

**ULISSE CALL for overseas mobility  
APPLICATION AND ACCEPTANCE INSTRUCTIONS ON UNIWEB**

Before filling in the application form on Uniweb, we recommend that students carefully read the call for applications, the list of Partner Universities available and the related information sheets through the following link:

<https://www.unipd.it/en/ulisse>

For other exchange Programmes, students should refer to:

- **Erasmus+ for Studies Programme** (both Europe and beyond Europe): <http://www.unipd.it/en/erasmus-studies-out>
- **SEMP Programme**: <http://www.unipd.it/servizi/esperienze-internazionali/studiare-allestero/swiss-european-mobility-programme>

You can fill in the application form only after having decided on the Partner University or Universities you wish to apply for. Students are allowed to choose up to **two destinations**.

Destinations are ordered by “Erasmus Code” that is by State and city, for example: *Pontificia Universidad Catolica Argentina* – Erasmus Code: ARGBUENOSA02

Ulisse call includes destinations managed either at University level, available for all degree courses, or at Department level, available for the degree courses outlined in the information sheet of each University. A complete list of Departments and their relative acronyms is available at the end of this guide.

**ATTENTION:** As far as funding is concerned (see screenshot at point 3):

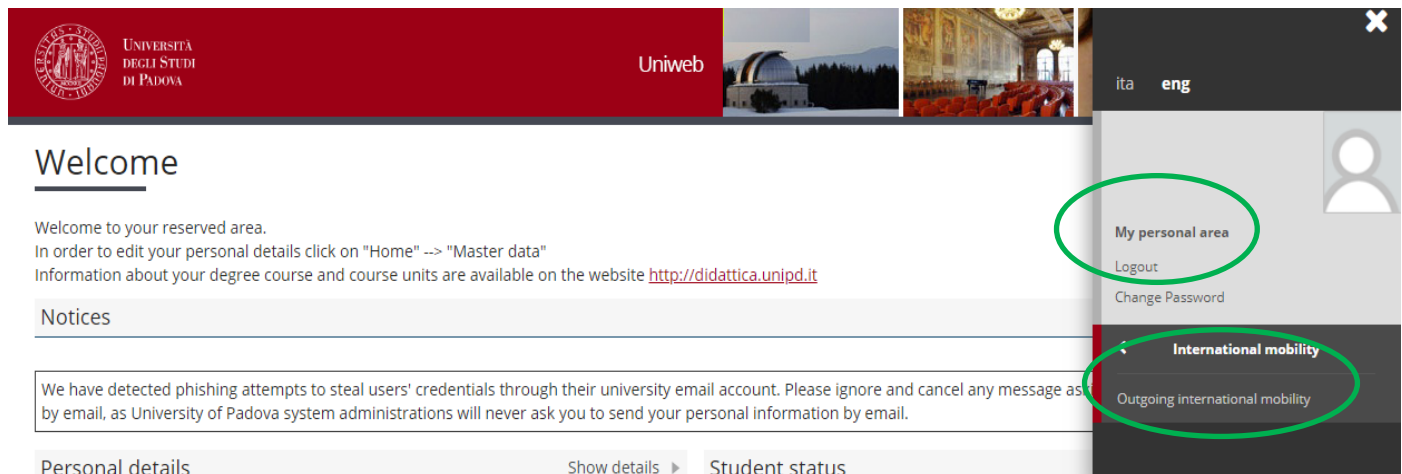
- **University destinations** are financed with a scholarship of €700 monthly (no Department acronym)
- **Department destinations** can be:
  - **Funded by the University** with a scholarship of €700 monthly: in this case, only the Department acronym will appear next to the partner University
  - **Funded by the Department** (refer to the Department for the scholarship amount): in this case, “DEPT. GRANT” will appear next to the Department acronym
  - **Zero grant** (expenses are to be borne by students): in this case, “ZERO GRANT” will appear next to the Department acronym

The following information is required to make sure that you select the right destination:

- 1) the **Erasmus code** of the Partner University
- 2) the **Department** (e.g. Dept. DISSGEA)
- 3) whether the funding is granted by the Department or expenses are to be borne by students

In order to apply, you must have paid your 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 “Outgoing International Mobility” under the heading “International Mobility” (from the menu on your right);



The screenshot shows the Uniweb user interface. At the top, there is a navigation bar with the University of Padua logo and the Uniweb logo. Below the navigation bar, there is a 'Welcome' message and a 'Notices' section. On the right side, there is a user profile menu with options: 'My personal area', 'Logout', 'Change Password', and 'International mobility'. The 'International mobility' option is highlighted with a green circle, and the 'Outgoing international mobility' sub-option is also highlighted with a green circle.

