

## ULISSE CALL for overseas mobility APPLICATION AND ACCEPTANCE INSTRUCTIONS ON UNIWEB

Before filling in the application form on Uniweb, we recommend that students carefully read the call for applications, the list of Partner Universities available and the related information sheets through the following link:

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

For other exchange Programmes, students should refer to:

- **Erasmus+ for Studies Programme** (both Europe and beyond Europe): <http://www.unipd.it/en/erasmus-studies-out>
- **SEMP Programme**: <http://www.unipd.it/servizi/esperienze-internazionali/studiare-allestero/swiss-european-mobility-programme>

Should students encounter any problems with the application procedure or not receive a confirmation email, they should email [domanda.erasmus@unipd.it](mailto:domanda.erasmus@unipd.it) before the deadline, specifying their name, surname, registration number and degree course. The helpdesk is available during office hours on working days.

You can fill in the application form only after having decided on the Partner University or Universities you wish to apply for. Students are allowed to choose up to **two destinations**.

Destinations are ordered by “Erasmus Code” that is by State and city, for example: *Pontificia Universidad Catolica Argentina* – Erasmus Code: ARGBUENOSA02

Ulisse call includes destinations managed either at University level, available for all degree courses, or at Department level, available for the degree courses outlined in the information sheet of each University. A complete list of Departments and their relative acronyms is available at the end of this guide.

**ATTENTION:** As far as funding is concerned (see screenshot at point 3):

- **University destinations** are financed with a scholarship of €700 monthly (no Department acronym)
- **Department destinations** can be:
  - **Funded by the University** with a scholarship of €700 monthly: in this case, only the Department acronym will appear next to the partner University
  - **Funded by the Department** (refer to the Department for the scholarship amount): in this case, “DEPT. GRANT” will appear next to the Department acronym
  - **Zero grant** (expenses are to be borne by students): in this case, “ZERO GRANT” will appear next to the Department acronym

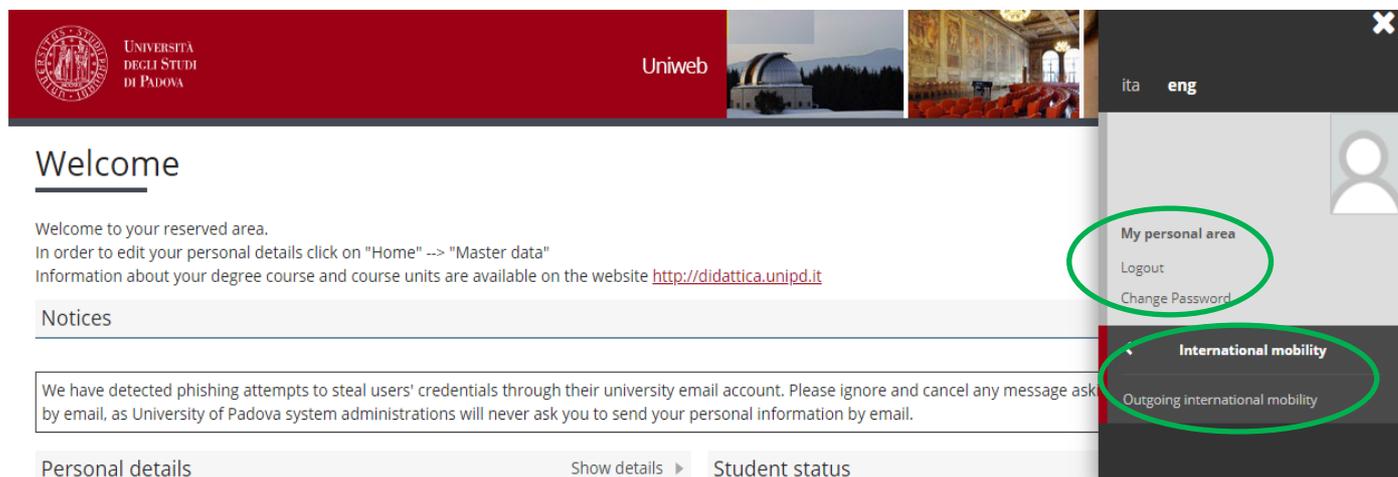
The following information is required to make sure that you select the right destination:

- 1) the **Erasmus code** of the Partner University
- 2) the **Department** (e.g. Dept. DISSGEA)
- 3) whether the funding is granted by the Department or expenses are to be borne by students

In order to apply, you must have paid your tuition fees, otherwise you will not be able to fill in the application form.

