



UNIVERSITÀ
DEGLI STUDI
DI PADOVA

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

SWISS EUROPEAN MOBILITY PROGRAMME

**CALL FOR APPLICATIONS FOR SEMP
MOBILITIES FOR STUDIES AT SWISS
UNIVERSITIES**

A.A. 2024/2025

Application Submission Deadline:
Tuesday 16th January 2024 at **13:00**

WEB PAGES

SEMP: <https://www.unipd.it/en/sempr>

Procedures for selected students: <https://www.unipd.it/en/apply-erasmus-out>

INTERACTIVE PLATFORM OF DESTINATIONS:

www.unipd.it/mobility-agreements

LIST OF DOCUMENTS AND CONTENTS

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

1. Partner universities
2. ISCED codes for areas of study
3. Linguistic knowledge: Common European Framework self-evaluation grid
4. Language certificates: Common European Framework comparison table
5. Additional funding to the Erasmus grant
6. Privacy information
7. Instruction manual for completing the application on Uniweb
8. Vademecum

ATTENTION

All contents of this call can get modified due to new dispositions by the Swiss Government.

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Art.1 – General information

1.1. Purpose

This Call for application regulates the activities of the Swiss European Mobility Programme (SEMP) for Study, which allows students to spend a period of study (2 to 12 months per study cycle) at an Institution of Higher Education in Switzerland. ¹

DID YOU KNOW THAT: STUDIES DOES NOT MEAN ONLY EXAMS?

Within a mobility for study you can:

- Attend courses and take exams
- Do thesis work
- Do an internship if combined with exams and/or thesis research

More info in art. 1.3.

1.2. Destinations and mobility places

The University of Padua has arranged mobility exchanges with around 14 Swiss universities. The complete list of exchanges in which the University of Padua participates and all the information is available in the **interactive portal** of the Mobility Unit: www.unipd.it/mobility-agreements.

Destinations should be filtered by degree course (study field). The total number of months indicated in the portal for each agreement should be divided by the number of available places. The number of months thus calculated for each student corresponds to the maximum duration that can be financed.

Students can choose destinations depending on their respective School and they can

¹ Following the Swiss government's acceptance of the results of the "popular referendum against mass immigration" on Feb. 9, 2014, the European Commission announced on Feb. 26, 2014, that Switzerland was ineligible for student and academic mobility under the Erasmus+ programme. The Swiss Federal Council then instructed the State Secretariat for Education Research and Innovation (SEFRI) to work out a transitional solution, with the aim of allowing Swiss institutions to participate indirectly. On April 16, 2014, SEFRI itself discussed and approved the principles of the transitional solution by establishing the Swiss European Mobility Programme (SEMP). The University of Padua decided to continue its collaboration with Swiss universities anyway and thus join the Swiss European Mobility Program, a choice also confirmed by the University Erasmus Commission at its meeting on May 22, 2014

apply for only one university. Some destinations are open to specific degree courses other only for thesis work.

IMPORTANT

All of the institutions indicated in the present Call and the number of respective places of mobility, as well as the linguistic pre-requisites and application form deadlines, are to be considered indicative and as possibly subject to change, as dictated by decisions of the institution abroad; decisions which are not yet taken into account in the present Call.

The effective departure of successful applicants is always therefore subject to the acceptance of the hosting institution.

Students will be able to apply only for destinations dedicated to the study cycle to which they will be matriculated in the academic year in which the mobility will take place.

IMPORTANT

In the choice of destinations it is recommended to pay close attention to the educational courses on offer at the institution abroad and of their compatibility with your respective course of study, language pre-requisites, deadlines for the application form and any necessary entry and residence requirements in the foreign country; these aspects can often prevent the departure.

1.3. Eligible activities

Places are allocated exclusively for the following activities, in accordance with the Learning Agreement:

1. **full-time study** (thesis work included, if accepted by the host institution) in first, second or third cycle courses, comprising of the achievement of an officially recognised diploma or degree.
2. **period of internship**, as part of a single period of study on the following conditions:
 - a. the internship must be authorised and carried out under the supervision of the same hosting institution. In the event that the internship takes place, for example in a hospital, in a laboratory, in an institution or business outside of the university abroad, the attestation must still be issued by the university.
 - b. the two activities (study and internship) must take place in a consecutive or simultaneous manner, in the same academic year and the period of study (seminars, lessons, language exams) must be certified by the university abroad.

An internship by itself is not permitted and will not be recognised. Any funds given will have to be reimbursed.