**ATTENTION: please make sure to select “Accordi Bilateral”** (bilateral agreements) in the “Mobility Area” window.



## International Outgoing Mobility Calls for Application

Erasmus+ for studies call <http://www.unipd.it/erasmus-studio> (Italian version), <http://www.unipd.it/en/erasmus-studies-out> (English version)

Mobility Area **ACCORDI BILATERALI**

ACCORDI BILATERALI

Academic Year	Call number	Title	Call State	Application State	Options
2020	354	BANDO ULISSE - overseas	🔒		🔍

2) Once you are in the system, make sure that “*Accordi Bilateral*” (bilateral agreements) has been selected in the “Mobility Area” window

The icon connects directly to the webpage containing the call’s general information and the list of the available Partner Universities.

Please read the call for applications carefully.

Click on the icon that corresponds to “*Bando Ulisse 2020/21*” (Ulisse call) to start filling in the application form.

3) In the “Mobility Area” you will find the recap of all your application steps.

The application is made of three steps:

1) application form; 2) documents upload; 3) application confirmation.

**ATTENTION:** it is important to follow all the steps and verify that this icon appears for each of them. The green thick confirms that the procedure has been successfully completed.

In the application form you will find the complete list of Partner Universities. For each of them, the number of places available and the number of months of the study period. Please do not forget to read the University information sheet <https://www.unipd.it/en/ulisse> .

## International Mobility

On this page you can fill in the application form and follow all the steps of the application process, of the mobility period and the learning agreement.

Call details	
Title	BANDO ULISSE - overseas - mobilità a.a. 2021/22
Deadline for applications	from 03/11/2020 10:00 to 13/01/2021 13:00
Further information	<a href="#">view call details</a>

## International Outgoing Application

Non risulti iscritto al bando.

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:

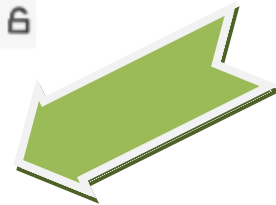
- 🔒 open activity
- 🔒 blocked activity
- ✓ completed activity
- 📄 further information

Please click on “Apply” to start filling in your application.

1 - Filling in the Application form 🔒

Back

[apply](#)



4) Fill in the “Requirements” section, select and eventually choose in order of preference the Partner Institutions (max 2 preferences).

You can use the **SEARCH** tool to look for the destination of your choice.

You can select more than one option in regards to the activities you’d like to carry out abroad (exams, thesis, internship)  
Students can declare their disability.

It is **mandatory** to check “Declares that he/she saw the terms and rules regulating the present call” and “Declares that he/she has never received a Bilateral Agreement grant for the same destination”.

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.

Requirements

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

Requirements	
<input checked="" type="checkbox"/>	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(requisito obbligatorio)
<input checked="" type="checkbox"/>	Dichiara che frequenterà un periodo di studio all'estero per esami - I hereby declare to attend a study period abroad for exams
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	Dichiara di essere studente con disabilità - I hereby declare I am a student with a declared disability/special need
<input type="checkbox"/>	Dichiara di aver usufruito in precedenza di una mobilità LLP o Erasmus+ per studio o tirocinio - I hereby declare that I have already taken a LLP or Erasmus+ for studies or traineeship grant
<input checked="" type="checkbox"/>	Dichiara di NON aver usufruito di una mobilità con Accordi Bilaterali per la stessa destinazione. I hereby declare that I have NEVER taken a Bilateral Agreement grant for the same destination(requisito obbligatorio)

5) You are now required to rank the Partner Institutions in order of preference, up to 2. It is not mandatory to choose 2 Partner Institutions.

Pay close attention to the Department destinations that can be with or without scholarship. Should the destination be without scholarship you will see "ZERO GRANT" specified next to the Department acronym.

