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**'E+ GRANT AGREEMENT'**  
**A.Y. 2019/2020 – 2nd Semester**

- **Students register on HousingAnywhere and receive a VIP profile**
- **They are then in direct contact with verified advertisers**
- **They can book their accommodation online through the Secure Booking System**
- **The first month's rent is paid to the advertiser 48 hours after the student moves**

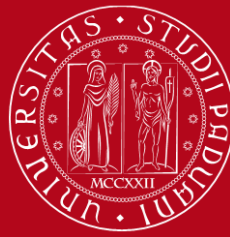


### **VIP profile:**

**Priority access to rooms  
and Support Team**

<https://housinganywhere.com/padova--italy/unipd/sign-up>

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# Documents:

1. Signed Grant Agreement
2. Attendance Certificate
3. Erasmus+ Statement
4. Vademecum

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# Grant Agreement

## Art. 2 Duration of the mobility

- *Mobility start date (grant agreement)* = start date of the academic activities (lectures/welcome week/language course)
- *Mobility end date* is automatically calculated based on the *Mobility start date* and the number of months
- **Early return:** you do not need to inform us (to calculate the Grant amount we consider the dates stated in the *Attendance Certificate* by the host Institution)!
- **Minimum duration: 90 days!** (failure to meet this will lead to cancellation of the Erasmus+ status and the return of any grant received)

## Art. 3 Mobility funding

The grant is calculated on the basis of the **dates stated by the Host Institution in the *Attendance Certificate*.**

Please ask the Host Institution about their criteria used to define the dates of arrival and departure.

## Art. 4 Payment arrangements

- **Within 30 days of the upload of the Attendance Certificate** (*Date of Arrival* only) and of the **LA before the departure** (signed by all the parties) we issue the payment order  
**!!! Payment order ≠ Credit to your account !!!**
  - **Reasons for delayed payment:**
    - 1) Departures during the second Semester not before April** (due to the new financial year 2020)
    - 2) Delay in the upload of the Attendance Certificate and the LA before the mobility**

# Art. 4 Payment arrangements

## ARTICLE 4 – PAYMENT ARRANGEMENTS

**4.1** A pre-financing payment order shall be made to the Participant no later than 30 days from the Confirmation of Arrival (corresponding to the upload of the Attendance Certificate by the beneficiary). The pre-financing payment represents 100% of the Erasmus+ EU funds and an additional contribution to travel costs on a lump sum basis.

**4.2** In case the Participant did not provide the supporting documents in time, according to the sending Institution's timeline, or in case of the Institution can not provide the payment (art. 3.1) due to the financial year fulfilment, a later payment of the pre-financing can be exceptionally accepted.

**4.3** No later than 10 days from the end of the mobility period, the Participant shall hand in:  
a) The original **Attendance Certificate** issued by the receiving Institution at the end of the mobility period, duly dated, stamped and signed, stating the actual dates of the

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



## Art. 5 – Insurance

- **Health insurance cover:** a complementary private insurance may be required
- **Liability insurance cover:** damages caused by the student at the study place or workplace, on carrying out academic activities. It is possible to access the text of the insurance policy in English by downloading the form on Uniweb.  
This insurance does not cover any damages related to the exercise of the medical profession at health facilities.

# Art. 5 – Insurance

## ARTICLE 5 – INSURANCE

The Participant shall have adequate insurance coverage

- 5.1** Usually **health insurance basic coverage** is provided by the national health insurance of the Participant as well during his/her stay in another EU country through the European Health Insurance Card. However, the coverage of the European Health Insurance Card or private insurance may not be sufficient, especially in case of repatriation and specific medical intervention. In that case, a complementary private insurance might be useful. As for health insurance coverage the Participant shall refer to ASL (<http://www.salute.gov.it>)
- 5.2** Refer to the Institution website ([www.unipd.it/assicurazione](http://www.unipd.it/assicurazione)) to download the **liability insurance coverage** covering damages caused by the student at the study place or workplace, on carrying out academic activities. This insurance does not cover any damages related to the exercise of the medical profession at health facilities. Therefore the students of medical area will be responsible for obtaining such insurance independently.

