



UNIVERSITÀ
DEGLI STUDI
DI PADOVA

For legal purposes refer only to the Italian version of the Call. This translated version is intended only for a better comprehension.

ERASMUS+

**CALL FOR APPLICATIONS FOR
ERASMUS+ MOBILITIES FOR STUDIES
AT PARTNER UNIVERSITIES**

A.A. 2024/2025

First call

Application Submission Deadline:

Tuesday 16th January 2024 at 13:00

Second Call

Application Submission Deadline for Vacant Places:

Tuesday 9th April 2024 at 13:00

WEB PAGES

Applying for Erasmus: <https://www.unipd.it/en/apply-erasmus-out>

Accepting and declining: <https://www.unipd.it/en/accept-decline-place-erasmus-out>

Before the mobility: <https://www.unipd.it/en/before-mobility-erasmus-out>

Learning Agreement: <https://www.unipd.it/en/learning-agreement-erasmus-out>

During your mobility: <https://www.unipd.it/en/during-mobility-erasmus-out>

At the end of your mobility: <https://www.unipd.it/en/after-mobility-erasmus-out>

INTERACTIVE PLATFORM OF DESTINATIONS:

www.unipd.it/mobility-agreements

LIST OF DOCUMENTS AND CONTENTS

<https://www.unipd.it/en/apply-erasmus-out>

1. Partner universities
2. ISCED codes for areas of study
3. Linguistic knowledge: Common European Framework self-evaluation grid
4. Language certificates: Common European Framework comparison table
5. Additional funding to the Erasmus grant
6. Privacy information
7. Instruction manual for completing the application on Uniweb

IMPORTANT

All contents of this call can get modified after the publication of the new programme guide by the European Commission and after the subscription of the Grant Agreement between the Italian Erasmus National Agency and the University of Padua.

All mobilities are, in addition, subject to an assessment of the security conditions in the destination countries, based on Ministry of Foreign Affairs and International Cooperation (MAECI) guidelines and other local or national regulations.

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Preface

This Call for Proposals regulates Erasmus+ Mobility for studies activities, which allows university students to spend a period of study, from 2 to 12 months per cycle of study, at:

- an institution of higher education in one of the European countries participating in the Erasmus+ Programme (so-called Erasmus+ KA131 Programme) and United Kingdom;
- or an institution of higher education in a partner country beyond Europe (i.e. Erasmus+ KA171 Programme).
- In addition to Erasmus+ for studies mobility (in and beyond Europe), the University of Padua promotes and supports student mobility through other programmes, not included in this Call, including: **Ulisse Programme** - Student Mobility towards non-EU countries. For more information: <https://www.unipd.it/en/ulisse>
- **Erasmus+ for traineeship**: The relative calls for the Erasmus+ for traineeship (traineeship/internship activity only), at the University of Padua, are managed by the Career Service, for more information: <https://www.unipd.it/en/erasmus-traineeship-mobility>
- **Swiss European Mobility Programme (SEMP)**. For more information: <https://www.unipd.it/sempr>

Art.1 – General information

1.1. Purpose

Erasmus+ is the programme from the European Union for education, training, youth and sport, in effect between 2021 and 2027.¹

The present Call regulates the activities of Erasmus+ for studies, which allows university students enrolled at least in the second year of higher education studies to spend a period of study (between 2 and 12 months) at a higher education institution in one of the Erasmus+ programme countries.

During the mobility, students will be exempt from paying tuition fees at the host university, while they must continue to pay all fees required by the University of Padua.

At the end of the mobility, full recognition of passed exams is granted if previously agreed in the Learning Agreement (min. 12 credits).²

DID YOU KNOW THAT: STUDIES DOES NOT MEAN ONLY EXAMS?

Within a mobility for study you can:

- Attend courses and take exams
- Do thesis work
- Do an internship if combined with exams and/or thesis research

More info in art. 1.3.

1.2. Destinations and mobility places

The exchange of students between two or more partner universities is enabled through an inter-institutional agreement between the two bodies, coordinated from an educational point of view, by an Academic Coordinator from our University and one abroad. Every inter-institutional exchange has a set number of available places.

¹ The Erasmus+ Programme was established by Decision no. 2021/817 by Parliament and the EU Council, the Regulation was published in the Official Journal of the EU on 20/05/2021.

² Educational Regulation of the University, decided by the Academic Senate's approval of the Erasmus Policy Statement (EPS) and the commitments of the new Erasmus Charter for Higher Education (ECHE) on 22/06/2021 Prot. n. 102857/2021, decided by the Academic Senate's recognition of activities carried out abroad on 13/04/2015 Prot. n. 110307/2015: documents available at: <https://www.unipd.it/verbali-senato-accademico>; new ECTS Guide (2012 version) available at: http://ec.europa.eu/education/ects/users-guide/_en.htm

The University of Padua has arranged mobility exchanges with:

- over 800 universities abroad in 27 European countries, EFTA/SEE countries and associated countries that participate in the Erasmus Programme such as: North Macedonia, Iceland, Liechtenstein, Norway, Serbia, and Turkey (Erasmus+ KA131 Programme).
- 55 universities in the UK (Erasmus+ KA131 Programme).
- 27 universities in 20 Extra-EU countries (Erasmus+ KA171 Programme).

Students can choose destinations depending on their respective School and the number of choices can vary between one and three, based on the indications given by the School or Department; some destinations are available only for certain courses of study.

On Uniweb, European and non-European destinations are published in separate Calls. Students may apply for both opportunities, but can accept only one mobility.

The complete list of exchanges in which the University of Padua participates and all the information is available in the **interactive portal** of the Mobility Unit: www.unipd.it/mobility-agreements.

Destinations should be filtered by degree course (study field). The total number of months indicated in the portal for each agreement should be divided by the number of available places. The number of months thus calculated for each student corresponds to the maximum duration that can be financed.

