**UNIVERSITÀ DEGLI STUDI DI PADOVA**

# ERASMUS+ FOR STUDIES AND SEMP
# APPLICATION AND ACCEPTANCE INSTRUCTIONS ON UNIWEB

Before filling in the application form on Uniweb, we recommend that students carefully read the call for applications through the following link:

- **Erasmus+ for Studies Programme** (both Europe and beyond Europe): http://www.unipd.it/en/erasmus-studies-out

- **SEMP Programme:** https://www.unipd.it/semp

- **ULISSE call for mobility overseas** (please refer to specific instructions to apply): http://www.unipd.it/ulisse

Destination universities are available in the new interactive platform:
**http://www.unipd.it/mobility-agreements**

Should students encounter any problems with the application procedure or not receive a confirmation email, they should email domanda.erasmus@unipd.it before the deadline, specifying their name, surname, registration number and degree course. The helpdesk is available during office hours on working days.

You can fill in the application form only after having decided on the Partner Universities you wish to apply for. The following information is required:

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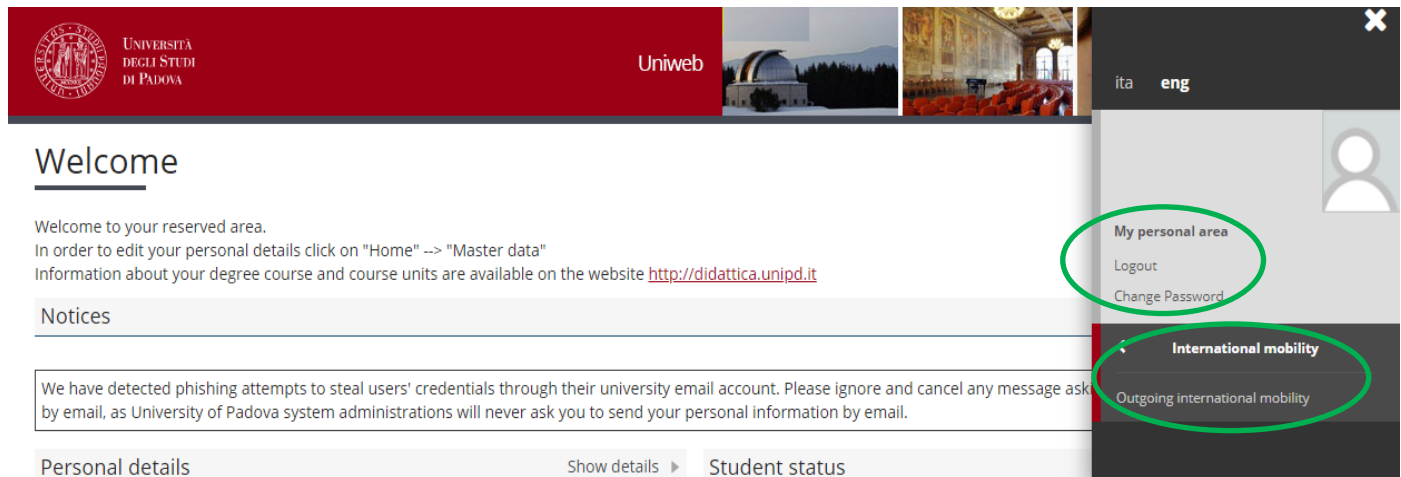3) the Surname of the **Italian Erasmus Coordinator** (so-called *Responsabile di flusso*)

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 in the School of Science).

There is a single SEMP Call and *Erasmus+ beyond Europe Call* in which students can see only the available Universities according to their School and/or Department.

We recommend that students check the list of successfully passed exams and the weighted average in their online booklet.

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It is recommended to use the following browsers: Chrome, Microsoft Edge, Firefox.

**1)** Log in with your Uniweb username and password and click on "Outgoing International Mobility" under the heading "International Mobility" (from the menu on your right);



**2)** Once you are in the system, make sure that "Exchange Programs" has been selected in the "Mobilty Area" window. At this stage, the available calls will be displayed. Please note that the calls available are the ones **unlocked** referring to the **a.y. 2023**.

