

For legal purposes refer only to the Italian version of the Call.

This translated version is intended only for a better comprehension.

CALL FOR APPLICATION FOR ITALIAN ERASMUS PROGRAMME

A.Y. 2024/25 – extension of deadline

ARTICLE 1 ITALIAN ERASMUS: NATIONAL MOBILITY PROGRAMME

Italian Erasmus is a national mobility programme set up by Ministerial Decree 548 of 28/03/2024 and is based on conventions established between the various Italian universities.

The University of Padua has signed agreements with the following universities: University of Naples Federico II, University of Pavia and University of Pisa.

The conventions are aimed at supporting the construction of innovative study paths that promote interdisciplinarity and flexibility in the educational offer, strengthening the integration and complementarity between universities part of the pact.

Like for the Erasmus+ Programme, also for the Italian Erasmus Programme, a learning agreement containing the set of training activities that one intends to carry out at the host university and their recognition, shall be made before departure.

The mobility period must be between a minimum of three months (equal to 90 days) and a maximum of six months.

There will be a grant, paid in accordance with the ministerial funding received, for students with an ISEE 2024 up to 36000€ for the right to university study

More information is available at <https://www.unipd.it/cariere-studenti>

ARTICLE 2 ADMISSION REQUIREMENTS

Applicants must be currently enrolled in a Master's degree programme for the academic year 2023/24 and have to obtain at least 18 CFUs by 10 August 2024. The Master's degree courses participating in the programme are listed in Appendix 1.

ARTICLE 3 SUBMISSION OF APPLICATIONS AND RANKINGS

The application to participate in the Italian Erasmus programme must be submitted on Uniweb in the Initiatives section **from 15 July to 24 September 2024**.

It is possible to express a maximum of three preferences according to the agreements defined by the course of study with one or more universities. If you wish to indicate more than one preference, you must express the order of preference (1 for the first preference, 2 for the second preference and 3 for the third preference).

Those who are enrolled simultaneously in two study courses can apply only for the main course in order to access the benefits provided for by current legislation on the right to education.

For the application procedure on Uniweb, please refer to the Student Services Office.

The ranking is drawn up on the basis of the *merit coefficient*¹ and the destination for each study course. In the event of a tie, the candidate with the youngest age has priority.

Students who are successful for one destination are automatically excluded from the ranking of the other preferences expressed.

The rankings are published on the dedicated page of the University website <https://www.unipd.it/cariere-studenti> on **FRIDAY 27 SEPTEMBER 2024**.

Students wishing to renounce their allocated place must open a ticket in the dedicated [platform](#) by 1/10/2024.

Should vacancies arise due to the renunciation of the successful candidate, the re-assignment list will be published on the dedicated page of the University website on **Wednesday 2 October 2024**.

The rankings remain valid until 31/01/2025, if there are scrollings, they will be communicated only through the institutional mailing address (nome.cognome@studenti.unipd.it).

ARTICLE 4 MOBILITY PERIOD

The mobility period must be carried out in presence and must be continuous; it must be of a minimum of three months (equal to 90 days) up to a maximum of six months.

The stipulated duration for all places is **six months** to be used exclusively in the second semester of the academic year 2024/25 and must be completed by 30/09/2025.

During the mobility period, students are exempt from paying tuition fees at the host university, while they must continue to pay contributions to the University of Padua². Students can make use of the didactic services provided by the host university but have to search accommodation arrangements on their own.

The period of mobility must be certified by the host university both at the beginning and at the end of the mobility and must correspond to the teaching activity offered including the exams session or to the activity of the actual placement or thesis preparation. Any exam in the August/September 2025 period do not count towards the mobility period.

During the mobility period it is possible to follow courses, take exams, do internships or prepare the thesis at the host university according to the agreements made by the course of study; for some courses the activities that can be followed have already been defined (proposed learning agreement).

ARTICLE 5 SCHOLARSHIPS AND DISTRIBUTION MODALITIES

The scholarship amounts to €600 per month is provided for students with an ISEE 2024 up to €36.000 for the right to study.

To apply for the scholarship you must, by the deadline of the call for applications (27 August 2024)

- complete and confirm the Application for benefits in Uniweb
- request ISEE 2024 for the right to university study

¹ The merit coefficient is calculated by summing the percentage variation of the credits accrued by the student by 10 August 2024 with respect to the average defined for his or her course/organisation (V%Exams) and the percentage variation of the student's weighted grade point average with respect to the average defined for his or her course/organisation (V%Votes), all divided by 2, i.e.: $(V\%Votes)/2 + (V\%Exams)/2$

² Accident and liability insurance cover is included.

The insurances only cover accidents occurring during training and/or traineeship activities.

For students benefiting from the grant, an advance payment of €1.800, equal to three monthly payments, will be made within the month following the presentation of the certificate of the beginning of the mobility period. The full grant will be paid the month following the delivery of the documentation certifying the activities done during the mobility period.

In any case, to receive the grant it is necessary to have acquired **at least 6 cfu** at the host university, otherwise the grant will be revoked.

PLEASE NOTE: failure to repay amounts 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 participant's career and the consequent impossibility of obtaining the title.

The payment of the months not used in full is calculated in days at an amount of 20 euros per day (example: 3 months October-November-December and 10 days the total amount is 100 days x 20 euros= 2.000 euros).

The Italian Erasmus scholarship can be combined with other types of scholarship and is exempt from taxation. It is not possible to use at the same time other grants financed by the European Union for the academic year 2024/2025 for the same period of study and is incompatible with any other grants concerning mobility between universities for the same academic year.