IMPORTANT

In the choice of destinations it is recommended to pay close attention to the educational courses on offer at the institution abroad and of their compatibility with your respective course of study, language pre-requisites, deadlines for the application form and any necessary entry and residence requirements in the foreign country; these aspects can often prevent the departure. It is necessary to check any restrictions on the choice of courses provided for exchange students, also based on the existing Erasmus+ agreement between the two institutions.

Students will be able to apply only for destinations available for the cycle of study in which they will be enrolled in the academic year in which the mobility will take place. Spanish universities offer four-year-long first cycle degrees that may, in some cases,

also be accessible to master's degree students (for more information, see the destinations portal: unipd.it/mobility-agreements).

1.3. Eligible activities

Places are allocated exclusively for the following activities, in accordance with the Learning Agreement:

1. **full-time study** (thesis work included, if accepted by the host institution) in first, second or third cycle courses, including the preparation of the dissertation or doctoral thesis (if allowed by the partner university), comprising of the achievement of an officially recognised diploma or degree.
2. **period of internship**, as part of a single period of study on the following conditions:
 - a. the internship must be authorised and carried out under the supervision of the same hosting institution. In the event that the internship takes place, for example in a hospital, in a laboratory, in an institution or business outside of the university abroad, the attestation must still be issued by the university.
 - b. the two activities (study and internship) must take place in a consecutive or simultaneous manner, in the same academic year and the period of study (seminars, lessons, language exams) must be certified by the university abroad.

Students of Master's Degrees in Psychology - new qualifying system (*nuovo ordinamento*) will not be allowed to do the internship abroad.

An internship by itself is not permitted and will not be recognised. Any funds given will have to be reimbursed.

1.4. Duration

The duration of the period abroad is predetermined for every Erasmus+ exchange, on the basis of the underlined agreements of the participating countries.

The period of mobility can take place **from 1st July 2024** and must be terminated **by 30th September 2025**, and **by 31st July 2025** for the Erasmus+ beyond Europe KA171 action, according to deadlines and the Academic Calendar of the host institution, except for thesis work mobilities if agreed differently.³

The period of study abroad must last **at least 2 months** (it must not be less than 60 days)

³ Some mobilities will be financed with 2021 funds and therefore must be ended by 31/07/2024

and can only last up to a **maximum of 12 months**. Extensions of the period are permitted for proven educational purposes only, however the whole duration of the stay at the partner institution must be continuous and not fragmented. If allowed by the host institution, also periods of virtual mobility are recognised only if in addition to the physical stay (min. 60 days) required by the Erasmus framework. The extended period will be covered by the insurance and guarantee the recognition of activities, but will not be financed.

For successful students who receive a place for the duration of a whole year (e.g. for 9 months or more) whose date of return is set in the second semester, the period will automatically be reduced so that it covers only the period of lessons and exams (generally until the end of July). This reduction is not applied to students departing for thesis or internship work, for whom the period will be defined according to specific requirements.

The Erasmus+ Programme allows students to spend a period of mobility, for studies and internship, up to a maximum of 12 months for every cycle of study (1st cycle: Bachelor's, 2nd cycle: Master's, 3rd cycle: doctorate). For example: it is possible to spend 6 months with Erasmus+ for studies in the second year of the bachelor's course, then 6 months of Erasmus+ for traineeship in the third year of the bachelor's (equal to 12 months in total) and then nine months of Erasmus+ in the master's course. Within the course of study it would therefore be possible to combine different types of Erasmus+ mobility (study and traineeship) up to a maximum of 12 months.

Students enrolled on single-cycle degree courses can carry out a mobility period of up to 24 months within the cycle, with a maximum of 12 months per call.

Previous mobility experiences that were facilitated through previous editions of the Programme will be counted in the months of mobility, so as to ensure that a student does not exceed the 12 months allowed for each cycle (or the 24 months for a single-cycle).

For those who intend to request the additional semester, it is not possible to carry out the mobility in the academic year of the first "fuori corso" enrolment.⁴

⁴ <https://www.unipd.it/semestre-aggiuntivo-conseguimento-24cfu>

IMPORTANT

Students with an Italian residence permit expiring between 01/09/2024 and 31/12/2024 will only be able to carry out their mobility in the second semester (spring semester). The University will not be required to provide any documentation or support for departures in the first semester.

In any case, it is discouraged to carry out the mobility in the period when the residence permit is expiring.

1.5. Arqus Open Mobility

The University of Padua is part of an Alliance of European Universities called Arqus (<https://www.arqus-alliance.eu>) which includes eight other universities: the universities of Granada, Graz, Leipzig, Lyon, Maynooth, Minho, Vilnius and Wroclaw⁵. The Alliance is working to develop a shared, European approach to higher education, which includes several actions as joint projects at all levels of university activity. Among its goals, Arqus aims to develop a broader, more flexible mobility scheme called Open Arqus Mobility.

Among the destinations available to participants will also be Arqus partner universities, some of which set no limit on numbers to students from Padua. However, candidates will have to comply with the minimum selection criteria and language requirements imposed by the partner institutions that will be verified before sending the official nominations to the host partners.

Candidates who are eligible but not selected after the second call will be offered any remaining places within the Arqus Alliance.

Candidates for these destinations and for other agreements (e.g. former Arqus partners: University of Bergen and Université Jean Monnet -St.Etienne, specially indicated in the interactive portal) will be selected according to the University criteria available at: <https://www.unipd.it/en/apply-erasmus-out>.

Arqus mobilities are in all respects long-term Erasmus+ study mobilities, therefore accepting students will not be able to take part in other long-term Erasmus+ study mobilities in and outside Europe in the same academic year.