The icon [www] connects directly to the webpage containing the call's 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.

### PROGRAMMA ERASMUS

| A.A. | Num. bando | Titolo | Stato bando | Stato iscr. | Azioni |
|------|-----------|--------|-------------|-------------|--------|
| 2022 | 615 | Erasmus+ SCUOLA DI AGRARIA E MEDICINA VETERINARIA | 🔓 | | 🔍 www |
| 2022 | 616 | Erasmus+ SCUOLA DI ECONOMIA E SCIENZE POLITICHE - ECONOMIA Triennali | 🔓 | | 🔍 www |
| 2022 | 617 | Erasmus+ SCUOLA DI ECONOMIA E SCIENZE POLITICHE - ECONOMIA Magistrali | 🔓 | | 🔍 www |
| 2022 | 618 | Erasmus+ SCUOLA DI ECONOMIA E SCIENZE POLITICHE - Dipartimento SPGI | 🔓 | | 🔍 www |
| 2022 | 619 | Erasmus+ SCUOLA DI GIURISPRUDENZA | 🔓 | | 🔍 www |
| 2022 | 620 | Erasmus+ SCUOLA DI INGEGNERIA | 🔓 | | 🔍 www |
| 2022 | 621 | Erasmus+ SCUOLA DI MEDICINA E CHIRURGIA - Area MEDICA | 🔓 | | 🔍 www |
| 2022 | 622 | Erasmus+ SCUOLA DI MEDICINA E CHIRURGIA - Dip. SCIENZE DEL FARMACO | 🔓 | | 🔍 www |
| 2022 | 623 | Erasmus+ SCUOLA DI PSICOLOGIA | 🔓 | | 🔍 www |
| 2022 | 624 | Erasmus+ SCUOLA DI SCIENZE - Area SCIENZE | 🔓 | | 🔍 www |
| 2022 | 625 | Erasmus+ SCUOLA DI SCIENZE UMANE, SOCIALI E DEL PATRIMONIO CULTURALE | 🔓 | | 🔍 www |
| 2022 | 626 | Erasmus+ SCUOLA DI SCIENZE - Dipartimento di SCIENZE STATISTICHE | 🔓 | | 🔍 www |
| 2022 | 627 | Erasmus+ oltre l'Europa | 🔓 | | 🔍 www |

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**3)** Once you enter the page concerning the Call for mobility, you will find a summary of all the stages of your application. Application is carried out in three steps: **1)** fill in the application form; **2)** upload the application attachments; **3)** confirm the application to the call.

**ATTENTION**: it is very important to follow all the steps and check that the icon ✔ is present.

In the application form the complete list of Partner Universities is available. For each 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's main website are provided. Nevertheless, you are kindly invited to consult all of this information before applying refer to:

**http://www.unipd.it/mobility-agreements**

Before filling out the application form for the mobility call, **students enrolled in the third year of a bachelor's degree program** are required to answer a mandatory questionnaire by clicking on the link "*OBBLIGATORIO per gli studenti del III anno di un Corso di Laurea Triennale*" (**MANDATORY for 3rd year students of a Bachelor's degree program**). The questionnaire is not required for the School of Law, Economics both Bachelor's and Master's degrees.

You are not registered.

| Application Stage | | Activity | Information | Application Status |
|---|---|---|---|---|
| Call registration | 1 | Filling in the Questionnaire | Optional | 🔓 |
| | 2 | Filling in the Application form | Mandatory | 🔓 |
| | 3 | Upload Attachments for Application | Mandatory | 🔒 |
| | 4 | Confirmation of application | Mandatory | 🔒 |
| Place confirmation | 5 | Ranking publication | | 🔒 |
| | 6 | Awarded place confirmation | Mandatory | 🔒 |
| | 7 | Learning Agreement Compilation | Mandatory | 🔒 |
| | 8 | Upload at the end of mobility period | Mandatory | 🔒 |

Key:

🔓 open activity
🔒 blocked activity
✔ completed activity
ⓘ further information

**1 - Filling in the Questionnaire** 🔓

Before filling in the Application form, complete and confirm the questionnaire.