We recommend that students check the list of successfully passed exams and the weighted average in their online booklet.

- 1) Log in with your Uniweb username and password and click on “Outgoing International Mobility” under the heading “International Mobility” (from the menu on your right);



- 2) Once you are in the system, make sure that “*Accordi Bilaterali*” (bilateral agreements) has been selected in the “Mobility Area” window. At this stage, the available calls will be displayed. Please note that the calls available are the ones unlocked referring to the a.y. 2020.

The icon  connects directly to the webpage containing the call’s general information and the list of the available Partner Universities (you should have consulted this information before starting the online application procedure).

Click on the icon  that corresponds to “*Bando Ulisse 2020/21*” (Ulisse call) to start filling in the application form.

### International Outgoing Mobility Calls for Application

Erasmus+ for studies call <http://www.unipd.it/erasmus-studio> (Italian version), <http://www.unipd.it/en/erasmus-studies-out> (English version)

Ulisse overseas call <http://www.unipd.it/ulisse> (Italian vesion) , <http://www.unipd.it/en/ulisse> (English version)

Mobility Area

ACCORDI BILATERALI

#### PROGRAMMA ERASMUS

Academic Year	Title	Call State	Options
2019	274 BANDO ULISSE mobilità a.a. 2020 - 2021		 

- 3) You will now have the complete list of Partner Universities. For each of them, the number of places available and the number of months of the study period.

You are kindly invited to consult the University information sheets before applying (refer to: <https://www.unipd.it/en/ulisse> ).

Click on “**Apply**”.

## International Outgoing Application

Cancel

### Exam announcement details

**Title:** BANDO ULISSE mobilità a.a. 2020 - 2021

**Deadline for applications:** from 18/11/2019 10:00 to 15/01/2020 13:00

**Place acceptance:** from 13/02/2020 to 18/02/2020

**Notice:** E' possibile scegliere fino a DUE destinazioni. Gli studenti sono tenuti a consultare autonomamente i siti internet delle università partner per verificare l'offerta formativa, i requisiti linguistici richiesti, le procedure e le scadenze previste. I link delle università estere sono disponibili alla pagina: <http://www.unipd.it/erasmus-studio> ULISSE It is possible to choose up to TWO destinations. Students must independently consult the webpages of partner universities in order to check the educational courses on offer, language pre-requisites and any outlined procedures and deadlines. The specific links for Partner Universities are available on the page: <http://www.unipd.it/erasmus-studio> ULISSE

 **Apply**

### Available places detail

University name - ISCED code - Area - Coordinator - study level	Erasmus Code	University homepage	Unipd Coordinator	Places	Duration (months)
Universidad de Buenos Aires - Dept. DISSGGEA	UNIVERSIDAD DE BUENOS AIRES	ARGBUENOSA02		1	9
Universidad de Buenos Aires - Dept. DISSGGEA - DEPT. GRANT	UNIVERSIDAD DE BUENOS AIRES	ARGBUENOSA02		1	9
Pontificia Universidad Catolica Argentina - Dept. DISSGGEA	Pontificia Universidad Catolica Argentina	ARGBUENOSA03		2	9
Universidad Nacional de Cordoba - Dept. DM - ZERO GRANT	UNIVERSIDAD NACIONAL DE CORDOBA	ARGCORDOBA01		2	6
University of New South Wales	UNIVERSITY OF NEW SOUTH WALES	AUSSYDNEY01		2	5

4) Fill in the “Requirements” section, select and eventually choose in order of preference the Partner Institutions and state your language proficiency.

Requisiti

WARNING: to continue, you must confirm that you meet the mandatory requirements

	Requirements
<input checked="" type="checkbox"/>	Dichiara di aver preso visione delle norme che regolano il bando - I hereby declare that I have read the terms and rules regulating the present call(Mandatory requirement)
<input checked="" type="checkbox"/>	Dichiara che frequenterà un periodo di studio all'estero per esami - I hereby declare to attend a study period abroad for exams
<input type="checkbox"/>	Dichiara che frequenterà un periodo di studio all'estero per ricerca/tesi - I hereby declare to attend a study period abroad for research/final project
<input type="checkbox"/>	Dichiara che frequenterà un periodo di studio all'estero per studio/tirocinio - I hereby declare to attend a study period abroad for study/practical training
<input type="checkbox"/>	Dichiara di essere studente con disabilità - I hereby declare I am a student with a declared disability/special need
<input type="checkbox"/>	Dichiara di aver usufruito in precedenza di una mobilità LLP o Erasmus+ per studio o tirocinio - I hereby declare that I have already taken a LLP or Erasmus+ for studies or traineeship grant
<input checked="" type="checkbox"/>	Dichiara di NON aver usufruito di una mobilità con Accordi Bilaterali per la stessa destinazione. I hereby declare that I have NEVER taken a Bilateral Agreement grant for the same destination(Mandatory requirement)