1.6. UK

Considering the numerous and historical collaborations with British institutions that UNIPD

⁵ The Erasmus codes are: E GRANADA01, A GRAZ01, D LEIPZIG01, F LYON01, LT VILNIUS01, P BRAGA01, PL WROCLAW01

has developed over the years within the Erasmus Programme, agreements with UK partner universities will be included in this Call. Such mobilities may be financed with Erasmus+ funds. The rules and obligations that participants are required to respect are the same as those contained in this call.

Please note that as of January 1, 2021, a passport, entry visa, health care and other additional procedures⁶ will be required to stay in the UK. Costs and administration of these practices are entirely responsibility of the student and may vary according to the length of stay. Please consult the websites of the foreign offices and British diplomatic representations on Italian territory.

1.7. Mobility Windows

A mobility window is a structured mobility pathway within the study programme and therefore represents a very specific period, precisely a "window", usually a semester, within which students have the opportunity to study abroad at a partner university. Mobility window agreements differ from normal Erasmus+ agreements because they are open to a single course of study and in some cases participants must follow a pre-established curriculum. These mobility opportunities are an integral part of this call for applications and duly reported in the destination sheets contained in the interactive portal.

1.8. Erasmus+ Beyond Europe

The Erasmus+ programme also funds mobility beyond Europe (i.e. Erasmus+ KA171 Programme). The destinations available for students at the University of Padua vary each year based on the projects selected by the INDIRE National Agency. For this reason, the Calls will appear separately on Uniweb. Mobilities must take place by July 31, 2025. Also, each mobility place is intended for a specific area of study as indicated in the destination sheet on the interactive portal.

IMPORTANT

Students can ONLY undertake one kind of long-term Erasmus+ for studies mobility in the same academic year. If the student is awarded an Erasmus+ for studies and Erasmus+ for studies Beyond Europe grant, or any other long-term Erasmus+ for studies mobility, they can only accept one of the awarded places.

1.9. Students with disabilities and learning difficulties

⁶ Residence permit, health surcharge, additional language and academic certifications, etc. These practices require additional costs.

Students with disabilities and learning difficulties who intend to participate in the Erasmus+ programme can report this on Uniweb during the application submission process. The selection criteria are the same for all students. If merit criteria are used, students with disabilities assessed to be higher than 66% will be evaluated according to art. 1320 DPCM 7th December 2021.

Students with disabilities, learning difficulties and certified health conditions who are awarded the Erasmus+ grant can access an additional financial contribution, provided after evaluation by the Erasmus+ National Agency.

To make a request students should refer to the Student Service Office - Inclusion Unit which, in collaboration with the Projects and Mobility Office - Mobility Unit, will provide all the information and gather all the necessary documentation, according to the indications and deadlines provided by the Erasmus+ National Agency through the website (<http://www.erasmusplus.it/universita/partecipanti-con-bisogni-speciali>).

It is advisable to check in advance, before the deadline of the Call, whether there are adequate services for students with disabilities and learning difficulties at the chosen foreign university.

For the organisation of mobility, support can be requested to the Student Service Office - Inclusion Unit. For more information:

- Website: <https://www.unipd.it/en/resources-and-supports-students-disability-or-learning-disabilities>
- To get an appointment: <https://web.unipd.it/prenotazioniservizi/>

Art.2 - Admission Pre-Requisites and Application Procedure

2.1 Admission Pre-Requisites

Students are admitted to participate in the program if, upon applying and within the deadline of the call or the deadlines imposed, they are in the following conditions:

1. **Students must be registered at the University of Padua** in a degree course (ex DM 509/99 or 270/2004), bachelor's course, master's course, single-cycle master's course,

doctorate⁷, or specialisation course⁸ (excluding medical areas). Students enrolled in single course units cannot participate. It is necessary to be registered at the time of the application's submission and before departure; as well as being registered in the academic year of the mobility abroad, and in accordance with the payment of fees.

Those registered on a bachelor's course that expect to graduate before the Erasmus departure date, therefore applying to spend the first year of their master's course abroad, must prepare a proposal of activities to carry out abroad, and a Learning Agreement relative to the master's course of study.⁹ The period of study abroad can only take place after the enrolment in the master's course. At the time of the departure students must therefore be registered for a master's course, without which, the Erasmus status is cancelled. If this occurs, the departure must be postponed to the second semester.

Non-EU citizens, other than being properly registered at the University of Padua, must also be in possession of a residency permit, if currently living in Italy. Students should also be aware that, in the event they are awarded an Erasmus place, their departure is always subject to the issuing of a visa in the destination country (a procedure that must be followed up personally and far in advance of the departure). Please note that in some countries, students are required to provide a proof of their financial resources in order to apply for the visa. The minimum amount is variable and is sometimes higher than the overall amount of the mobility contributions.

Students enrolled at the same time to two different degree courses can only apply for a mobility within their first enrolment degree.

2. **Students must not take advantage of other financial grants from the European Union at the same time (a.y. 2024/2025) as the study abroad period.**¹⁰
3. **One must respect the following additional criteria, relative to meeting a minimum credit threshold:**
 - a. **STUDENTS** who are in their **FIRST YEAR** in the academic year 2023/2024 can apply to the first call, unless specific rules of the School or Department forbids it; must have achieved at least 15 (registered) credits at the time of applying for the second call, unless there are

⁷ Doctoral students who are granted an Erasmus for studies place and are in their third year of study must finish their mobility period by 30/09/2024

⁸ Specialist students may only apply in the first three years of enrolment.

⁹ It is advised to choose a one- semester (3-6 months) destination to be reached in the second semester

¹⁰ PNRR, PON and related funds are also European funding and therefore incompatible

specific restrictions laid out by their School or Department. It is necessary for all first-year students to have achieved at least 40 (registered) credits before the departure, without which the mobility cannot take place. Students must successfully pass the OFA “obblighi formativi aggiuntivi” before their departure, without which, the Erasmus status is void.

- b. For students in all other years: it is necessary to have gained 40 registered credits on Uniweb at the time of application. Students enrolled on specialist, master’s and doctoral courses automatically satisfy this requirement, having already completed the bachelor’s and/or master’s degree.