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# Financial Contributions and Benefits

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

## **1) Erasmus Grant** financed by **European Commission funds** based on the Host Country

- *students must sign the Grant Agreement*

**E+ IN EU amounts: €300 monthly** (Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, UK, Liechtenstein, Norway,) oppure **€250 monthly** (France, Austria, Belgium, Czech Republic, Germany, Greece, Spain, Croatia, Cyprus, Luxembourg, Netherlands, Portugal, Slovenia, Iceland, Turkey, Bulgaria, Estonia, Latvia, Lithuania, Hungary, Malta, Poland, Romania, Slovakia, ex-Yugoslav Republic of Macedonia)

**E+ BEYOND EU amounts: €650 monthly for destinations 2018/2019 (second semester) - €700 monthly for destinations 2019/2020**

**≠ SEMP Grant:** paid by the Partner University and financed by the Swiss Government (360 Swiss Francs a month)

## 2) Additional funding to the Erasmus Grant based on:

- **merit** (defined by the list of students for the regional study scholarship, to be updated in February 2020) and
- **individual income** (ISEE/ISEU declaration)

Financial Sources: **Unipd, MIUR, EC, Veneto Region**

- *students must sign the Grant Agreement and*
- *Submit the application for the regional study scholarship/ISEE declaration*

### NOTICE

- 1) **Amounts increased:** from a minimum of **€150** to a maximum of **€550** a month
- 2) **ISEE/ISEU value increased** from **€30,000** to **€50,000**
- 3) **Down-payment of 50% of the total amount paid during the mobility, for students that submitted the ISEE declaration / application for the regional study scholarship and complete the procedure in Uniweb by 22nd July 2019.** The deadline applies to both first and second mobilities

Maximum financiable period: **10 months**

Students from the second year *fuori corso* will not benefit from any additional funding

### 3) Contributions to travel costs

*- students must sign the Grant Agreement*

**E+ IN UE and SEMP:** from **Unipd funds**

**Paid on a lump-sum basis**, based on the Host Country

- **€105.00:** Austria, Slovenia, Switzerland;
- **€175.00:** Croatia, Poland, Czech Republic, Slovakia, Hungary;
- **€195.00:** Portugal, Spain;
- **€210.00:** Belgium, Bulgaria, Cyprus, France, Germany, Greece, Liechtenstein, Luxembourg, Malta, Holland, Romania;
- **€250.00:** Denmark, Estonia, Finland, Ireland, Latvia, Lithuania, Norway, United Kingdom, Sweden;
- **€385.00:** Turkey;
- **€420.00:** Greenland, Iceland;
- **€595.00:** Island of Réunion.

**E+ BEYOND EU:** financed by **European Commission** funds  
*- students must sign the Grant Agreement*

**Contribution calculated on the basis of the distance between the Università di Padova and the Host University.** Only the distance of a single outgoing journey must be used for the calculation of the entire outgoing and return trip.

**The amounts vary on the basis of 'distance bands' defined by the European Commission and on the a.y. of destinations**

The European Commission has an [official calculator](#) for the distances between Institutions.

**ATTENTION: Students must keep and eventually hand in the original boarding passes after their return.**

### **3. E+ BEYOND EU:** financed by **European Commission** funds *- students must sign the Grant Agreement*

#### **PROGRAMMA E+ OLTRE UE: Amounts per distance bands**

##### **- Destinations of a.y. 2018/2019 (second semester)**

Between 100 and 499 km: €180.00  
Between 500 and 1999 km: €275.00  
Between 2000 and 2999 km: €360.00  
Between 3000 and 3999 km: €530.00  
Between 4000 and 7999 km: €820.00  
Over 8000 km: €1100.00

##### **- Destinations of a.y. 2019/2020**

Between 0 and 99km: €20.00  
Between 100 and 499km: €180.00  
Between 500 and 1999km: €275.00  
Between 2000 and 2999km: €360.00  
Between 3000 and 3999km: €530.00  
Between 4000 and 7999km: €820.00  
8000km: €1,100.00



# During the mobility

Down-payment of:

- **70/80% of the Erasmus+ Grant** (European Commission) – see Art 3.1 for the amount
- **50% additional funding** (MIUR or other funds) – based on individual income (ISEE certificate) and merit

And the total amount of the **contributions to travel costs**

# After the mobility

Balance (if any) of

- **Erasmus+ Grant** (European Commission)
- **Additional funding** (MIUR or other funds)

**ONLY IF** you comply with the end of the mobility requirements.

# Before the departure

- Tuition fees at Unipd
- Activate Flash UP for studies
- OLS language assessment (compulsory)
- Learning Agreement *Before the mobility* signed by all parties (host HEI included)

## ATTENTION: <https://www.unipd.it/cartaflash>

Students enrolled from the a.y. 2018/2019 on, in the first year of a Bachelor's degree or a single-cycle Master's degree who were given the multifunctional and they want to receive the Erasmus scholarship on the Flash UP for studies, **they must activate it before the departure by going to any Intesa Sanpaolo branch, requesting an upgrade** to make it a prepaid "Flash UP for studies" card.

