



Funded by the
European Union



UNIVERSITÀ
DEGLI STUDI
DI PADOVA

ERASMUS+ KA171 SHORT MOBILITY FOR PHD STUDENTS

CALL FOR APPLICATION FOR
SHORT MOBILITIES
AT EXTRA EU PARTNER
UNIVERSITIES

A.Y. 2024/2025

<https://www.unipd.it/en/phd-shortmobility>

Deadline

Tuesday 12 november 2024, 1:00 p.m. (CET)

INDICE

<i>ART. 1 - GENERAL INFORMATION</i>	3
1.1. <i>Objective of the call applications</i>	3
1.2. <i>Destinations Extra EU - KA171</i>	3
1.3. <i>Duration</i>	4
<i>ART. 2 - ADMISSION REQUIREMENTS</i>	4
<i>ART. 3 - FINANCIAL CONTRIBUTION</i>	5
3.1. <i>Funding</i>	5
3.2. <i>Payment of financial contribution</i>	6
<i>ART. 4 - APPLICATION</i>	6
4.1. <i>Submission procedure</i>	6
4.2. <i>Document to be attached to the application</i>	7
<i>ART. 5 - SELECTION CRITERIA</i>	8
5.1. <i>Selection criteria and awarding of mobility places</i>	8
5.2. <i>Limitations and incompatibility of mobility places</i>	8
<i>ART. 6 - RANKING LIST</i>	8
6.1. <i>Ranking list and acceptance</i>	8
6.2. <i>Replacement</i>	9
6.3. <i>Withdrawal</i>	9
<i>ART. 7 - WHAT TO DO AFTER THE SELECTION</i>	9
<i>ART. 8 - RECOGNITION OF ACTIVITIES</i>	10
<i>ART. 9 - DEADLINE CALENDAR</i>	10
<i>ART. 10 - CONTACTS AND INFORMATION</i>	10
<i>ART. 11 - PROCESSING OF PERSONAL DATA</i>	10
<i>ART. 12 - FINAL PROVISIONS</i>	11

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

N.B.

The contents of this Call for Applications may be subject to change following indications from the European Commission and the Erasmus+ National Agency, particularly with regards to the procedures necessary for the start and implementation of mobilities.

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

The destinations listed in this call and the numbers of the relevant mobility places may be subject to change based on decisions of the partner institutions that are not known at the time of the release of this call.

The possibility of a period abroad for selected students is therefore always subject to acceptance by the host institution and, where applicable, the issuance of a visa by the destination country. Please note that visa issuance may be precluded for some nationalities by some countries.

Art.1 – General information

1.1. Objective of the call for applications

Erasmus+ is the EU programme for education, training, youth and sport for the period 2021-2027.¹

Under the Erasmus+ programme, PhD students have the possibility to perform short-term periods of physical mobility abroad as well as long-term periods. It is always possible to add a virtual mobility to physical mobility.

During the mobility, PhD students will be able to:

- Perform research activities;
- Attend courses offered by foreign institutions;
- Attend seminars and other educational programmes.

Under this call, mobility aimed at participating in conferences/congresses as speaker, etc. is not allowed.

The participant will always have to act as a learner (not as a teacher / trainer).

1.2. Destinations Extra EU – KA171

Erasmus+ Extra EU - KA171 mobility can only be carried out within an existing Erasmus+ inter-institutional agreement between the University of Padua and the host institution.

¹The Erasmus+ Programme was established by Regulation (EU) 2021/817 of the European Parliament and of the Council of 20 May 2021.

The list of eligible Extra EU - KA171 destinations is available at <https://www.unipd.it/en/phd-shortmobility>

The list indicates:

- Countries and partner universities;
- Funding Call (2022 or 2024) which determines specific rules and contributions;
- Number of places available for each destination;
- Maximum number of days that can be funded for each mobility;
- ISCED code which defines the specific area of study of the agreement.

The available destinations vary every year based on the projects selected by the Erasmus+ Indire National Agency. For this reason, on the Uniweb portal the Calls will appear separately by year of funding (2022 or 2024).

1.3. Duration

As a general rule, physical mobility must be between 5 and 30 continuous days, with no interruptions allowed.

The addition of a virtual component to the physical mobility is always encouraged. The maximum number of days that can be financed for each agreement is indicated in the list of destinations available on the page <https://www.unipd.it/en/phd-shortmobility>.

The mobility must be carried out after **1st January 2025** and must necessarily end by **31st July 2025**.

The mobility period must take place before the end of the doctoral programme, otherwise, candidates will be excluded from the programme.

Art.2 – Admission requirements

The programme is open to PhD university students who, at the time of application and by the deadline of this Call, meet the following conditions:

1. Be **regularly enrolled** in the academic year 2024/2025 at the University of **Padua** in the first or second or third year of a PhD course, with administrative headquarters in Padua;
2. For non-EU citizens: hold a **residence permit**. It is the responsibility of the PhD students to verify the renewal procedures and whether they are compatible with the period of physical mobility abroad;
3. Not complete the PhD programme before the mobility period.

Failure to meet the requirements may result in exclusion from the ranking list even after its

publication.