4. Linguistic knowledge in the destination country (see the appropriate section)

IMPORTANT

It is NOT possible to graduate before having finished the period of study abroad.

Other pre-requisites for admission decided by the Departments or Schools make up an integral part of the current call and are published exclusively on the web pages for Mobility Unit Desks within Schools/Departments: <http://www.unipd.it/erasmus-studio>

2.2 Linguistic pre-requisites

According to the provisions of the European Commission’s ‘Guide to the Erasmus+ Programme’, it is recommended to have an adequate knowledge of the host country’s language or English in case of minority-speaking countries, and it is a preferential requirement in order to participate in the Erasmus+ mobility.

For many destinations it is now a specific request/necessity to have a good (certified) knowledge of the language (without which the mobility cannot take place); in many cases this is requested at the time of submission of the application form, well in advance of the departure date. The student is required to carefully check the online information of the universities abroad regarding the specific language requirements. Even if it is not expressly required at the time of application, it is a good idea for the student to depart with a linguistic knowledge of at least B1 - the threshold level ¹¹.

¹¹ Self-evaluation grid from The Common European Framework of Reference for Languages, link: <http://www.unipd.it/erasmus-studio>

Only for Arqus destinations, the language level is a mandatory requirement and will be verified by the University of Padua before forwarding the names of the selected students to the partner universities.

For some Schools / Departments, for the Erasmus + destinations, the University Language Centre (CLA) will provide B1 and B2 tests for students without a language certificate who wish to participate in the Call, but whose degree courses do not require a TAL (language proficiency certificate). For further details it is necessary to refer to the selection criteria defined by the Schools / Departments. The result of these tests will be valid only for the ranking and the Erasmus mobility. Students will be able to register to the test by 20 December for the first Call and by 18 March for the second Call, in accordance with the procedures indicated by the University Language Centre at <https://cla.unipd.it/test-linguistici-mobilita-erasmus-out/>. Participants must also indicate that they have taken part in the test in their application note box. More information will be provided by the Mobility Unit Desks at the Schools/Departments.

Selected students are offered the possibility to attend a free language course at the CLA or other structures identified by the University according to the modalities that will be announced later and published at <http://www.unipd.it/erasmus-studio> and to follow a free online course also provided by the European Commission for different languages.

Selected students who need a language level certificate, can use the language tests offered by the CLA or other structures indicated. If specific "language certifications" are required, students must make their own arrangements.

All selected students are required to take an Online Linguistic Support (OLS) test provided by the European Commission. (see art. 7.3).

Art.3 - Contributions and financial benefits

3.1 Amount of the contribution

The Erasmus mobility grants should be considered rather as a contribution to the major expenses linked to living abroad.

There are three types of contributions and economic benefits:

1. **Mobility grant** (Erasmus Grant as it is known) funded by the European Commission,¹²

¹² Including European funds intended for students with disadvantaged socio-economic conditions

that is calculated based on the destination country and varies among 250, 300 and 350 euros per month, based on the country of destination, and 700 euros for destinations beyond Europe.¹³

To be able to benefit from the mobility grant it is necessary to sign, before departing, the Grant Agreement through the Projects and Mobility Office - Mobility Unit and comply with the points outlined in section 7.4.

2. **Additional funding to the mobility grant** funded by various sources, including: University of Padua, European Commission, the Ministry of Education, Universities and Research (MIUR) and Veneto Region. Such funding comes from time to time, based on the availability of funds and following precise rules, laid out by law and decided by the Consiglio di Amministrazione (Administration Board) of the University, based on merit (defined in the list of students for the regional study scholarship) and the ISEE/ISEU declaration. For more information and updates on the new amounts visit: <http://www.unipd.it/erasmus-studio>.

In order to benefit from these integrations it is necessary:

- a. Submit the Dichiarazione Unica Sostitutiva (DSU) electronically directly to INPS or to a Centro di Assistenza Fiscale (CAF) and obtain the ISEE/ISEEU indicator (compliant) for subsidized benefits for the Diritto allo studio by **09/08/2024**.
- b. Fill in the Request for Benefits in Uniweb, available from the beginning of July, no later than 09/08/2024. For information contact the Student Services Office, Via Portello, 25-31 - 35129 Padova - Call Centre Tel. 049 8273131, <http://www.unipd.it/diritto-studio>.

Students enrolled up to one year beyond the expected duration of the study program can benefit from additional funding (the calculation includes course changes, academic system, and repeating years).

3. A **contribution to travel expenses** which may be paid either as a flat-rate or for services on the basis of the agreements signed and subsequent provisions.

For mobilities Beyond Europe, the contribution is a unit contribution per distance range from the university of origin to the university of destination (see tables below).

Kilometer ranges	Amount
Between 10 and 99 Km	Euro 23,00 per participant
Between 100 and 499 Km	Euro 180,00 per participant
Between 500 and 1999 Km	Euro 275,00 per participant
Between 2000 and 2999 Km	Euro 360,00 per participant
Between 3000 and 3999 Km	Euro 530,00 per participant

¹³ For more information: <https://www.unipd.it/en/duration-contributions-erasmus-out>

Between 4000 and 7999 Km	Euro 820,00 per participant
8000 Km or more	Euro 1.500,00 per participant

Please note: "distance range" means the distance between the place of origin and the place of destination, while the "amount" is intended to cover travel expenses both to and from the place of destination.

To be able to receive all the planned financial contributions one must complete all the processes foreseen by the programme as mentioned in the vademecum.

IMPORTANT

Third-cycle long-term KA131 mobilities are eligible, but only on a "zero grant" basis, meaning that there will be no mobility grants or other forms of financial support. Please note that KA171 funding is not compatible with other European funding, such as PNRR and PON funds, etc.