**“REQUIREMENTS”**

- It is mandatory to check “Declares that he/she saw the terms and rules regulating the present call” and “Declares that he/she has never received a Bilateral Agreement grant for the same destination”.
- Students can declare their **disability**.
- Students that have already participated or are participating in a mobility Programme (LLP/Erasmus for studies, Erasmus+ for Studies, LLP/Erasmus placement or Erasmus+/Traineeship or LLP/Leonardo) must state this.
- You can choose more than one **type of activity** to carry out abroad (exams, work on the thesis project, a complementary traineeship)

Select preferred destinations

University name - ISCED code - Area - Coordinator - study level	Preference	Erasmus code	Language	Foreign Coordinator
Universidad de Buenos Aires - Dept. DISSGEA	<input type="text"/>	ARGBUENOSA02		
Universidad de Buenos Aires - Dept. DISSGEA - DEPT. GRANT	<input type="text" value="2"/>	ARGBUENOSA02		
Pontificia Universidad Catolica Argentina - Dept. DISSGEA	<input type="text"/>	ARGBUENOSA03		
Universidad Nacional de Cordoba - Dept. DM - ZERO	<input type="text"/>	ARGCORDOBA01		
University of New South Wales	<input type="text" value="1"/>	AUSSYDNEY01		



**“SELECT YOUR PREFERENCE”**

- You are now required to rank the Partner Institutions in order of preference, **up to 2**. It is not mandatory to choose 2 Partner Institutions.

**Pay close attention to the Department destinations that can be with or without scholarship.** Should the destination be without scholarship you will see **“ZERO GRANT”** specified next to the Department acronym

- The Ctrl+F command will help you to find your favourite Partner Institution.

Ulteriori informazioni

Additional declarations  
(other exams taken or  
other language skills):

Merit indicators

Weighted average 26,69

Counted exams 14

Credits 111

**“ADDITIONAL DECLARATIONS”**

In the free text box you can write:

- the reasoning for your choice of Partner Institution
- any additional language proficiency

At the end, click on **“Next”**.

**5) ATTACHMENTS SECTION:** upload the following documents (**only** the ones related to the **application form**):

- PDF copy of your **study plan proposal**– use exclusively the form available here: <https://www.unipd.it/en/ulisse> (How to apply > Proposal of study activities); the exam names must be written as indicated in the foreign university’s course catalogue, in their original language (COMPULSORY)
- PDF copy of your **ID document or residence permit for non-EU students** (COMPULSORY)
- PDF of a **language certificate** (COMPULSORY)
- PDF self-certification of previous graduation obtained at other Universities abroad - use exclusively the form available here: : <https://www.unipd.it/en/ulisse> (How to apply > Self-certification)
- PDF of CV, personal statement, cover letter from a professor, if required (please check the University information sheet)

Please note that **ONLY PDF FILES of a maximum size of 5 MB (each) are accepted**. To convert a file to PDF see the paragraph at the end of this guide.

**Attachments summary**

This site only allows uploads of PDF files. For the PDF print please refer to the instructions. For the Learning agreement draft, it's mandatory to use the template available on <http://www.unipd.it/erasmus-studio> or on <http://www.unipd.it/ulisse>  
The Application confirmation is permitted only after the mandatory attachments upload.

[Upload a new document](#)

Purpose	Type of document	Mandatory/Optional	Options
Application →	Elenco delle attività da fare all'estero e/o lettera per tesi/tirocinio	Mandatory	
Application →	Certificati o attestazioni di lingua	Mandatory	
Application →	Copia di un documento di identità o permesso di soggiorno (per studenti NON UE)	Mandatory	
Application →	Autocertificazione titolo di studio estero	Optional	
Application →	CV, personal statement, lettera di presentazione docente (dove richiesti)	Optional	
Learning Agreement	Lettera relatore/tutor per tesi/tirocinio	Optional	
Learning Agreement	Programma attività estere	Optional	
Learning Agreement	Transcript of Records/lettera tesi/tirocinio (allegare alla fine della mobilità)	Mandatory	