Erasmus Italian scholarships are paid by the Student Services Office only after verification of financial coverage until the available funds are exhausted.

In the event that the allocation of funds is insufficient, the Student Services Office will proceed in order of ranking, by decreasing order by merit coefficient and, in case of equal merit coefficient, by increasing order by ISEE.

ARTICLE 6 LEARNING AGREEMENT AND START AND END MOBILITY PROCEDURES

Before departure it is necessary to fill in the learning agreement on Uniweb, indicating the activities that you intend to carry out at the host university.

The learning agreement must be approved by the professor of reference of your study course and by the host University. It is possible to edit the learning agreement during the mobility period.

Within **seven days of the start of the mobility period**, it is necessary to send the **declaration of the start** of the mobility period issued by the host university and the learning agreement signed by the host university by opening a ticket in the [dedicated platform](#).

Within **seven days of the end of the mobility period** it is necessary to send the **declaration of the end** of the mobility period issued by the host University and the final learning agreement, if applicable, by opening a ticket in the [dedicated platform](#).

In case of **traineeship or thesis preparation work**, it is necessary to attach, beside the declaration of the end of the mobility period, also the **certification of the thesis/internship work** signed and stamped by the professor/tutor of the host University.

The confirmation of passed exams will be sent directly by the host University to the University of Padua.

ARTICLE 7 REVOCATION OF THE GRANT

For students who are beneficiaries of the Italian Erasmus scholarship, in order not to incur revocation and to return all the received amounts, it is necessary

- to acquire at least 6 cfu (ects) in the host university,

- carry out a mobility period of at least three months (90 days)
- to attach, if applicable, the **certification of the thesis/internship work** signed and stamped by the host University.

ARTICLE 8 RECOGNITION OF PASSED ACTIVITIES

Within 30 days of the end of the mobility period and after it has received all the necessary documentation, the Student Careers Office shall proceed with the recognition of activities on the basis of the last approved learning agreement and the certificate of passed examinations and activities. Total or partial thesis work is also recognized based on the certificate issued by the professor/tutor at the host university.

The dissertation of the thesis must always take place at the University of Padua.

The student is responsible for providing the documentation on time in order to meet the deadlines for registration for the purposes of scholarships, housing and/or degree sessions.

The University of Padua is in no way responsible for the timing of the issue of the confirmation of passed exams by the host universities.

ARTICLE 9 DEADLINES

The deadlines are the following:

- **TUESDAY 24 SEPTEMBER AUGUST 2024:** deadline for application submission on Uniweb
- **FRIDAY 27 SEPTEMBER 2024:** publication of rankings
- **WEDNESDAY 2 OCTOBER 2024:** publication of any reassignments
- **Within seven days of the start of the mobility period:** sending the declaration of the start of the mobility period issued by the host university and the learning agreement signed by the host university by opening a ticket in the [dedicated platform](#).
- **Within seven days of the end of the mobility period:** sending the declaration of the end of the mobility period issued by the host university, the final learning agreement and the certification of the thesis/internship work, if applicable, by opening a ticket in the [dedicated platform](#).

ARTICLE 10 CONTACTS AND INFORMATION

For all communications, only the institutional mail address will be used (name.surname@studenti.unipd.it).

This call for applications is managed and coordinated by the Ufficio Carriere Studenti, Lungargine del Piovego 2/3 - 35131 Padova

- Email: carriere.studenti@unipd.it

- Phone: 049 827 3131

- Instagram channel: [carrierestudenti.unipd](#)

A ticket service is available to respond to various requests: you need to connect to the dedicated platform at the following link: <https://helpdesk.strutture.unipd.it/rexpondo/customer.pl> and select the ADISS – Erasmus Italia.

For the application procedure in Uniweb and for the payment of the Erasmus Italiano grant you must refer to the Student Services Office - Economic Benefits Sector

- Email: benefici.studenti@unipd.it

ARTICLE 11 PERSON IN CHARGE OF THE PROCEDURE AND DATA PROCESSING

In accordance with Article 4 of Law no. 241 of 7 August 1990 (New regulations on administrative procedures and the right of access to administrative documents) and subsequent amendments, Dr. Maria Chiara Ferraresi, Head of the Student Careers Office, is appointed as the person in charge of the administrative procedure.

Candidates are entitled to exercise their right of access to the records of the competition procedure in accordance with the procedures set out in the Decree of the President of the Republic no. 184 of 12 April 2006 (Regulations governing access to administrative documents in compliance with Chapter V of Law 241/1990).

The processing of personal data collected for the purposes identified in this notice is carried out in compliance with the provisions of EU Regulation No. 679 of 27 April 2016 (General Data Protection Regulation, GDPR). "Data Controller" of the processing is the University of Padua with registered office in Via 8 Febbraio, 2 - 35122 Padua. The full information notice is available from the Data Controller or at www.unipd.it/privacy.

ARTICLE 12 FINAL PROVISIONS

All the detailed information on the specificities of each course of study and on the partner universities can be found in the Italian Erasmus section at <https://www.unipd.it/carriere-studenti>.

Annex 1 lists the Master's degree courses participating in the Italian Erasmus Programme.

N.B. This notice is also translated into English for dissemination purposes only. For the application and settlement of any disputes and for all legal purposes only the Italian version is valid.

Padua, date of registration

The Rector Prof. Daniela Mapelli

digitally signed pursuant to legislative decree no. 82/2005

La Responsabile del procedimento amministrativo Dott.ssa Maria Chiara Ferraresi	La Dirigente Dott.ssa Roberta Rasa	Il Direttore Generale Ing. Alberto Scuttari
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