All students that successfully gain an Erasmus place must continue to pay their fees to the University of Padua even during their period of mobility and they are exempt from paying the fees of the partner university abroad (apart from some contributions for services that are sometimes required, particularly in Germany). They will continue to benefit from any study scholarships from which they benefit, as long as they are not financed with European funds.

Students that have already benefitted in the past from a Erasmus (or any of its previous programmes) period of mobility within the same cycle can benefit from the Erasmus+ grant only according to the community funds available.

IMPORTANT

Students that do not manage to achieve **at least 12 CFU** will, as a result, be recognised as 'zero-grant' and will be asked for the reimbursement of any sums already given and will renounce to those not already issued. Only the activities included in the learning agreement approved by both offices will be taken into consideration for the calculation of the credits, regardless of how they will be recognized upon return.

Less credits will be accepted for thesis mobilities in accordance to the maximum value in credits of the thesis work in the study plan. For students who travel abroad for internships and thesis work in which the activity undertaken does not assign credits, registered credits will be taken into consideration. Doctorate students are exempt from this rule.

3.2 Erasmus+ Grant payments and additional funding

Given the legislation (D.L. 06/12/2011, n. 201, art. 12) concerning the traceability of any payments from public administration, it is ONLY possible to receive the Erasmus mobility grant through an Italian current bank account or post account, therefore including prepaid cards, for which the student must be the named account holder/co-holder.

The details of the account must be provided in the appropriate section of Uniweb, before booking the appointment to sign the Grant Agreement. Students enrolled from the a.y. 2018/19 onwards in their first year of Bachelor's degree or of a single-cycle Master's degree who want to receive the mobility contributions on the multi-functional badge, may activate their Flash UP for studies. All information is available in the section "Flash UP for studies" on the page www.unipd.it/cartaflash.

The payment of the grant generally takes place in two stages: the first about two months after the sending of the certificate of arrival, the taking of the OLS test and the sending of the signed Learning Agreement by the partner university; the second arrives after the end of the Erasmus period and only after the verification of the correct and complete sending of the end of mobility documents.

IMPORTANT

Even if the expected period is calculated in months, the loan will instead be calculated in days using the commercial year of 360 days; therefore each month, regardless of its duration, will be considered 30 days. For possible calculation examples, refer to the specific page of the site: <http://www.unipd.it/erasmus-studio>

Additional funding will be paid by the Projects and Mobility Office - Mobility Unit to students who submitted the ISEE/ISEU declaration or the application for the regional scholarship by 9th August 2024. ISEE certificate submitted after the 9th August 2024 and with irregularities will be not considered valid. **The amounts will be paid in two parts:**

- a. The first, equal to around half of the total amount, calculated according to the duration outlined in the Grant Agreement (paid at the start of the mobility, once having uploaded the start-of-mobility documents);
- b. The second, paid only after the recognition on Uniweb of the activities carried out abroad.

All payments will take place only after the verification of financial security and up until the available funds are exhausted.

IMPORTANT

Failure to repay sums already paid, to which the participant is no longer entitled due to lack of credits or reduction of the mobility period, will result in the suspension of the career and the consequent impossibility of obtaining the degree.

Art. 4 – Applying for Erasmus+ for studies

Students that want to apply for an Erasmus+ for studies place must submit the application exclusively via Uniweb FROM 1 DECEMBER AND NO LATER THAN 1.00 PM ON **16 JANUARY 2024**.

With the  application one must attach, only in PDF form, the following documents:

1. **Proposal of activities** to carry out abroad (MANDATORY attachment), using the form available on the website: <http://www.unipd.it/erasmus-studio>;
2. **Certificates of linguistic knowledge or self-certification** attesting the mark of the language exam taken in an institution other than the University of Padua;
3. **Self-certification** attesting the mark and name of any exam taken in a foreign institution.

After the confirmation of the application an email will be sent to the student's university email address (name.surname@studenti.unipd.it), to notify them that the application has been correctly received.

Students enrolled in the third year of a Bachelor's degree programme must indicate in the form attached to the application on Uniweb whether the mobility will be carried out during the first cycle of studies or if they intend to enrol in a Master's degree programme.

For students enrolled in a bachelor's degree that have direct access to a master's degree through a School different from that of their bachelor's course who want to depart with an exchange with the master's course may submit an application by requesting the form directly to the Projects and Mobility Office.

Detailed instructions on the procedure to follow on Uniweb are available at the following link: <http://www.unipd.it/en/erasmus-studies-out%20%3E%20Applying%20to%20Erasmus>).

For all the initial phases of the application on Uniweb, the helpdesk service is available (during working days and hours, mon-fri from 9 to 15): domanda.erasmus@unipd.it

Art. 5 – Selection criteria

General criteria for the formulation of lists of successful students and assignment of places:

- consistency of activities submitted in 'proposal of activities' with the student's path of study, educational courses offered by the institution abroad and with the duration of the residency period;
- weighted average and number of credits achieved by 30/11/2023 for the first call and 09/04/2024 for the second call unless indicated otherwise by the School or Department;
- linguistic knowledge of the host country's language, assessed through the submitted certificate.

The **selection criteria defined by Schools and Departments** are an integral part of the Call and are published on the site: <https://www.unipd.it/en/erasmus-studies-out>

University selection criteria published on the same page will be applied for Arqus mobilities or other University general agreements.

Art. 6 – List of successful students

6.1 Lists of successful students and accepting the place

The lists of successful students relative to single destinations will be published from **Thursday 15th February 2024 EXCLUSIVELY** on the webpage:

<https://www.unipd.it/en/erasmus-studies-out>

These are the only means of publication. There will not be any personal written or telephone communications to notify students.

Successful students must declare that they are accepting their place **from 15th February AND NO LATER THAN 20th February 2024 AT 13:00**, confirming only online through Uniweb. After accepting the place the student should receive a confirmation email to their university email account (name.surname@studenti.unipd.it).