## Attachment upload

**Call detail**

Title BANDO ULISSE mobilità a.a. 2020 - 2021

**Attachment detail**

Default attachment

Free attachment

Description

Elenco delle attività da fare all'estero e/o lettera per tesi/tirocinio

Copia di un documento di identità o permesso di soggiorno (per studenti NON UE)

Certificati o attestazioni di lingua

CV, personal statement, lettera di presentazione docente (dove richiesti)

Autocertificazione titolo di studio estero

Attachment (Max 5MByte, only PDF format allowed)

Scegli file Nessun file selezionato

Upload Back



You can add or replace the attachments required before confirming the application form. The description of the attachment is in Italian:

- *Elenco delle attività da fare all'estero e/ lettera tesi/tirocinio* is the **activity proposal**
- *Copia di un documento di identità o permesso di soggiorno (per studenti NON UE)* is the copy of **ID card or residence permit for non-EU students**
- *Certificati di lingua* means the language certificate
- *CV, personale statement, lettera di presentazione docente* means CV, personal statement, cover letter from a professor, if required
- *Autocertificazioni esame di lingua e/o titolo di studio* means the self-certification of previous graduation obtained at another University

**Attachments summary**

This site only allows uploads of PDF files. For the PDF print please refer to the instructions. For the Learning agreement draft, it's mandatory to use the template available on <http://www.unipd.it/erasmus-studio>

The Application confirmation is permitted only after the mandatory attachments upload.

[Upload a new document](#)

Purpose	Type of document	Mandatory/Optional	Options		
Application	Elenco delle attività da fare all'estero e/o lettera per tesi/tirocinio	Mandatory			
Application	Copia di un documento di identità o permesso di soggiorno (per studenti NON UE)	Mandatory			
Application	Certificati o attestazioni di lingua	Mandatory			
Application	Autocertificazione titolo di studio estero	Optional			
Application	CV, personal statement, lettera di presentazione docente (dove richiesti)	Optional			
Learning Agreement	Lettera relatore/tutor per tesi/tirocinio	Optional			
Learning Agreement	Programma attività estere	Optional			
Learning Agreement	Transcript of Records/lettera tesi/tirocinio (allegare alla fine della mobilità)	Mandatory			

You will be able to confirm the application form only once you have uploaded the compulsory attachments relating to the Application.

- 6) In the last screen, you can cancel your application form by clicking “**Cancel the application**”, verify the application state by clicking on “**Print the application summary**” and confirm your application by clicking on “**Confirm your application (DEFINITIVE – Italian version only)**”(the application data will no longer be changeable)”.

It will not be possible to change any of the application data after clicking on “**Confirm your application (DEFINITIVE)**”, therefore we strongly recommend to print the summary and check that there are no mistakes before you confirm the application.

Registration							
<a href="#">Cancel the application</a>	<a href="#">Print the application summary (not definitive- ITALIAN VERSION ONLY)</a>	<a href="#">CONFIRM your application (DEFINITIVE - ITALIAN VERSION ONLY)(the application data will no longer be changeable)</a>					
Available places detail							
University name – ISCED code – Area – Coordinator – study level			Erasmus Code	University homepage	Unipd Coordinator	Places	Duration (months)
Universidad de Buenos Aires - Dept. DISSGGA - DEPT. GRANT		UNIVERSIDAD DE BUENOS AIRES	ARGBUENOSA02			1	9
University of New South Wales		UNIVERSITY OF NEW SOUTH WALES	AUSSYDNEY01			2	5

7) Last step to complete the procedure!

**Conferma iscrizione al bando**

**Warning!**  
ATTENZIONE: Per CONFERMARE la domanda cliccare sul pulsante "conferma", per annullare l'operazione cliccare sul pulsante 'Annulla'. Si ricorda che confermando l'operazione i dati dell'iscrizione non saranno più modificabili.

Click on **"Confirm"** to complete the procedure, or on **"Back"** if you want to go back to the previous screen. An automatic email confirming your application will be sent to your institutional email address (`name.surname@studenti.unipd.it`).

ACCORDI BILATERALI

Academic Year	Title	Call State	Application State	Options
2019	274	BANDO ULISSE mobilità a.a. 2020 - 2021		 

The green spot confirms that the application procedure has been correctly completed.

Should students encounter any problems with the application procedure or not receive a confirmation email, they should email [domanda.erasmus@unipd.it](mailto:domanda.erasmus@unipd.it) before the deadline, specifying their name, surname, registration number and degree course. The helpdesk is available during office hours on working days.