Select preferred destinations

University name		Preference	Erasmus code
Universidad de Buenos Aires - Dept. DISSGEA	UNIVERSIDAD DE BUENOS AIRES	▼	ARGBUENOSA02
Universidad de Buenos Aires - Dept. DISSGEA - DEPT. GRANT	UNIVERSIDAD DE BUENOS AIRES	2 ▼	ARGBUENOSA02
Pontificia Universidad Catolica Argentina - Dept. DISSGEA	Pontificia Universidad Catolica Argentina	▼	ARGBUENOSA03
Universidad Nacional de Cordoba - Dept. DM - ZERO GRANT	UNIVERSIDAD NACIONAL DE CORDOBA	▼	ARGCORDOBA01
University of New South Wales	UNIVERSITY OF NEW SOUTH WALES	1 ▼	AUSSYDNEY01

You can add extra information (e.g. additional language skills, why you chose a particular partner university, etc.) in the Additional declarations box.

At the end please click on "Next".

Further information

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

Merit indicators

Weighted average 28,77

Counted exams 5

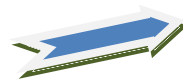
Credits 30

**Next** Cancel

You can modify the application form before confirming your application by clicking on “Cancel the application”. You can view the application summary by clicking on “print draft”.

Sedi scelte

Places details	Erasmus Code	Unipd Coordinator	Places	Duration (months)
Concordia University	CONCORDIA UNIVERSITY	CANMONTREA01	3	5
Universidad del Rosario - Dept. DSEA - DEPT. GRANT	UNIVERSIDAD DEL ROSARIO	COLBOGOTA02	2	5



Cancel the application

Print draft

**6) ATTENTION:** it is mandatory to **UPLOAD** the pdf version of the following documents in order to complete your application. (To convert a file to PDF see the paragraph at the end of this guide.)

- PDF copy of your study plan proposal– use exclusively the form available here: <https://www.unipd.it/en/ulisse> (How to apply > Proposal of study activities) – or the supervisor letter for thesis research or internship; the exam names must be written as indicated in the foreign university’s course catalogue, in their original language, if different from English, they must also be translated. (COMPULSORY)
- Cover letter ( in vehicular language or in any case the language of the exchange programme) (COMPULSORY)
- PDF of a language certificate (COMPULSORY)
- PDF self-certification of previous graduation obtained at other Universities abroad - use exclusively the form available here: : <https://www.unipd.it/en/ulisse> (How to apply > Self-certification)
- PDF of CV, personal statement, cover letter from a professor, if required (please check the University information sheet)

## 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
Certificati o attestazioni di lingua	mandatory	
Lettera motivazionale (in lingua veicolare)	mandatory	
Proposta delle attività da fare all'estero e/o lettera per tesi/tirocinio	mandatory	
Autocertificazione titolo di studio estero	optional	
CV, personal statement, lettera di presentazione docente (dove richiesti)	optional	

[upload a new document](#)

Please click on “upload a new document” to upload attachments.

### Attachment upload

#### Call detail

<b>Title</b>	BANDO ULISSE - overseas
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#### Attachment detail

**Default attachment**

**Free attachment**

**Description**

**Attachment (Max 5MByte, only PDF format allowed)**

Scegli file Nessun file selezionato

**Upload** **Back**

You can modify or remove attachments before confirming your application.

## 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
Certificati o attestazioni di lingua	mandatory	
Lettera motivazionale (in lingua veicolare)	mandatory	
Proposta delle attività da fare all'estero e/o lettera per tesi/tirocinio	mandatory	
Autocertificazione titolo di studio estero	optional	
CV, personal statement, lettera di presentazione docente (dove richiesti)	optional	

[upload a new document](#)



**7) CONFIRM APPLICATION**

It is possible to confirm your application only after all compulsory attachments for the application have been uploaded. Please, verify the application state by clicking on **“Print the application summary”** before confirming the application.

**3 - Confirmation of application**

Confirm the application.

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



[Confirm your application](#)



After having clicked on **“Confirm your application (DEFINITIVE – Italian version only) ”**, please press the confirm button to end 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



An automatic email confirming your application will be sent to your institutional email address ([name.surname@studenti.unipd.it](mailto:name.surname@studenti.unipd.it)).