Date of departure: at the time of accepting the place a provisional date of departure will be required, which should indicate the start of the mobility. It should be decided based on the academic calendar of the university abroad (start of courses, 'welcome week' etc.) the indicated date will be considered the official date of departure, and it is based on this date that the Mobility Unit Desks within Schools/Departments will send the 'nomination' to the

institution abroad. Any student that moves their departure from the first semester to the second must fill in the online form by accessing the reserved area of the Projects and Mobility Office page (www.unipd.it/relint), selecting the relative mobility for the a.y. 2024/25 and the heading “Change Semester”. Students must also inform their Academic Coordinator and the hosting institution. While it is possible to move a departure from the first to the second semester, **it is not possible to bring forward a departure from the second to the first semester.**

After the process of accepting, the Mobility Unit Desks within Schools/Departments will organise informative meetings for students, to give them practical information on the mobility abroad (see also the dedicated pages).

IMPORTANT

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. Students that renounce their place will no longer be able to take part in the Erasmus+ Programme for the academic year 2024/25.

6.2 Reserve places

Places that are not accepted by successful students will be assigned to those next in line on the list. Nominations for reserve places will be published **after 22nd February 2024 EXCLUSIVELY** on the following page: <http://www.unipd.it/en/erasmus-studies/out>.

This will be the only mode of publication. Students with reserve places must declare **between 22nd and 27th February 2024 AT 13:00**, (absolutely no later than this deadline) to accept their mobility place, which must be done online through Uniweb. After accepting the place an automated email response will be sent to the student’s university email (name.surname@studenti.unipd.it) in order to confirm.

In the event that the place is not accepted within the outlined dates, the students will automatically be considered ‘not successful’.

For reserve-place students the same procedures outlined in paragraphs 6.1 are also valid.

IMPORTANT

Students that renounce their place will no longer be able to take part in the Erasmus+ for studies programme for the second call.

6.3 Second call: remaining places after the first call

On 14TH MARCH 2024 a list of remaining vacant places will be published on the website: <http://www.unipd.it/en/erasmus-studies-out>. Mobilities offered in this call can take place preferably in the second semester.

For students interested in applying in this second allocation of places, the same rules given in the previous sections still apply.

Students eligible for the first call will also be able to apply to the second call. On the other hand, this will not be possible for successful students, regardless of acceptance or non-acceptance of the place.

For places made available in the second call, departure in the first semester is not guaranteed. Mobility to universities where the first-semester nomination deadlines expire before May 20, 2024, will only be feasible in the second semester.

For help with all stages of the application on Uniweb, the helpdesk service is available (during working days and hours, Mon-Fri 9-15): domanda.erasmus@unipd.it

The lists of successful students relative to single destinations will be published from Thursday 2nd May 2024 EXCLUSIVELY on the webpage:

<https://www.unipd.it/en/erasmus-studies-out>

These are the only means of publication. There will not be any personal written or telephone communications to notify students.

Successful students must declare **between 2nd May and 7th MAY 2024 AT 13:00** to have accepted their mobility place, confirming this ONLY online through Uniweb. After accepting the place an automated email will be sent to the student's university account (name.surname@studenti.unipd.it).

The nominations of any reserve students will be published after 9th MAY 2024 EXCLUSIVELY on the following page: <http://www.unipd.it/en/erasmus-studies-out>. This will be the only mode of publication. There will not be any personally written or verbal communications with students.

Reserve students must declare between 9th MAY and 14TH MAY 2024 at 13:00 to accept their mobility place, confirming this ONLY online through UNIWEB. After having accepted the place an automated email confirmation will be sent to the student's university email address (name.surname@studenti.unipd.it).

The rankings will be suspended from 09/04/2024 (second call expiry date) to 14/05/2024 (second call acceptance deadline date). Reserve students will not be offered any place during this period. Ranking lists will restart be valid after this date.

The lists of successful students are considered valid to cover any remaining places that are renounced by initially successful students up until 01/10/2024. According to the list of successful students, the available places will be assigned to the next student in line by and not later than 01/10/2024. Email Notifications will be sent to the reserve students' email address only (name.surname@studenti.unipd.it).

IMPORTANT

In the event that the place is not accepted within the deadlines given, the student will be considered 'renouncing' and the place will be assigned to the next student in line on the list or remain unassigned.

6.4 Declining the place

Students that decide to renounce their Erasmus mobility after the stages of accepting places and nominations to the universities abroad must use the online procedure available on the webpage: www.unipd.it/erasmus-studio section: 'Accettazione e rinuncia posto Erasmus' by 1st September 2024.

Students who renounce their place must also communicate their decision to:

- their Academic Coordinator;
- the university abroad.

IMPORTANT

Students that renounce their place will no longer be able to take part in the Erasmus+ for studies programme for the 2024 /25.

6.5 Third call

In an experimental form, the School of Medicine and surgery will open a third call **from 3 to 17 September 2024** and will follow the calendar set out in the following call. It will be possible

to apply only for destinations that have remained vacant and whose registration terms are still valid. The mobility will have to be carried out strictly in the second semester and only for thesis research.

To receive the additions to the mobility grant, students must obtain the ISEE/ISEEU indicator (compliant) within the deadlines set by the University for the calculation of fees and other economic benefits (September 30, except for international students).

Merit will be calculated as of 26/07/2024.

6.6 Reassignment of remaining places

On a trial basis, candidates from the School of Medicine and the School of Agriculture and Veterinary Medicine who are eligible (for both the first and second call) after the second call may be offered any remaining vacancies according to the sliding rules as per the document at the link: <https://www.unipd.it/graduatorie-erasmus>.

Art. 7 – Procedures for successful students

The procedures for successful students could undergo various changes from those outlined in this Call, based on the new procedures implemented by the European Commission and/or the National Erasmus+ Agency.

