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DI PADOVA

# **ULISSE PROGRAMME GUIDELINES 2022-2023**



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# BEFORE LEAVING



## ENROLLMENT AT THE FOREIGN UNIVERSITY

From the host University website, download all the information relating to:

Application Form:

registration form as an exchange student at the host university;

Accommodation Form:

accommodation request form, if available;

Learning Agreement:

Must be submitted in Uniweb and approved by the professor from Padua (once the LA is approved, it is electronically signed); the LA must be signed by the CCS President or his delegate.

Academic Transcript of Records:

English certificate of the exams taken in Padua.

If required, check whether it is sufficient to use the list of exams present in the English version of Uniweb under "Booklet" or if an official certificate issued by the Student Career Office is required by paying the relevant stamp duty;

Any attestations or certificates of linguistic knowledge

**ATTENTION!!!** The partner University may NOT accept you if you do not comply with all its requests within the deadlines !!!



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**SUBSCRIBE TO THE MEDIASPACE  
INTERNATIONAL MOBILITY CHANNEL TO  
ACCESS THE TUTORIALS AND STAY  
UPDATED ON ALL STUDY  
OPPORTUNITIES ABROAD,**

**JUST CLICK ON THIS [LINK](#)!**



## LEARNING AGREEMENT (LA) "BEFORE THE MOBILITY"

Download the manual for completing the LA in the "Learning Agreement" section of the site. In the LA you must indicate both the activity sustained abroad (Table A) and the one replaced in Padua (Table B). See also the tutorial available at this [link](#).

The LA is also compulsory if you are leaving only for thesis activities and for doctoral students; in these cases, you must also attach the letter from the Italian supervisor indicating the name of the foreign supervisor (facsimile at the link [http://www.unipd.it/ compilation-delivery-learningagreement](http://www.unipd.it/compilation-delivery-learningagreement))

The LA must be PRESENTED: in Uniweb

- by June 15 if you leave the first semester
- by October 15 if you leave the second semester

Once approved in Uniweb by the Padua professor, you can download the European Standard version (not the Summary!) And send it to the partner University, if requested.



## **IMPORTANT!**

**Regularly check the university e-mail address (@ students.unipd.it), possibly setting the automatic forwarding of communications.**

**Check being up to date with the payment of taxes at the University of Padua before and throughout your stay.**

**Notify [bando.ulisse@unipd.it](mailto:bando.ulisse@unipd.it) of any change of IBAN and update it on Uniweb**



## **DURATION OF THE SCHOLARSHIP**

**The scholarship covers up to a maximum of the months provided for in the agreement with the destination for which you are the winner (the maximum months are indicated in the attachments published together with the call). For the purposes of the scholarship payment, only the days actually spent abroad will be recognized.**





## FINANCIAL CONTRACT SIGNING (mandatory)

You can only sign the contract if:

you are enrolled at the University of Padua and in good standing with the payment of fees.

you have the LA in Uniweb in "Approved" status (by the professor from Padua)

To sign the contract you must:

→ enter the IBAN code of the current account on which you wish to receive the scholarship on Uniweb (in the Didactic / Personal data / Refund data section). **ATTENTION!!!** Payments can only take place on an Italian current account or on a prepaid card with IBAN and it is mandatory to be the owner/s or co-holder(s) (delegation to the parents' account is not allowed).

The mobility grant is not tax free, therefore together with the financial contract you will be asked to fill in forms C and C1

**IMPORTANT!!!** Even if you do not have a University scholarship, you will need to sign a Letter of Intent with the Projects and Mobility Office before leaving.



**Those who have won an Ulysses place during the three-year course and is leaving during the master's degree can only sign the financial contract if already enrolled in the master's degree course. In case of failure to register, it will be necessary to move the departure to the second semester. Once enrolled in the master's degree course, just send an email with the subject "cambio matricola" to [bando.ulisse@unipd.it](mailto:bando.ulisse@unipd.it).**



## HEALTH CARE AND INSURANCE

**Each selected student will have to independently obtain an health insurance with the necessary characteristics to be able to stay in the country of destination.**

**For more information on the insurance coverage of the University of Padua: <http://www.unipd.it/assurance>**

**You can download the text of the insurance policy in English directly from your Uniweb page (Self-certifications section).**



## **VISAS AND RESIDENCE PERMITS**

**You have to search for information (at least 2/3 months before) about the procedure for obtaining an entry visa for the country of destination, by directly contacting the Embassies / Consulates in Italy of the country where you will be staying.**