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

**ACCORDI BILATERALI**

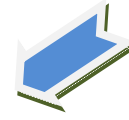
Academic Year	Call number	Title	Call State	Application State	Options
2020	354	BANDO ULISSE - overseas	🔒	●	🔍 🗨️





## 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](mailto:domanda.erasmus@unipd.it) before the deadline, specifying their name, surname, student number and degree course. The helpdesk is available during office hours on working days.

*In the following pages you can find the instructions for the acceptance procedures and how to create a PDF file.*



**INSTRUCTIONS FOR THE ULISSE ACCEPTANCE FORM****ATTENTION: ACCEPT YOUR ULISSE PLACE ON UNIWEB ONLY**

Please check the results of the call and the ranking lists at the following link: <http://www.unipd.it/ulisse> Successful applicants must fill in the online acceptance form on Uniweb within the deadline below:

**ULISSE CALL:**

- 1st call: successful students: from 10th to 16th February at 13:00; reserved-place students: from 18th to 19th February at 13:00
- 2nd call - remaining places: successful students: from 29th to 4th May at 13:00; reserved-place students: from 5th to 6th May at 13:00

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

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.

Successful students are asked to read the Vademecum for a.y. 2021/22 available at the following link <http://www.unipd.it/en/ulisse>

**ATTENTION:** 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 and insert it in the box at the bottom of the screen.

#### 4 - Ranking publication

You can find the ranking data below.

#### Ranking "BANDO ULISSE - overseas - mobilità a.a. 2021/22"

**Data processing:** 01/12/2020

**Application number:** 1

**Partial score:** 29.029

**Recorded CFU in the booklet:** 64


**Status:** Awarded

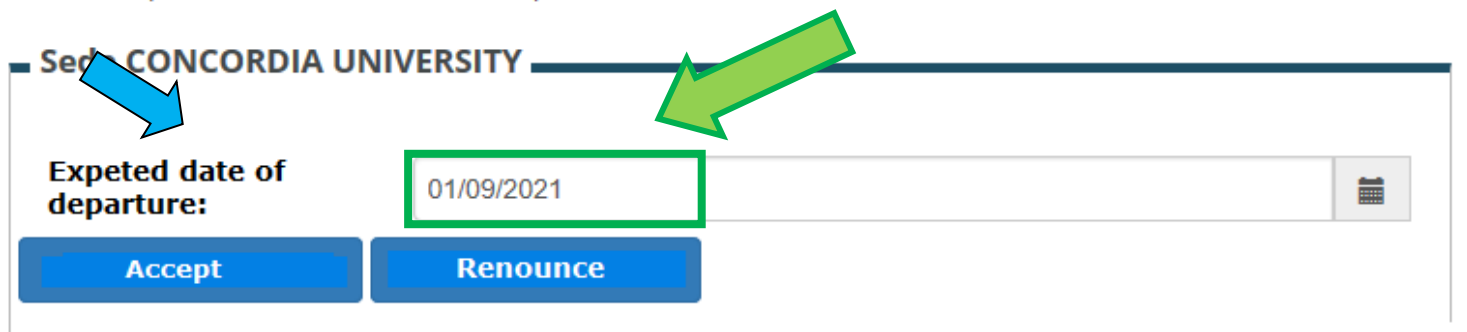
**Place:** CONCORDIA UNIVERSITY

#### 5 - Awarded place confirmation

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

Sei **CONCORDIA UNIVERSITY**

**Expeted date of departure:**  




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.  
Your nomination to the Partner Institution will be sent after the acceptance stage stating the date that you declared in this form.

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

Afterwards, Uniweb informs you that the procedure has been correctly completed (**"Destination confirmed"**) and the status becomes "the student accepted the place".