All the steps that the selected students will have to take to realize the mobility are explained in detail in the Vademecum, in the website pages (<http://www.unipd.it/erasmus-studio>) and will be illustrated during the meetings for the selected students.

Participants who fail to comply with the indications and deadlines published on the pages indicated or communicated by the Mobility Unit may lose the opportunity of mobility abroad.

Participants are reminded to constantly check their institutional email address to which information regarding the rules of the new seven-year program and further instructions for the implementation of mobility will be sent as soon as available.

DID YOU KNOW?

Partner universities can only accept students officially selected by their home university. Therefore, only after the acceptance phase of the mobility place, Mobility Desks will share with partner universities the names and contact details of the selected students according to the deadlines and modalities provided by the foreign universities (this phase is called nomination phase).

7.1 Registering at the university abroad (application form)

It is the selected student's responsibility to check the website of the foreign host university and collect all the information regarding the deadlines and the Application procedures (registration at the foreign institution as an Erasmus student).

It is necessary to fill out and send the forms abroad: pay close attention to the deadlines set out by the partner university. In the event that the deadlines are not abided by, the university has the right to refuse a student.

It is always the responsibility of the successful student to inquire well in advance about entry visa dispositions in the destination country by contacting the relevant embassies. Visa paperwork will be required for European citizens in mobility to non-European countries and for all non-European citizens in mobility (unless otherwise stipulated by the countries concerned).

IMPORTANT

Implementation of mobility is always subject to acceptance by the partner institution. Acceptance is not guaranteed and is subject to the rules of the foreign institution.

7.2 Learning Agreement: compilation in Uniweb

In accordance with community regulations, ALL Erasmus students must prepare, before the departure, the Learning Agreement which indicates both the activities that will be carried out abroad (Table A) as well as those carried out in Padova (Table B). The LA must be approved both by capable academic authorities and by the University abroad.

All successful students, after having accepted their place, must submit the Learning Agreement on Uniweb:

- By 15th June 2024 for students departing in the first semester
- From 1st July to 15th October 2024 for students departing in the second semester

Students that are going abroad to complete thesis activities or doctorate work must attach to their Learning Agreement on Uniweb a signed letter from their supervisor in Padova or tutor of their doctorate course, in which their supervisor/tutor abroad must also be named.

For instructions on how to fill out the form, on the documentation to be attached and on the procedures for approving and sending the Learning Agreement signed by the foreign institution, please refer to the section "Learning Agreement" on the following page:

<http://www.unipd.it/en/erasmus-studies-out>

All versions of the Learning Agreement must be approved by both institutions and submitted to the Projects and Mobility Office - Mobility Sector as indicated.

Some students may be involved in tests for the development of the Online Learning Agreement as envisaged by the new Erasmus+ programme.

7.3 Linguistic knowledge: OLS

All successful students must sit an online test (Online Linguistic Support - OLS) provided by the European Commission for the following languages: Bulgarian, Czech, Croatian, Danish, Dutch, English, Estonian, French, Finnish, German, Greek, Latvian, Polish, Portuguese, Romanian, Slovenian, Slovakian, Spanish, Swedish and Hungarian, both of which take place before departure and after the return.

7.4 Erasmus+ Grant Agreement

Before the departure students must sign digitally the Erasmus Grant Agreement under the conditions indicated by the Projects and Mobility Office - Mobility Unit.

It is not possible to sign the grant Agreement if the Learning Agreement has not been approved in Uniweb and the student is not up to date with the payment of university fees. Students enrolled in a bachelor's degree that expect to graduate before the Erasmus departure date, to spend the first part of the first year of their master's degree, can depart only after the formal enrolment in the master's degree.

Students enrolled in the academic year 2023/2024 in the first year of a bachelor's degree, or single-cycle master's degree can sign the Grant Agreement only if they have at least 40 credits registered on Uniweb and have successfully passed the OFA.

7.5 Healthcare and insurance

For health insurance cover during the mobility in countries outside of the EU, Iceland, Liechtenstein, Norway it is generally sufficient to bring with you your EHIC card, issued by the Ministry of Health. For Serbia, UK and Turkey one must take out a private insurance (e.g. Europe Assistance etc.). Mobility to the UK involves additional costs for health cover. One should ask their Ulss/ASL for information.

Non-EU students registered to the SSN (National Health System) cannot use the EHIC in Iceland, Norway and Liechtenstein according to EC 859/2003. Students should in every case contact their Ulss/ASL. Non-EU citizen students who are not registered with the SSN must have appropriate health insurance coverage. For more information on insurance cover abroad, one can consult the university website: <https://www.unipd.it/en/healthcare>.

The abovementioned insurance regards only accidents that occur during educational activities and/or those of internship work. It is therefore advisable to take out a private insurance which covers accidents unrelated to study activities. It does not cover claims related to medical practice or healthcare systems. Therefore, students of medical areas will be responsible for finding ad hoc insurance on their own.

For health insurance coverage while staying abroad in countries outside the European Union, the coverage of the European Health Insurance Card (EHIC) issued by the Ministry of Health is not sufficient. It is therefore necessary to ALWAYS take out private insurance.

7.6 Start of mobility documents

Within 7 days of arrival at the foreign university, the following documents must be delivered in the manner indicated:

- Attendance certificate certifying the date of arrival;
- Learning Agreement Before the mobility, also countersigned by the foreign university.
-

In case of delays in the delivery of the Attendance Certificate:

- - For delays from 8 to 30 days: there will be no penalty, but payment of the mobility grant will not be guaranteed on time.
- - For delays longer than 30 days: the mobility grant will be cancelled and will be considered a zero grant.

