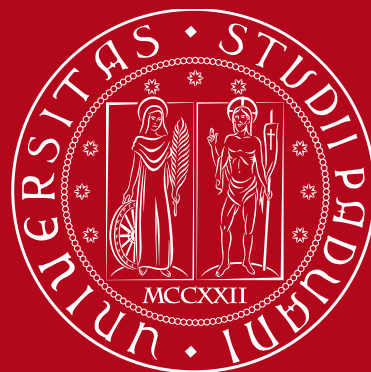
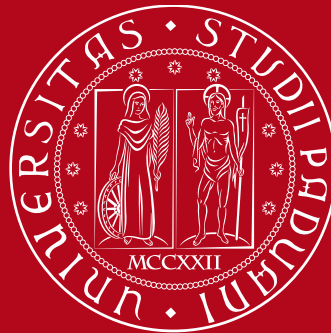


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**INFORMATION MEETING FOR STUDENTS
LEAVING IN THE SECOND SEMESTER
A.Y. 2020/2021**

Projects and Mobility Office

Link to FAQ:

<https://www.unipd.it/en/faq-covid19-mobility-out>

- It is possible to **start the mobility virtually** but it is necessary to plan a period of **physical mobility at the host university of at least 3 months**, except in case of force majeure due to the coronavirus!
- **Only physical mobility is funded!!!!**
- If the student goes to the host country and follows activities exclusively online, the mobility is considered physical anyway, therefore it is financed.
- **ATTENTION!!** The Host Institution must be willing to sign the AC for physical mobility (we recommend to check it in advance!).

Having the Italian residence permit normally gives you the opportunity to spend abroad a period not longer than 6 months.

Since participating in the Erasmus+ mobility Programme represents a justified reason, you are allowed to stay in an EU country for more than six months up to 10 months (only with a valid residence permit)

RENEWAL: If your residence permit will expire during your Erasmus mobility, it is **mandatory to come back to Italy** in order to get its renewal.

<https://www.unipd.it/en/studying-padova/arriving-and-living/visas-and-immigration/renewing-residence-permit>

For further information, you can contact the Saos Office: saos@unipd.it

Link: <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*)
- €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: €700 monthly

WHEN? 70% is paid during mobility (100% in case of 3 months mobility)

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

2) Additional funding to the Erasmus Grant

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

Amounts from **min of €150** to a **max of €550** monthly based on:

- **merit** (defined by the list of students for the regional study scholarship, to be updated in February 2021) and
- **individual income** (ISEE/ISEU or ISEE PARIFICATO declaration)

Financial Sources: Unipd, MIUR, EC, Veneto Region

IMPORTANT NOTICES:

- 1) Maximum financiable period: **10 months**
- 2) Students from the second year *fuori corso* will not benefit from any additional funding
- 3) **ISEE/ISEU up to €50,000**

2) Additional funding to the Erasmus Grant

Link to tables with amounts and eligible students: <https://www.unipd.it/en/duration-contributions-erasmus-out>

PROCEDURE:

Students must complete:

- 1) **ISEE PARIFICATO by November 30, 2020** (for students with families living abroad and with an income from work of less than Euro 6,500) procedure (confirmed by CAF/INPS)
- 2) **Fill in the Application for benefits on Uniweb** available from 15th July to **31st August** (even if you have not yet completed the first step)

The deadline applies to both first and second semester mobilities

WHEN? Down-payment of **50% of the total amount for INCOME paid during the mobility**, for students that submitted the ISEE declaration / application for the regional study scholarship and complete the procedure on Uniweb.

3) Contributions to travel costs

- *students must sign the Grant Agreement*

WHEN? 100% is paid during mobility

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.

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
- **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.

<https://www.unipd.it/en/before-mobility-erasmus-out>

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

- 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>

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 badge and **wish to receive the contributions on the associated IBAN must activate Flash UP for studies 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**.
 - OLS test before the mobility: **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
- An online language course is offered by the EC through the OLS platform during your stay (recommended but not compulsory)

OLS: which language?

Language OLS	Receiving country
English	Belgium (Universit�t), 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
French	France, Belgium (Universit�)�
German	Austria and Germany
Spanish	Spain
Portuguese	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 2020/2021* > *UPLOAD documenti di inizio soggiorno*)– **mandatory for first part of contributions**

<https://www.unipd.it/en/during-mobility-erasmus-out>

- 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 (check in advance!!)
- It states the dates of arrival and departure considered for the calculation of the Grant (regardless of the dates set in the Grant Agreement) - **ATTENTION! Only physical mobility is funded**
- **Minimum duration: 90 days of physical mobility!** (failure to meet this will lead to cancellation of the Erasmus+ status and the return of any grant received)
- **Early return than the end date foreseen in the GA:** 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)!