🖉 OBBLIGATORIO per gli studenti del III anno di un Corso di laurea Triennale

**2 - Filling in the Application form** 🔓

You have not filled out your application yet

🖉 Fill in the form

After entering the questionnaire page, click on "Start filling out the questionnaire".

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### ☗ » List of Questionnaires

## Summary of questionnaires

Submission of the questionnaire "MANDATORY for third-year students enrolled in First-cycle degrees"

The questionnaire "MANDATORY for third-year students enrolled in First-cyle degrees" can be completed from 01/11/2023 to 30/11/2023 no more than once

ℹ️ No past submissions are present.

[ Start filling out the questionnaire ]

### Key

🟢 = Confirmed    🟡 = Not Confirmed    🔴 = Not Accessible

[ Back ]

Please, carefully read the notes in the questionnaire!

### ☗ » Questionnaire

## Filling in the questionnaire "MANDATORY for third-year students enrolled in First-cyle degrees"

Questions with an asterisk (*) are mandatory

Questionnaire "International Mobility for third-year students – First-cyle degrees"

Attention. For agreements that foresee mobility only for the second cycle, it is possible to apply in the third year of the bachelor's degree, but it will be possible to leave only after being enrolled in the master's degree program. Activities included in the proposal of activities to be carried out at the partner university must refer to the study cycle of the year of mobility.

Are you planning to undertake your mobility during your master's degree program?*
○ Yes
○ No

[ Delete ]  [ Exit ]  [ Back ]  [ Next ]

After providing the answer, click on "Next" and on "Confirm". Once confirmed, the answer given cannot be modified.

### ☗ » Questionnaire

## Summary of the questionnaire MANDATORY for third-year students enrolled in First-cyle degrees

⚠️ The questionnaire has NOT been **submitted**.

ℹ️ You have answered all questions in the questionnaire.

[ Confirm ]  [ Exit ]  [ 🖨 Print ]

PAGE 1

▬ **Questionnaire "International Mobility for third-year students – First-cyle degrees"** ▬▬▬▬▬

| Are you planning to undertake your mobility during your master's degree program? | |
|---|---|
| | Yes |

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By clicking again on the link "OBBLIGATORIO per gli studenti del III anno di un Corso di Laurea Triennale" (MANDATORY for 3rd year students of a Bachelor's degree program), it is also possible to check the status of the questionnaire as described in the Legend and view the answer given.



A green check mark under "Filling in the questionnaire" indicates that the questionnaire has been correctly confirmed. Only after completing and confirming the questionnaire, will it be possible to complete the application form.

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You must click on "Fill in the form" to begin your application.

## 1 - Filling in the Application form

You have not filled out your application yet

➡️ 🖊 Fill in the form

**4)** Fill in the "Requirements" section, select and eventually choose your order of preference for the Partner Institutions and state your language proficiency.

### Requirements

WARNING: to continue, you must confirm that you meet the mandatory requirements

| | Requirements |
|---|---|
| ☑ | Dichiara di aver preso visione delle norme che regolano il bando - I hereby declare that I have read the terms and rules regulating the present call(Mandatory requirement) |
| ☐ | Dichiara che frequenterà un periodo di studio all'estero per esami - I hereby declare to attend a study period abroad for exams |
| ☐ | Dichiara che frequenterà un periodo di studio all'estero per ricerca/tesi - I hereby declare to attend a study period abroad for research/final project |
| ☐ | Dichiara che frequenterà un periodo di studio all'estero per studio/tirocinio - I hereby declare to attend a study period abroad for study/practical training |
| ☐ | Dichiara di essere studente con disabilità - I hereby declare I am a student with a declared disability/special need |
| ☐ | Dichiara di aver usufruito in precedenza di una mobilità LLP Erasmus/Erasmus+ Studio - I hereby declare that I have already taken a LLP Erasmus/Erasmus+ for studies grant |
| ☐ | Dichiara di aver usufruito in precedenza di una mobilità LLP Placement/Erasmus+ TRAINEESHIP - I hereby declare that I have already taken a LLP PLACEMENT/Erasmus+ for traineeship grant |

### "REQUIREMENTS"

- **It is mandatory to check "Declares that he/she saw the terms and rules regulating the present call".**

- You can declare your **disability**.