**ATTENTION: ACCEPT THE ERASMUS/SEMP ON UNIWEB ONLY**

Successful applicants must fill in the online acceptance form on Uniweb within the deadline below:

**ULISSE CALL:**

-**1st call**: successful students: from 13th to 18th of February at 13:00; reserved-place students: from 20th to 21st of February at 13:00

- **2nd call** - remaining places: successful students: from 23th to 28th of April at 13:00; reserved-place students: from 29th to 30th of April at 13:00

**An automatic email confirming your acceptance will be sent to your institutional email address ([name.surname@studenti.unipd.it](mailto:email@unipd.it)).**

In the event that the place is not accepted within the outlined dates, the students will automatically be considered 'not successful' and the place will be assigned to the student in the next position of the list or it will be put into the second call or remain unassigned.

In the online acceptance form you will have to define the expected date of departure (day/month/year), based on the Partner Institution academic calendar.

The International Erasmus Office within your School/Department will send your nomination to the Partner Institution after the acceptance stage stating the date that you declared in this form.

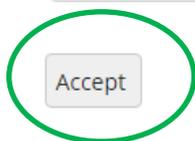
**Should students encounter any problems with the acceptance procedure or not receive a confirmation email, they should email [domanda.erasmus@unipd.it](mailto:domanda.erasmus@unipd.it) before the deadline, specifying their name, surname, registration number and degree course. The helpdesk is available during office hours on working days.**

#### Place award

Place award date: 04/02/2019  
Application n°: 206  
Partial score : 25  
Recorded CFU in the booklet : 67  
State: Awarded  
Place: UNIVERSITY OF NEW SOUTH WALES

#### Expected arrival date

Expected arrival date\*:  (dd/mm/yyyy)



Renounce

Once you have entered the expected date of departure, you have to accept the Ulisse place by clicking on "ACCEPT".

An automated email confirming your acceptance will be sent to your institutional email address ([name.surname@studenti.unipd.it](mailto:name.surname@studenti.unipd.it)).

#### Place award

Place award date: 04/02/2019  
Application n°: 206  
Partial score : 25  
Recorded CFU in the booklet : 67  
State: **The student accepted the place**  
Place: UNIVERSITY OF NEW SOUTH WALES

#### Expected arrival date

Destination confirmed  
Expected arrival date 01/09/2019

Afterwards, Uniweb informs you that the procedure has been correctly completed ("**Destination confirmed**")

Should students encounter any problems with the acceptance procedure or not receive a confirmation email, they should email [domanda.erasmus@unipd.it](mailto:domanda.erasmus@unipd.it) before the deadline, specifying their name, surname, registration number and degree course.

The helpdesk is available during office hours on working days.

## List of Departments

- DAFNAE** Department of Agronomy, Food, Natural Resources, Animals and Environment
- DEI** Department of Information Engineering
- DFA** Department of Physics and Astronomy
- DII** Department of Industrial Engineering
- DiPIC** Department of Public, International and Community Law
- DiSC** Department of Chemical Sciences
- DISLL** Department of Linguistic and Literary Studies
- DISSGeA** Department of Historical and Geographic Sciences and the Ancient World
- DM** Department of Mathematics
- DNS** Department of Neurosciences
- DPCD** Department of Private Law and Critique of Law
- DSEA** Department of Economics and Management
- DSF** Department of Pharmaceutical and Pharmacological Sciences
- DTG** Department of Management and Engineering
- FISPPA** Department of Philosophy, Sociology, Education and Applied Psychology
- GEOSCIENZE** Department of Geosciences
- SPGI** Department of Political Science, Law, and International Studies
- TESAF** Department of Land, Environment, Agriculture and Forestry

## How to create a PDF File

**You can only attach PDF files of a maximum size of 5 MB each.**

How to create a PDF file:

- 1) scan the document
- 2) convert the file to PDF, by using a proper conversion program.

DO NOT:

- a. modify the file extension!
- b. protect the file or set any password to limit the access

INSTEAD :

- 3) use the commands “Save as...PDF or XPS” or “Print” PDF of the word processor installed in your computer (Mac and Windows).
- 4) use free programs, such as <http://www.pdfforge.org/pdfcreator> (Windows) or <https://www.sodapdf.com/word-to-pdf/> .

NOTE: JPEG, TIFF, BMP, GIF files can be converted to PDF format through websites that do not require installation, such as <http://www.apowersoft.it/immagine-a-pdf-gratis-online>, <http://www.convertimagnetopdf.net>, <http://jpg.smallpdf.com/it>