## 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

### 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 CONCORDIA UNIVERSITY

Destination confirmed  
Expected arrival date: 01/09/2021



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

## List of Departments

- DAFNAE** Department of Agronomy, Food, Natural Resources, Animals and Environment
- DCTV** Department of Cardiac, Thoracic, Vascular Sciences and Public Health
- DEI** Department of Information Engineering
- DFA** Department of Physics and Astronomy
- DII** Department of Industrial Engineering
- DIMED** Department of Medicine
- DiPIC** Department of Public, International and Community Law
- DiSC** Department of Chemical Sciences
- DISLL** Department of Linguistic and Literary Studies
- DISSGeA** Department of Historical and Geographic Sciences and the Ancient World
- DM** Department of Mathematics
- DNS** Department of Neurosciences
- DPCD** Department of Private Law and Critique of Law
- DPSS** Department of Developmental Psychology and Socialisation
- DSEA** Department of Economics and Management
- DSF** Department of Pharmaceutical and Pharmacological Sciences
- DTG** Department of Management and Engineering
- MAPS** Department of Animal Medicine, Production and Health
- SPGI** Department of Political Science, Law, and International Studies
- TESAF** Dipartimento di Territorio e sistemi agro-forestali

### DOMANDA ERASMUS+ STUDIO , SEMP and ULISSE

#### INSTRUCTIONS FOR UPLOADING THE ATTACHMENTS (PDF)

You can attach only PDF files and their size can be of 5 MB maximum each. Here you can find some simple recommendations in order to avoid technical problems that could make these file unreadable once the office downloads them.

**The easiest method to create a PDF is by using a scanner.**

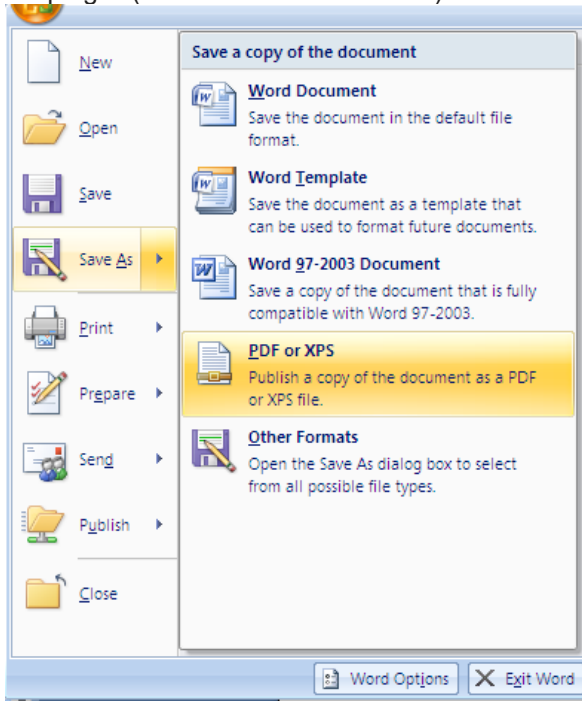
In case you can't use a scanner, please follow the following instructions:

- Files that are not PDF must be converted by using a specific programme. Please avoid in any case to modify the extension (e.g. from .txt to .pdf) as it will be impossible to open the document.
- During the conversion, please do not protect the file or set any password to limit the access

Many computer programmes (MAC and WINDOWS) enable to convert into PDFs through the menu commands "Save as...PDF or XPS" or "Print". A brief mention of the most common ones will follow:

**OpenOffice** offers the possibility to export the files in PDF (Portable Document Format). In order to create a PDF file please click on "export PDF" that can be found in the file menu. Please name it and select the saving options. We suggest to confirm the suggested standards.

If your computer has an Office 2007 or more recent version, it is possible to create PDFs by accessing the Microsoft webpage , precisely at the page [2007 Microsoft Office Add-in: Microsoft Save as PDF or XPS](#) and download and install the plugin (SaveAsPDFandXPS.exe). From now on you'll have among your "Save as" options the PDF extension, too.



If your computer programmes do not have these functionalities, it will be possible to convert files by using a virtual printer. Such programmes can be available for free on some website, such as : <http://www.pdfforge.org/pdfcreator> (for windows) <http://www.doc2pdf.net/it/>, for example .

Images (with extentions like jpeg. tiff, bmp, gif ) can be converted in PDF through some websites, without installing any programme or app, here's just a few examples:

<http://www.apowersoft.it/immagine-a-pdf-gratis-online>

<http://www.convertimagnetopdf.net>

<http://jpg.smallpdf.com/it> from jpeg to PDF