Most destinations are only available for specific subject areas. Applications for destinations not compatible with the subject area of the candidate or the activity will be considered ineligible. It is the Commission's task to assess individual cases.

N.B.: any visa procedures will be under the responsibility and expense of the PhD student.

Art.3 – Financial contribution

3.1 Funding

The Erasmus+ Programme provides funding for physical mobility only. The financial contribution consists of:

- **Mobility grant, amounting to 79,00 EUR per day** for up to the 14th day of activity (calculated based on the actual days spent at the host institution) and 56,00 EUR per day between the 15th and 30th day of activity for the mobility funded by the *Call 2024*;
- **Mobility grant, amounting to 70,00 EUR per day** for up to the 14th day of activity (calculated based on the actual days spent at the host institution) and 50,00 EUR per day between the 15th and 30th day of activity for the mobility funded by the *Call 2022*;
- **Increase to the doctoral grant.** The mobility grant is compatible with the [increase to the doctoral grant](#) foreseen by the University of Padua (applicable for periods exceeding 15 days).

The flat-rate reimbursement of travel expenses will be calculated according to the rules of the programme on a kilometric area as per the table in the webpage <https://www.unipd.it/en/phd-shortmobility>. The amounts vary based on the financing Call (2022 or 2024). By "kilometric area" it means the distance between the home and the host university. Participants will be required to provide boarding passes or corresponding travel proof.

Only the days of effective mobility as certified by the host university are funded.

N.B.: Erasmus+ mobility grants are not compatible with other European funding, including PNRR grants, ERC and other European community contributions. See Art 5.2 for more information.

N.B.

In the event of irregularities in the documentation, unlawful conduct or failure to achieve the expected results, beneficiaries may have their grant reduced or be required to reimburse either fully or partially the amount already paid.

3.2 Payment of financial contributions

For mobility from 5 to 15 days: the University of Padua will provide the entire contribution at the end of the physical mobility in accordance with the necessary technical times. The payment of the mobility grant is subject to the submission of the mandatory documents required by the Erasmus+ programme, a short evaluation or other proof of the activity carried out and the documentation signed and stamped by the host institution certifying the day of arrival at the destination and the day of departure.

For mobility from 16 to 30 days: the University of Padua will provide the contribution in two instalments divided as follows:

- a first payment, corresponding to the first 14 days of financing, upon arrival at the partner institution upon delivery of the Attendance Certificate certifying the date of arrival at the destination, duly signed and stamped by the host university;
- a second payment, corresponding to the balance of the total contribution, at the end of the physical mobility in accordance with the technical times. The settlement of the balance is subject to the submission of the mandatory documents required by the Erasmus+ programme, a short evaluation or other proof of the activity carried out and the documentation signed and stamped by the host university certifying the day of arrival at the destination and the day of departure.

N.B.: The disbursement by the University does not correspond to the beneficiary's account credit.

To be eligible for the financial contribution, PhD students will need to sign, before departure, the financial contract prepared by the Projects and Mobility Office - Mobility Unit, and fulfil the obligations outlined.

Art. 4 – Application

4.1. Submission procedure

Applications for this Call must be completed and submitted exclusively online, by logging into the Uniweb account, selecting 'International Mobility > Outgoing International Mobility' from the menu on the left and choosing 'Exchange Programmes', then "PHD Short".

Destinations will appear in Uniweb separated in accordance to the funding call.

It is possible to apply and be selected for several Erasmus+ mobility grants Short PhD. For example, a PhD student will be able to undertake up to 3 mobilities in the period between January and July 2025: one in Europe (through the Erasmus+ KA131 Call) and two outside

Europe by applying to this call, provided that the two applications are for destinations relating to different funding calls (Call 2022 and Call 2024).
 N.B.: The mobility periods cannot overlap and the total duration of all Erasmus+ mobility financed with Erasmus+ funds carried out during the doctoral course cannot exceed 12 months in total.

Candidates do not need to submit any additional applications for the available funding, as this is automatically allocated to the successful students, unless funds are incompatible. (see Art 5.2).

Please refer to the deadline calendar for detailed information.

4.2. Document to be attached to the application

The application form must be accompanied by the following documents (in PDF format only):

1. Program of activities to be carried out abroad (courses, seminars, research project, etc.);
2. Letter of support from the supervisor at the University of Padua;
3. Acceptance Letter from the host institution (see specific form);
4. CV in English;
5. Language certificate proving proficiency in the language of the host country and/or in the language of instruction of the host institution.

In case of false statements or the use of fake documents, penalties as referred to in Article 76 of Presidential Decree 28.12.2000, No. 445, will be applied, resulting in exclusion from the ranking even after its publication.

N.B.

Incomplete and/or inconsistently filled-out applications that do not meet the required criteria will be automatically invalidated.

After submitting the application, each candidate will receive an email at their institutional email address (name.surname@studenti.unipd.it), confirming the submission of the application.

After submission, it will not possible to modify the destination and/or the planned activities.

Art. 5 – Selection criteria

5.1 Selection criteria and awarding of mobility places

Candidates will be evaluated by a Commission appointed by the Rector based on the

following criteria:

1. Relevance of mobility for the PhD programme;
2. Quality of the project and objectives;
3. Joint activities or activities of particular relevance for the University of Padua.