Flash UP for studies allows payments in all shops that adhere to the card's network, both in Italy and abroad.

The usage and recharging limits are:

- Maximum amount available to upload to card €10,000.00
- Daily withdrawal limit from Cash points/ATMs €500.00

# What is OLS?

- All **Erasmus+ for studies in Europe** students **MUST** take the **language test online** (Online Linguistic Support - OLS) provided by the European Commission, **both before the departure and after the mobility period.**
- An online language course is offered by the EC through the OLS platform during your stay (recommended but not compulsory)

# OLS language assessment: deadline

- OLS test before the departure (once the Grant Agreement has been signed): **within 15 days from when you receive the relevant email to your unipd account** (@studenti.unipd.it).
- OLS test after the mobility: the deadline depends on the ending date you set on the OLS platform

# OLS: which language?

Language OLS	Receiving country
<b>English</b>	Belgium (Universität), Bulgaria, Cyprus, Croatia, Denmark, Estonia, Finland, Greece, Ireland, Iceland, Latvia, Lithuania, Liechtenstein, Luxembourg, Malta, Norway, Netherlands, Poland, United Kingdom, Czech Republic, Slovakia, Romania, Slovenia, Sweden, Turkey, Hungary
<b>French</b>	France, Belgium (Université)
<b>German</b>	Austria and Germany
<b>Spanish</b>	Spain
<b>Portuguese</b>	Portugal

Also available (upon request, as an alternative to English): **Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish or Swedish**

# Learning Agreement Before the Mobility

- The LA prepared on Uniweb must be approved by the UniPD Academic Coordinator first (electronic signature) (mandatory in order to sign the grant agreement)
- Download through Uniweb the Standard European form of the LA (Stampa Standard Europeo) and send it to the Host Institution for their approval/signature
- Keep the countersigned LA – within 7 days of your arrival, you must upload it together with the Attendance Certificate (link <http://www.unipd.it/reint> > Mobilità 2019/2020 > UPLOAD documenti di inizio soggiorno) – mandatory for pre-financing payment



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# During your stay

- Tuition fees at Unipd
- Attendance Certificate
- Changes to the LA
- Extension
- OLS language course (elective)

# What is the **Attendance Certificate**?

- Certificate of stay, filled in by the host HEI (NOT by the student) according to its own criteria
- It states the dates of arrival and departure considered for the calculation of the Grant (regardless of the dates set in the Grant Agreement).

# Attendance Certificate: first part

- *Date of Arrival* (first section): to be filled in by the host HEI **within 7 days of the start of academic activities**
- Upload both the AC and the LA before the mobility to the link <http://www.unipd.it/relint> (click on *Mobilità 2019/2020* then on *UPLOAD documenti di inizio soggiorno* )

**FAILURE TO UPLOAD ATTENDANCE CERTIFICATE  
AND  
+ LA BEFORE THE MOBILITY SIGNED BY ALL PARTIES  
=  
!! NO PRE-FINANCING PAYMENT !!**

# Attendance Certificate: second part

- *Date of Departure* (second part): to be filled in by the host HEI **in one of the 7 days before the departure**
- **!!! NO AMENDMENTS CAN BE MADE TO THIS CERTIFICATE !!!**
- Once back, please hand in the Attendance Certificate by appointment (<http://www.unipd.it/relint>) to the International Office at Palazzo Bo:
  - A) It must be original, signed and stamped** (no pdf, copies, scanned versions...)
  - B) There must not be any amendments** (if any, please ask for another form, the host HEI form is also acceptable)

# Learning Agreement Changes During the mobility

- If necessary, you can **change your LA** (always through Uniweb, by clicking on *Nuovo*) **within 30 days of the start of the semester** at the Host HEI.
- Upload the **LA changes approved by all** to the link <http://www.unipd.it/relint> (Mobilità 2019/20 > *Appuntamento per consegna documenti di fine soggiorno e Upload*)
- Students are allowed up to 4 versions.