- 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 this.

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Select your preference

| University name – ISCED code – Area – Coordinator – study level | | Preference | Erasmus code | Language | Foreign Coordinator |
|---|---|---|---|---|---|
| Karl-Franzens-Universität Graz - - 042 - Law - GAROFALO Luigi - ciclo 1 | KARL-FRANZENS-UNIVERSITAET GRAZ | 1 | A GRAZ01 | TEDESCO | |
| Leopold-Franzens Universität Innsbruck - Faculty of Law - 042 - Law - GIROLAMI Matilde - ciclo 1, 2 | LEOPOLD-FRANZENS-UNIVERSITAET INNSBRUCK | | A INNSBRU01 | TEDESCO | |
| Universitaet Salzburg - - 042 - Law - GAROFALO Luigi - ciclo 1 | UNIVERSITAET SALZBURG | 3 | A SALZBUR01 | TEDESCO | |
| Vrije Universiteit Brussel - 042 - Law - TOPO Adriana - ciclo 1, 2 | VRIJE UNIVERSITEIT BRUSSEL | | B BRUSSEL01 | INGLESE | |
| Katholieke Universiteit Leuven - Faculty of Law - 042 - Law - GATTINI Andrea - ciclo 1, 2 | KATHOLIEKE UNIVERSITEIT LEUVEN | | B LEUVEN01 | INGLESE | |
| Universite' Catholique de Louvain - - 042 - Law - GATTINI Andrea - ciclo 1, 2 | UNIVERSITE' CATHOLIQUE DE LOUVAIN | | B LOUVAIN01 | FRANCESE | |
| Humboldt-Universität zu Berlin - Faculty of Law - 042 - Law - GAROFALO Luigi - ciclo 1, 2 | HUMBOLDT-UNIVERSITAET ZU BERLIN | 2 | D BERLIN13 | TEDESCO | |
| Humboldt-Universität zu Berlin - Faculty of Law - 042 - Law - GATTINI Andrea - ciclo 1, 2 | HUMBOLDT-UNIVERSITAET ZU BERLIN | | D BERLIN13 | TEDESCO | |
| Alb.Ludw. Univer. Freiburg - Rechtswissenschaftliche Fakultät - 042 - Law - GATTINI Andrea - ciclo 1, 2 | ALBERT-LUDWIGS-UNIVERSITÄT FREIBURG IM BREISGAU | | D FREIBUR01 | TEDESCO | |
| Universität Greifswald - - 042 - Law - GATTINI Andrea - ciclo 1 | UNIVERSITÄT GREIFSWALD | | D GREIFS01 | TEDESCO | |
| Martin-Luther-Universität Halle-Wittenberg - Institute of Law - 042 - Law - GATTINI Andrea - ciclo 1 | MARTIN-LUTHER-UNIVERSITAET HALLE-WITTENBERG | | D HALLE01 | TEDESCO | |
| Universität Leipzig - - 042 - Law - GATTINI Andrea - ciclo 1 | UNIVERSITAET LEIPZIG | | D LEIPZIG01 | TEDESCO | |
| L.-Maximilians Universität München - - 042 - Law - GAROFALO Luigi - ciclo 1, 2 | LUDWIG-MAXIMILIANS-UNIVERSITAET MUECHEN | | D MUNCHEN01 | TEDESCO | |
| L.-Maximilians Universität München - - 042 - Law - GATTINI Andrea - ciclo 1, 2 | LUDWIG-MAXIMILIANS-UNIVERSITAET MUECHEN | | D MUNCHEN01 | TEDESCO | |
| Westfalische Wilhelms-Universität Münster - - 042 - Law - GAROFALO Luigi - ciclo 1 | WESTFAELISCHE WILHELMS-UNIVERSITAET MUENSTER | | D MUNSTER01 | TEDESCO | |
| Universität des Saarlandes - - 042 - Law - GAROFALO Luigi - ciclo 1, 2, 3 | UNIVERSITAET DES SAARLANDES | | D SAARBRU01 | TEDESCO | |

GRAZ    ∧ ∨    Evidenzia   Maiuscole/minuscole   Parole intere   Corrispondenza 1 di 3

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## "SELECT YOUR PREFERENCE"

- You are now required to rank the Partner Institutions in order of preference, up to 2 or 3 as permitted 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.