5.2 Limitations and incompatibility of mobility places

Please also note that the Erasmus+ 2021-27 mobility programme allows for a maximum of 12 months of mobility per each study cycle. Short-term mobility periods are included in the overall count of study periods.

N.B.

Erasmus mobility grants are not compatible with other European funding schemes, such as PNRR grants, PON/ERC projects and other EU grants. Successful students will still be able to participate in the programme as Zero Grant participants, but only if the activities are compatible with their active funding programme.

Please remember that educational activities can be combined with a period of research, but not teaching or dissemination.

Erasmus+ mobility cannot take place at the same time as other international mobilities, whether physical or virtual.

PhD students in joint supervision will be able to access this opportunity only if their administrative headquarters is the University of Padua.

Art. 6 – Ranking list

6.1 Ranking list and acceptance

The rankings will be published according to the calendar published at the following webpage: <https://www.unipd.it/en/phd-shortmobility> and will be the only means of communication between the University of Padua and the participants.

Selected PhD students will have to accept the exchange position by logging into Uniweb. In the event of non-acceptance within the set deadlines (see calendar), successful students will be automatically excluded from the programme.

6.2 Replacement

Exchange positions that become available due to non-acceptance by selected candidates will be allocated to candidates in a favourable position in the ranking list.

It will be possible to assign any places that may subsequently become vacant as a result of a successful student's withdrawal by the start of the next Call, allowing for the redefinition of the mobility period in agreement with the partner institution.

The candidate in a suitable position on the ranking list will be contacted **exclusively by email at the institutional e-mail address** (name.surname@studenti.unipd.it). The PhD student must accept the mobility place within the deadline indicated in the same communication. In the event of non-acceptance within the deadline indicated in the email communication, the student will be automatically excluded and the next candidate on the ranking list will be contacted.

6.3 Withdrawal

PhD students who wish to withdraw, upon conclusion of the acceptance phase, are required to communicate their decision by writing from their institutional email address (name.surname@studenti.unipd.it) to mobility.out@unipd.it.

Art. 7 – What to do after the selection

Selected PhD students will have to carry out some administrative tasks before, during and after the mobility period to ensure that the mobility grant is paid. The selected PhD students will receive detailed guidelines about the necessary procedures.

In case of incorrect or missing documentation, the Projects & Mobility Office may request the total or partial reimbursement of the financial contribution. PhD students will be directly responsible for all procedures and must carry them out independently.

The accident insurance and the liability insurance provided by the University of Padua cover accidents that occur during training and/or internship activities only. For more information on insurance coverage abroad, please visit the University website at: <https://www.unipd.it/assicurazione>. It is strongly recommended to take out private insurance that covers accidents not related to the studies.

Similarly, PhD students are required to personally inquire about the insurance necessary for the eventual practices within hospitals and other healthcare facilities.

PhD students will have to contact the host university and will have to perform the necessary procedures for their mobility according to the rules of host institution.

Art. 8 – Recognition of activities

All participants will be required to complete a Learning Agreement, in which they will indicate the study programme and learning outcomes. In addition to the title of the activity, they will also need to specify the type of activity and provide a description for any virtual component.

The recognition of activities carried out abroad will be at the discretion of the PhD programme, which will provide further information to the selected PhD students.

Art. 9 – Deadline calendar

Online applications should be submitted during the periods indicated below:

12 November 2024 at 1.00 pm CET

For all deadlines, please visit the page: <https://www.unipd.it/en/phd-shortmobility>

Art. 10 – Contacts and information

For all communications to candidates and successful students, only the institutional email address will be used, i.e. name.surname@studenti.unipd.it.

This Call for applications is managed and coordinated by the Projects and Mobility Office - Mobility Unit

Via Lungargine del Piovego 1 - 35129 Padua

Email: mobility.out@unipd.it

Telephone: +39 049 827 5033

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

Art. 11 – Processing of personal data

The University of Padua processes the personal data of the data subjects in accordance with principles of correctness, lawfulness, transparency and data minimisation, for the protection of confidentiality and all the rights of the data subjects, in accordance with the provisions of the European Regulation on the protection of personal data (Regulation (EU) 2016/679, known as the GDPR), the Personal Data Protection Code (D.lgs. (Italian Legislative Decree 196/2003, as subsequently amended)) and the subsequent implementing measures adopted by the European authorities and the Italian Personal Data Protection Authority (www.garanteprivacy.it).

Art. 12 – Final provisions

The Person in charge of the Administrative Procedure is Alessandra Gallerano, Director of the Projects & Mobility Office. Candidates may exercise their right of access to the records of the competitive procedure as provided for in the current rules. Any such 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, which may be requested from said Office.
Padua,

The Rector, Daniela Mapelli

*digitally signed pursuant to D.lgs
(Legislative Decree) no. 82/2005*

The Person in charge of the administrative procedure <i>Alessandra Gallerano</i>	Executive <i>Camilla Girasole</i>	Director General <i>Alberto Scuttari</i>
---	--------------------------------------	---