# Extension

- **Maximum total duration 12 months** (note that the Erasmus year ends on 30/09/2020)
- Extension request: **at least 1 month before the *provisional mobility end date*** set in the Grant Agreement and **no later than 15<sup>th</sup> July** for departures in August or September
- Extension request form and more information:  
<http://www.unipd.it/durante-soggiorno-erasmus>  
or send an email to [erasmus@unipd.it](mailto:erasmus@unipd.it)

# OLS Language course (elective)

- You will receive an email to your UniPD account (@studenti.unipd.it) to access the platform – after having completed the first test (though not immediately after)
- 30 days to access
- If you are not interested in attending the course, just ignore the email

# Upon your return

- Hand in the end-of-mobility documents
- OLS language assessment (compulsory)
- EU Survey (compulsory)
- Recognition of activities



# End-of-mobility documents

Hand in the end-of-stay documents (upon appointment (<http://www.unipd.it/relint>) to the International Office at Palazzo Bo **within 10 days of the *date of departure* (AC):**

1. Original **Attendance Certificate**

2. Original **Transcript of Records** (for exams) and/or

3. Original **Short evaluation report for thesis work** signed by the supervisor of the Host HEI + **Proposal for credits to be recognised by the Italian Supervisor** (for thesis work)

- Please book an appointment, even if you have received only the Attendance Certificate – usually the Transcript of Records is issued at a later stage
- If you can't hand in the end-of-stay documents, please forward them by email to [erasmus@unipd.it](mailto:erasmus@unipd.it) (within 10 days)
- Please note that without the originals we cannot start the recognition procedure and we CANNOT pay the balance of any payments

# Transcript of Records (for exams)

- If the ToR has not been issued by the Host HEI, please ask them to send the **original copy by post to:**  
Università degli Studi di Padova  
International Office  
via VIII Febbraio, 2  
35122 Padova (Italy)
- To save time, you can ask the Host HEI to advance the ToR via email directly to a [erasmus@unipd.it](mailto:erasmus@unipd.it) (NOT through the student)
- We only accept Transcript of Records with a certified digital signature, even if directly sent by the student via email.

# Short evaluation report from the Supervisor and Proposal for credits to be recognised by the Italian Supervisor (for thesis work)

- Download both of the forms from the link [www.unipd.it/en/erasmus-studies-out](http://www.unipd.it/en/erasmus-studies-out) (*After the mobility section*)
- Original *Short Evaluation Report for Thesis Work*, signed and stamped (be aware that sometimes Academic teaching staff do not have the stamp)
- *Proposal for credits to be recognised*, signed by the Italian Supervisor (only if the Italian mentor isn't also in charge of the recognition procedure)

# LA before the departure and last LA changes during the mobility

- To be uploaded to the link <http://www.unipd.it/relint> (*Mobilità 2019/2020*)
- We do not need the original copies of the LAs
- **!!!** Activities not included in the LA will not be recognised, even if they appear in your ToR **!!!**

# OLS language assessment

The deadline depends on the end of mobility date you set in the OLS platform

## EU Survey

Once you have handed in the end-of-mobility documents, an email will be sent to your Unipd account, inviting you to complete the EU Survey (note that if the recognition process has not yet been finalised, it may be divided into *two parts*)

**NO TEST OLS and/or NO EU SURVEY =  
NO BALANCE**

**SEMP: NO OLS, NO EU SURVEY – E+ Beyond Europe: NO OLS**

# Recognition procedure

In order to recognise the activities carried out abroad you are required to:

- 1) Have your last **LA** on Uniweb (corresponding to your Transcript of Records) approved by the Academic Coordinator;
- 1) Upload to Uniweb the copy of the **Transcript of Records and/or Short evaluation report from the Supervisor and Proposal for credits to be recognised by the Italian Supervisor**, sent via email from the International/Erasmus Office in your School/Department (for more details, refer to them).

# Recognition procedure: Deadline (see Art. 4.6)

**Deadline: within 45 days** from when you receive the Transcript of Records the recognition procedure must be completed (meaning that the activities carried out abroad must be recorded on Uniweb)

**If the recognition has not been completed by October, 31<sup>st</sup> 2020,**

- **you will not receive the balance of any additional funding**
- **You will have to return the additional funding already paid**



## ATTENTION!

- You must gain **at least 9 ECTS** otherwise you will be a “Zero Grant” mobility student, meaning you will have **to return the entire sum of any amounts already paid (see Art. 4.5).**
- **Exclusively Traineeship activities are NOT eligible!** You must pass also at least one study activity (seminars, language course etc...certified by the Host HEI) **otherwise you will have return the entire sum of any amounts already paid and your Erasmus status will be cancelled (resulting in no recognition).**
- Students that wish to graduate immediately after the mobility period must hand in the end-of-mobility documents **at least 30 days before the beginning of the graduation session** (please also contact your Segreteria Didattica for more details).

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**THANK YOU!**

**International Office – Mobility Unit**