocinio** is the study plan proposal.
- **Copia di un documento di identità o permesso di soggiorno (per studenti NON UE)** is the copy of id card or residence permit for extra EU students.
- **Certificati di lingua** means any language certificate with reference to the host Institution.
- **Autocertificazioni esame di lingua e/o titolo di studio** means the self-certification of previous graduation obtained in other Universities.

You will be able to confirm the application form only once uploaded the mandatory attachments.
5) In the last screen, you can cancel your application form by clicking “Cancel the application”, verify the application state by clicking on “Print the application summary” and confirm definitely your application by clicking on “Confirm your application (DEFINITIVE – Italian version only)(the application data will no longer be changeable)”. Application data won’t be editable after clicking on “Confirm your application (DEFINITIVE)”, therefore we strongly recommend to print the summary and check if there are any mistake before confirming the application.
6) Last step to complete the procedure!

Click on “Confirm” to complete the procedure, or on “Back” if you want to go back to the previous screen. An automatic email confirming your application will be sent to your institutional email address (name.surname@studenti.unipd.it).

The green spot confirms that the application procedure has been successfully completed.
HOW TO CREATE A PDF FILE

You can only attach PDF files of a maximum size of 5 MB each.

How to create a PDF file:
1) scan the document
2) convert the file to PDF, by using a proper conversion program.

DO NOT:
   a. modify the file extension!
   b. protect the file or set any password to limit the access
3) by using the commands “Save as...PDF or XPS” or “Print” PDF of the word processor installed in your computer (Mac and Windows).
4) by using free programs, such as http://www.pdfforge.org/pdfcreator (Windows) or https://www.sodapdf.com/word-to-pdf/.
5) JPEG, TIFF, BMP, GIF files can be converted to PDF format through websites that do not require the installation, such as http://www.apowersoft.it/immagine-a-pdf-gratis-online, http://www.convertimagetopdf.net, http://jpg.smallpdf.com/it.