7.7 End of mobility documents

At the end of the mobility period, the following documents must be handed in, according to the procedures indicated:

1. Original **Attendance Certificate**, the official declaration issued by the university abroad attesting the exact dates (day/month/year) of the start and end of the Erasmus mobility (N.B. the date of issue must not be more than 7 days prior to the end of mobility date). Students should remember that failure to submit these documents of mobility will result in cancellation of the Erasmus status and the complete reimbursement of the Erasmus Grant and any additional funding already received.
2. Last **countersigned Learning Agreement**: must contain all activities that will be present in the ToR as passed; must be approved in Uniweb by the teacher in charge and countersigned by the University Partners. Modification is not required in case it presents non-passed activities. The recognition of activities that are not present in the Learning Agreement countersigned by the Partners is not possible.
3. Original **Transcript of Records**, which is the certificate attesting the exams (with a successful result) taken abroad; in the event that the student carried out thesis work of the bachelor's degree/master's degree/single cycle degree/PhD cycle , the

Transcript of Records can be substituted by a 'Short evaluation report for thesis work', meaning a letter on headed paper, signed and stamped by the supervisor abroad who has followed the student, naming the activities carried out and any credits gained (the fac-simile is available for download on the site: <http://www.unipd.it/en/erasmus-studies-out>). Any internship carried out alongside the exams and/or the thesis research, if NOT mentioned in the Transcript of Records, must be certified by adequate, official documentation, issued by the hosting university. Students should remember that with any internship work, study activities must also be attested. The Transcript of Records can be sent digitally from the host institution to erasmus@unipd.it, mailed by the host institution to the Projects and Mobility Office, or delivered in original by the student.

4. For mobility students (only Beyond Europe): original boarding passes of the outward and return legs of the trip

Other than the documentation indicated by points 1 and 2, the student is required to:

- a. Submit any changes to the initial Learning Agreement;
- b. fill out, after the documentation has been sent, the online EU Survey, provided by the European Commission;

Once the activities are recognised on Uniweb, the balance of any additional funding will be paid. Failure to complete the recognition process within the deadlines will lead to the complete reimbursement of any funds already paid.

Art. 8 – Recognition of activities carried out abroad

Only after the Projects and Mobility Office - Mobility Unit has received all of the end-of mobility-documents indicated in section 7.7, will the student be able to register the activities carried out abroad.

Once the recognition procedure has started, the student will be asked to follow the instructions of the Mobility Desk at their School / Department.

For the procedure for recognising activities abroad, one should consult the pages of Mobility Unit Desks within Schools/Departments, available on the site:

<http://www.unipd.it/en/erasmus-studies-out>.

The student is responsible for providing the documentation in time to meet the deadlines for registration for scholarships, housing competitions and/or graduation appeals.

The University is in no way responsible for the timing of the issue of the Transcript of Records by the partner universities. It should be noted that in some countries the documents are issued long after the end of the mobility (for example, for the UK in November).

Single modules of not passed foreign teaching courses cannot in any way be recognised.

The conversion of foreign grades will be carried out in compliance with the ECTS scale if in the presence of a Transcript of Records showing this information or, where missing, on the basis of the generic University table, as per the resolution of the Academic Senate of 15/12/2020.

Students who do not take the necessary actions for the recognition procedure by 31/12/2025 implicitly and definitively renounce to the recognition of credits acquired during the mobility and consequently to any additional funding the mobility grant.

IMPORTANT

The registration of the thesis work activity at the end of the mobility period is also mandatory.

The activities that can be recognized are only those present in the Learning Agreement approved on Uniweb.

Art. 9 – Deadlines calendar

For all deadlines, refer to the calendar published on the page:
<http://www.unipd.it/en/erasmus-studies-out>.

Art. 10 - Contacts e information

For all communications addressed to candidates and winners of exchange places, only the institutional email address will be used, i.e. name.surname@studenti.unipd.it.

This call is managed and coordinated by the Projects and Mobility Office- Mobility Area,
Via Lungargine del Piovego 1 - 35129 Padova

Email: erasmus@unipd.it

Tel.: +39 049 827 5033

Telegram: <https://t.me/internationalmobilityUNIPD>

A buddy service to ask general questions and for assistance in choosing the destination is

available: mobility.buddyout@unipd.it

Art 11 – Processing of personal data

The University of Padua processes the personal data of the interested parties in compliance with the principles of correctness, lawfulness, transparency and minimization, for the protection of privacy and all the rights of the interested parties, according to the provisions of the European Regulation on the protection of personal data (EU Regulation 2016/679, so-called GDPR), by the Code regarding the protection of personal data (legislative decree 196/2003 and subsequent amendments) and by the consequent implementing measures adopted by the European authorities and by the Guarantor for the protection of personal data (www.garanteprivacy.it).

Art. 12 – Final Provisions

Please be reminded that:

- The contents of this call are to be considered indicative and may be subject to change following new rules by the European Commission an/or Erasmus+ National Agency.
- All activities and related funding provided by this call are also subject to the signing of the financial agreement Erasmus+ - mobility for studies - KA131 - year 2024 and of the financial agreements Erasmus+ - mobility for studies KA171 between the Erasmus+ National Agency Indire and the University of Padua, therefore the publication of this Call is intended as conditional.

Another integral part of the call is all the detailed information given for each Department or School and for the partner universities, available in the section Mobility Unit Desks at your School/Department, on the webpage: <http://www.unipd.it/en/erasmus-studies-out>

The Responsible persone of the Administrative Procedure is Dr. Alessandra Gallerano, Head of the Projects & Mobility Office.

Candidates can exercise their right of access to the records of the competition proceedings as provided for by current law. The request must be sent to the Projects and Mobility Office, University of Padua, Via Lungargine del Piovego 1 - 35129 Padua, by filling in the appropriate form to be requested to the Office itself.

Padova, registration date

The Rector Daniela Mapelli

*digitally signed in accordance with
legislative decree 82/2005*

Il Responsabile del procedimento amministrativo <i>Dott.ssa Alessandra Gallerano</i>	La Dirigente <i>Dott.ssa Dora Maria Cornelia Longoni</i>	Il Direttore Generale <i>Ing. Alberto Scuttari</i>
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