**Visa fees are not covered by the University of Padua.**

**The invitation letter from the foreign branch will be essential in order to obtain a visa.**

**CHECK OUR WEBPAGE:**

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



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# DURING THE MOBILITY



## **ATTENDANCE CERTIFICATE (AC)**

### **ARRIVAL**

**Within 7 days from the arrival at the foreign destination, you must make the Attendance Certificate filled out by the foreign International office ("Date of arrival", dd / mm / yyyy) and upload the scan, together with the completed tax forms, in the appropriate section of the following platform: [unipd.it/relint](http://unipd.it/relint).**

**ATTENTION!!! If you do not upload the Attendance Certificate and the tax forms, you will not receive the deposit (70% of the scholarship + flat-rate reimbursement of travel expenses)!**

### **DEPARTURE**

**Within 7 days before departure, you must make the second part of the Attendance filled out by the host university (Certificate Date of Departure, dd / mm / yyyy).**



## **LEARNING AGREEMENT (LA) “*DURING THE MOBILITY*”**

**If necessary, you can change the LA within 30 days from the start of the semester at the host university, according to the indications provided by the Erasmus Office of the School, by submitting a new LA on Uniweb up to a maximum of 4 times. Once approved in Uniweb by the professor from Padua, you can download the "EUROPEAN STANDARD" version (not the Summary!) with electronic signatures and have it countersigned by the host University.**



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### **ATTENTION!!!**

The scholarship will be paid based on the dates indicated in the Attendance Certificate, therefore it must have original stamp and signature and no corrections.

In addition, ti must certify at least 90 consecutive days (3 months) of physical and / or virtual mobility, under penalty of cancellation of the Ulysses student status and full refund of any amount already paid!

**"The LA is essential for the recognition of credits and must always be updated"**





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# AFTER THE MOBILITY



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## **DELIVERY OF END OF STAY DOCUMENTS**

**Within 10 days from the Date of Departure of the Attendance Certificate you must upload in the platform [unipd.it/reint](https://unipd.it/reint):**

- Attendance Certificate: certificate of length of stay filled out by the host University, without corrections**

### **ATTENTION!!!**

**Mobility is calculated on a daily basis and based on the country of destination (700 €/ month); for the calculation of the scholarship, the actual days ("Date of Arrival" and "Date of Departure") attested in the Attendance Certificate by the host University (according to its own criteria) are valid; the dates may differ from those provided for in the Financial Agreement.**

### **ONLY IF AVAILABLE: Transcript of Records (ToR)**

**the certificate of the activities carried out abroad (exams, thesis, internship) with the number of credits and evaluation, issued by the host University at the end of the stay and essential in order to obtain recognition. If the ToR is not available at the end of the stay, ask the host University to anticipate it by e-mail directly to [bando.ulisse@unipd.it](mailto:bando.ulisse@unipd.it)**



- 3) In case of thesis and / or internship activities (if they are not already certified in the ToR :)**
- 4) 1) Original "Short evaluation report for thesis work / traineeship" signed by the foreign supervisor and with the stamp by the host University**
- 5) 2) Proposal for credit recognition for thesis carried out abroad. It establishes (AFTER THE RETURN) the number of credits that the Italian supervisor wants to recognize for the thesis work carried out abroad (only for thesis activities). It is only needed if the reference teacher for the recognition of activities carried out abroad is different from your Italian supervisor or if the foreign Supervisor does not recognize credits (zero credits).**
- 6) The facsimiles are available online in the section "[http: // www.unipd.it/documenti-finesoggiorno-erasmus-out](http://www.unipd.it/documenti-finesoggiorno-erasmus-out)"**



## **RECOGNITION**

**of credits obtained abroad (mandatory even for the thesis activity only) within 15 days from the day you received the ToR / letter of thesis and / or internship and only after having delivered the end-of-stay documents to the Projects and Mobility Office - sector Mobility.**

**For recognition it is necessary:**

- 1) having the latest LA redefined based on the ToR and approved by the Padua teacher in Uniweb (the activities of the LA must be identical to those reported in the ToR by wording and ECTS number)**
- 2) to have received from the Projects & Mobility Office (Mobility Desk at your School / Department the information on the recognition procedure and the protected PDF copy of the ToR (and / or thesis and / or internship letters) to be uploaded in Uniweb (Compilation LA section ).**



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## **IF YOU ARE GOING TO GRADUATE**

**If you intend to graduate immediately after the mobility period, you must submit all documents at least 30 days before the graduation session begins.**



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