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

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Linguistic knowledge

FRENCH, GERMAN, SPANISH, PORTUGUESE, ENGLISH

Indicate the language level basing on the preferences you indicated

| TEDESCO | A0 - nessuna conoscenza |
| INGLESE | |
| FRANCESE | B1 - B1 - livello intermedio |
| PORTOGHESE | |
| SPAGNOLO | |

Further information

**Additional declarations (other exams taken or other language skills):**

Merit indicators

**Weighted average 28,2**
**Counted exams 8**
**Credits 63**

[Next] [Cancel]

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**"LANGUAGE PROFICIENCY"**

On the same page it is **compulsory** that you 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 Language.

SEMP call: for Universities established in the Italian-speaking area of Switzerland it is not mandatory to state your language proficiency

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**"ADDITIONAL DECLARATIONS"**

In the free text box you can write:

a.  the reasoning for your choice of 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 could also state your English proficiency in this box).
c.  your degree grade (if not yet registered when applying)

At the end, click on "**Next**".

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It is possible to edit the application form before confirming the application by clicking on "Cancel the application". You can view the application summary by clicking on "Print draft".

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1 - Filling in the Application form ✔

For any changes, the module must be cancelled and fill out again.

Declared requirements

| | Requirement |
|---|---|
| ✔ | Dichiara di aver preso visione delle norme che regolano il bando - I hereby declare that I have read the terms and rules regulating the present call |
| ✔ | Dichiara che frequenterà un periodo di studio all'estero per esami - I hereby declare to attend a study period abroad for exams |

Places chosen

| Places details | | Erasmus Code | Web-site | Unipd Coordinator | Places | Duration (months) |
|---|---|---|---|---|---|---|
| Karl-Franzens-Universität Graz - - 0223 - Philosophy and ethics - TOMASI Gabriele - ciclo 1, 2 | KARL-FRANZENS-UNIVERSITAET GRAZ | A GRAZ01 | www | GABRIELE TOMASI | 1 | 6 |
| Université de Liège - - 021 - Arts - FACCIOLI Alessandro - ciclo 1, 2, 3 | UNIVERSITÉ DE LIÈGE | B LIEGE01 | www | ALESSANDRO FACCIOLI | 2 | 10 |

➡ ✖ Cancel the application 🖨 print draft

**5)** **ATTACHMENTS SECTION:** upload the following documents (only the ones related to the application form):
   a) PDF copy of your **study plan proposal** (compulsory) – use exclusively the form available here: https://www.unipd.it/en/apply-erasmus-out (How to apply > Attachment 1 – Proposal of study activities); the exam names must be written as indicated in the foreign university's course catalogue, in their original language
   b) PDF self-certification of previous graduation obtained at other Universities abroad - use exclusively the form available here: https://www.unipd.it/en/apply-erasmus-out (How to apply > Self-certification).
   c) PDF of a language certificate (only if available, not compulsory)

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.

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## International Outgoing Application

🟡 Your application is not complete. It is necessary to upload the mandatory attachments.

| Application Stage | Activity | | Information | Application Status |
|---|---|---|---|---|
| Call registration | 1 | Filling in the Application form | Mandatory | ✔ |
| | 2 | Upload Attachments for Application | Mandatory | 🔓 |
| | 3 | Confirmation of application | Mandatory | 🔒 |
| Place confirmation | 4 | Ranking publication | | 🔒 |
| | 5 | Awarded place confirmation | Mandatory | 🔒 |
| | 6 | Learning Agreement Compilation | Mandatory | 🔒 |
| | 7 | Upload at the end of mobility period | Mandatory | 🔒 |

**Key:**

🔓 open activity

🔒 blocked activity

✔ completed activity

ⓘ further information

### 2 - Upload Attachments for Application

Upload the mandatory attachments to complete the application.
You will be able to confirm the application form only once you have uploaded the compulsory attachments.

| Type of document | Mandatory/Optional | Options |
|---|---|---|
| Proposta delle attività da fare all'estero e/o lettera per tesi/tirocinio | 🔴 mandatory | |
| Autocertificazione esame di lingua e/o titolo di studio estero | optional | |
| Certificati di lingua | optional | |

upload a new document

To upload the attachments, click on "Upload a new document".