Attendance Certificate: Confirmation of the START OF MOBILITY

WITHIN 7 DAYS of the start of mobility (physical and/or virtual)
to be filled in by the host HEI

Upload both the AC and the LA before the mobility to the link
<http://www.unipd.it/relint> (click on *Mobilità 2020/21* then on *UPLOAD documenti di INIZIO soggiorno*)

**If you start the mobility virtually and continue it physically,
you will need to have the Attendance Certificate -
Confirmation of the start of mobility signed at two different
times** (start of activity and arrival at partner universities) and
upload the document to our platform both times.

!!! NO AMENDMENTS CAN BE MADE TO THIS CERTIFICATE !!!

Payment arrangements (Art. 4) for physical mobility only

Within 30 days of the upload of the Attendance Certificate (*Date of Arrival* only) and of the LA before the mobility (signed by all the parties) we issue the payment order

!!! Payment order \neq Credit to your account !!!

Reasons for delayed payment:

- 1) Departures during the second Semester not before April** (due to the new financial year 2021)
- 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:
- 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.

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 2020/2021 > *Upload documenti FINE mobilità*)
- Students are allowed up to 4 versions.

Attendance Certificate: Confirmation of the END OF MOBILITY

NOT EARLIER THAN 7 DAYS of the end of mobility (physical and/or virtual)

- to be filled in by the host HEI

**!!! NO AMENDMENTS CAN BE MADE TO THIS
CERTIFICATE !!!**

Extension

- **Maximum total duration 12 months** (note that the Erasmus year ends on 30/09/2021)
- **Extension request: at least 1 month before the *provisional mobility end date*** set in the Grant Agreement and **no later than 15th July** for departures in August or September
- Extension request form and more information:
<https://www.unipd.it/en/during-mobility-erasmus-out>
or send an email to 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

<https://www.unipd.it/en/after-mobility-erasmus-out>

- **End-of-mobility documents**
- **OLS language assessment
(compulsory)**
- **EU Survey (compulsory)**
- **Recognition of activities**

End-of-mobility documents

<https://www.unipd.it/en/node/5293>

WITHIN 10 DAYS of the *end of mobility*

Upload at www.unipd.it/relint (Upload documenti FINE soggiorno):

1. Attendance Certificate

2. Learning Agreement during the mobility signed by all (if changed)

ATTENTION!!! Activities not included in the LA will **not** be recognised, even if they appear in your ToR !!!

End-of-mobility documents

<https://www.unipd.it/en/node/5293>

AS SOON AS AVAILABLE

1. Transcript of Records (for exams)

- ask the Host HEI to advance the ToR via email directly to a erasmus@unipd.it (NOT through the student)
- please ask the Host HEI to send the **original copy by post** to:
Università degli Studi di Padova - Projects and Mobility Office -
via VIII Febbraio, 2 - 35122 Padova (Italy), IF POSSIBLE
- 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 (*After the mobility section*)
- **Short Evaluation Report for Thesis Work**, signed and stamped (be aware that sometimes Academic teaching staff do not have the stamp)
 - ask the Host HEI / SUPERVISOR to advance the ToR via email directly to a erasmus@unipd.it (NOT through the student)
- **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)
 - Either sent by the Italian mentor or by the student via email to erasmus@unipd.it

ATTENTION!!!

- Students that wish to **graduate immediately after the mobility period** must provide us with 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).
- In order to include the credits acquired during the mobility in the merit calculation for the **Accommodation Call**, all end-of-mobility documents, including the complete and final Transcript of Records, **must be sent in time for the credits to be registered by August 10, 2021** - it is necessary to coordinate well in advance with offices and teachers also in view of the summer break

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;
- 2) You will be contacted by the Mobility Desk in your School/Department (for more details, refer to them).

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, 31st 2021,

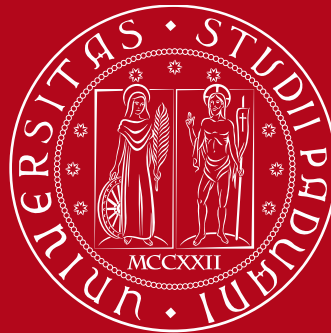
- **you will not receive the balance of any additional funding**
- **You will have to return the additional funding already paid**

It is NOT automatic, it involves various teachers and offices and takes at least 15 days!! Procedure depends on School/Department

ATTENTION!!!

- Remember to pay the **tuition fees at UniPD** also during the mobility!
- 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).**

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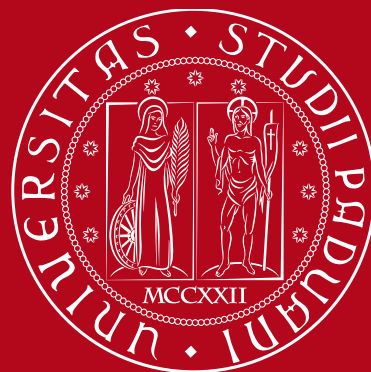


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THANK YOU!

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