The description of the attachments is in Italian:

- *Proposta delle attività da fare all'estero e/ lettera tesi/tirocinio* is the **activity proposal**

- *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 at another University

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## Attachment upload

### Call detail

| Title | Erasmus+ SCUOLA DI SCIENZE UMANE, SOCIALI E DEL PATRIMONIO CULTURALE |
|---|---|

**Attachment detail**

| Default attachment | |
|---|---|
| Free attachment | Proposta delle attività da fare all'estero e/o lettera per tesi/tirocinio |
| | Certificati di lingua |
| Description | Autocertificazione esame di lingua e/o titolo di studio estero |

**Attachment (Max 5MByte, only PDF format allowed)**   Scegli file   Nessun file selezionato

**Upload**   Back

You can add or replace the attachments required before confirming the application form.

### 2 - Upload Attachments for Application

Upload the mandatory attachments to complete the application.
You will be able to confirm the application form only once you have uploaded the compulsory attachments.

| Type of document | Mandatory/Optional | Options |
|---|---|---|
| Proposta delle attività da fare all'estero e/o lettera per tesi/tirocinio | mandatory | 📂 📝 🗑 |
| Autocertificazione esame di lingua e/o titolo di studio estero | optional | |
| Certificati di lingua | optional | |

upload a new document

## 6) CONFIRM YOUR APPLICATION

You will be able to confirm the application form ONLY once you have uploaded all the compulsory attachments relating to the Application. It is recommended to check "Print draft" in section 1 - "Filling in the Application form" before confirming your application.

### 3 - Confirmation of application

Confirm the application.
After confirmation it will no longer be possible to make changes.

Confirm your application

Back

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**7)** Last step to complete the procedure!

─ Conferma iscrizione al bando ──────────────────

ⓘ Warning!
ATTENZIONE: Per CONFERMARE la domanda cliccare sul pulsante "conferma", per annullare l'operazione cliccare sul pulsante 'Annulla'. Si ricorda che confermando l'operazione i dati dell'iscrizione non saranno più modificabili.

Confirm    Back

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

| 2014 | 1095 | Erasmus+ SCUOLA DI SCIENZE UMANE, SOCIALI E DEL PATRIMONIO CULTURALE | 🔓 | 🟢 | 🔍 | www |
| 2014 | 1100 | Erasmus+ OLTRE L'EUROPA | 🔓 | | 🔍 | www |

The green spot confirms that the application procedure has been correctly completed.

**International Outgoing Application**

🟢 Your application is confirmed.

| Application Stage | Activity | | Information | Application Status |
|---|---|---|---|---|
| Call registration | 1 | Filling in the Application form | Mandatory | | ✔ |
| | 2 | Upload Attachments for Application | Mandatory | | ✔ |
| | 3 | Confirmation of application | Mandatory | | ✔ |
| Place confirmation | 4 | Ranking publication | | | 🔒 |
| | 5 | Awarded place confirmation | Mandatory | | 🔒 |
| | 6 | Learning Agreement Compilation | Mandatory | | 🔒 |
| | 7 | Upload at the end of mobility period | Mandatory | | 🔒 |

Key:

🔓 open activity
🔒 blocked activity
✔ completed activity
ⓘ further information

**Should students encounter any problems with the application procedure or not receive a confirmation email, they should email domanda.erasmus@unipd.it before the deadline, specifying their name, surname, registration number and degree course. The helpdesk is available during office hours on working days.**

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**ATTENTION: ACCEPT THE ERASMUS/SEMP ON UNIWEB ONLY**

Successful applicants (both Erasmus and SEMP) must fill in the online acceptance form on Uniweb within the deadline below:

**Erasmus + for Studies in Europe and Erasmus + for Studies beyond Europe calls:**
**-1st call**: successful students: **from 15th to 20st of February at 13:00**; reserved-place students: **from 22nd to 27th of February at 13:00**;
- **2nd call** - remaining places: successful students: **from 2nd of May to 7th of May at 13:00**; reserved place students **from 9th to 14th of May at 13:00**

**SEMP CALL**
Successful students: **from 15th to 20st of February at 13:00**; reserved-place students: **from 22th to 27th of February at 13:00**

In the event that the place is not accepted within the outlined dates, the students will automatically be considered 'not successful' and the place will be assigned to the student in the next position of the list or it will be put into the second call or remain unassigned.

**An automatic email confirming your acceptance will be sent to your institutional email address (name.surname@studenti.unipd.it).**

Successful students are required to read the "**Vademecum a.y. 2024/2025**" available on the "Before the mobility" webpage: https://www.unipd.it/en/before-mobility-erasmus-out

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## 4 - Ranking publication ✔

You can find the ranking data below.

Ranking "Erasmus+ SCUOLA DI ECONOMIA E SCIENZE POLITICHE - Dipartimento SPGI"

**Data processing:** 14/01/2021
**Application number:** 1
**Partial score:** 38.286
**Recorded CFU in the booklet:** 0
**Status:** Awarded
**Place:** UNIVERSITÉ DE STRASBOURG

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## 5 - Awarded place confirmation

You are required to confirm the awarded place from 10/02/2021 10:00 to 16/02/2021 13:00

**Sede UNIVERSITÉ DE STRASBOURG**

Expected data of
departure:           01/09/2020

Accept    Renounce

## 5 - Awarded place confirmation ✔

You are required to confirm the awarded place from 10/02/2021 10:00 to 16/02/2021 13:00

**Sede UNIVERSITÉ DE STRASBOURG**

**Destination confirmed**
**Expected arrival date:** 01/09/2020

In the online acceptance form you will have to define the expected date of departure (day/month/year), based on the Partner Institution academic calendar. Be aware that you can postpone the departure from the first to the second semester but you cannot shift it from the second to the first one.
The Mobility Unit Desk within your School/Department will send your nomination to the Partner Institution after the acceptance stage stating the date that you declared in this form.
The departure date has to be confirmed before the grant agreement is signed.

Once you have entered the expected date of departure, you have to accept the Erasmus or SEMP place by clicking on **"ACCEPT".**

Afterwards, Uniweb informs you that the procedure has been correctly completed ("Awarded place confirmation").

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## International Outgoing Application

🟢 Your application is confirmed.

| Application Stage | Activity | | Information | Application Status |
|---|---|---|---|---|
| Call registration | 1 | Filling in the Application form | Mandatory | | ✔ |
| | 2 | Upload Attachments for Application | Mandatory | | ✔ |
| | 3 | Confirmation of application | Mandatory | | ✔ |
| Place confirmation | 4 | Ranking publication | | | ✔ |
| | 5 | Awarded place confirmation | Mandatory | | ✔ |
| | 6 | Learning Agreement Compilation | Mandatory | | 🔓 |
| | 7 | Upload at the end of mobility period | Mandatory | | 🔒 |

**An automated email confirming your acceptance will be sent to your institutional email address (name.surname@studenti.unipd.it).**

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# 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

   INSTEAD :

3) use the commands "Save as…PDF or XPS" or "Print" PDF of the word processor installed in your computer (Mac and Windows).

4) use free programs, such as http://www.pdfforge.org/pdfcreator (Windows) or https://www.sodapdf.com/word-to-pdf/ .

NOTE: JPEG, TIFF, BMP, GIF files can be converted to PDF format through websites that do not require installation, such as http://www.apowersoft.it/immagine-a-pdf-gratis-online, http://www.convertimagetopdf.net, http://jpg.smallpdf.com/it .