At the end of the mobility period, full recognition of the positive results obtained and previously agreed upon in the Learning Agreement is guaranteed (minimum of 12 credits)².

1.4. Duration

The duration of the period abroad is predetermined for every exchange, on the basis of the underlined agreements of the participating countries.

The period of mobility can take place **from 1st July 2024** and must be terminated **by 30th September 2025**, according to deadlines and the Academic Calendar of the host institution, except for thesis work mobilities if agreed differently.

The period of study abroad, i.e. physical mobility, must last **at least 2 months** (it must not be less than 60 days) and can only last up to a maximum of 12 months and in any case in compliance with the SEMP programme. Extensions of the period are permitted, only for proven educational purposes however and one must keep in mind that the complete duration of residency at the partner institution must be continuous and not fragmented.

For successful students who receive a place for the duration of a whole year (e.g. for 9 months or more) whose date of return is set in the second semester, the period will automatically be reduced so that it covers only the period of lessons and exams (generally until the end of July). This reduction is not applied to students departing for thesis or internship work, for whom the period will be defined according to specific requirements.

IMPORTANT

Students with Italian residence permit expiring between 01/09/2024 and 31/12/2024 will only be able to carry out mobility in the second semester (spring semester). The University will therefore not be required to provide documentation or support for departures to the first semester.

In any case, mobility during the period of residence permit expiration is discouraged.

² Educational Regulation of the University, decided by the Academic Senate's approval of the Erasmus Policy Statement (EPS) and the commitments of the new Erasmus Charter for Higher Education (ECHE) on 22/06/2021 Prot. n. 102857/2021, decided by the Academic Senate's recognition of activities carried out abroad on 13/04/2015 Prot. n. 110307/2015: documents available at: <https://www.unipd.it/verbalisenato-accademico>; new ECTS Guide (2012 version) available at: http://ec.europa.eu/education/ects/users-guide/_en.htm

1.5. Students with disabilities and learning difficulties

Students with disabilities and learning difficulties who intend to participate in the Erasmus+ programme can report this on Uniweb during the application submission process. The selection criteria are the same for all students. If merit criteria are used, students with disabilities assessed to be higher than 66% will be evaluated according to art. 1320 DPCM 7th December 2021.

Students with disabilities, learning difficulties and certified health conditions who are awarded the Erasmus+ grant can access an additional financial contribution, provided after evaluation by the Erasmus+ National Agency.

To make a request students should refer to the Student Service Office - Inclusion Unit which, in collaboration with the Projects and Mobility Office - Mobility Unit, will provide all the information and gather all the necessary documentation, according to the indications and deadlines provided by the Erasmus+ National Agency through the website (<http://www.erasmusplus.it/universita/partecipanti-con-bisogni-speciali>).

It is advisable to check in advance, before the deadline of the Call, whether there are adequate services for students with disabilities and learning difficulties at the chosen foreign university.

For the organisation of mobility, support can be requested to the Student Service Office - Inclusion Unit. For more informatio: <https://www.unipd.it/en/resources-and-supports-students-disability-or-learning-disabilities>.

To get an appointment: <https://web.unipd.it/prenotazioniservizi/>

Art.2 - Admission Pre-Requisites and Application Procedure

2.1 Admission Pre-Requisites

Students are admitted to participate in the program if, upon applying and within the deadline of the call or the deadlines imposed, they are in the following conditions:

1. **Students must be registered at the University of Padua** in a degree course (ex DM 509/99 o 270/2004), bachelor's course, master's course,

single-cycle master's course, doctorate³, or specialization course⁴ (excluding medical areas), for a first or second level master as long as the mobility takes place before the end of the same course. It is necessary to be registered at the time of the application's submission and before departure; as well as being registered in the academic year of the mobility abroad, and in accordance with the payment of fees;

Those registered on a bachelor's course that expect to graduate before the Erasmus departure date, therefore applying to spend the first year of their master's course abroad, must prepare a proposal of activities to carry out abroad, and a Learning Agreement relative to the master's course of study.⁵ The period of study abroad can only take place after the enrolment in the master's course. At the time of the departure students must therefore be registered for a master's course, without which, the Erasmus status is void. If this occurs, the departure must be delayed until the second semester.

Non-EU citizens, other than being properly registered at the University of Padua, must also be in possession of a residency permit, if currently living in Italy. Students should also be aware that, in the event they successfully gain an Erasmus place, their departure is always subject to the issuing of a visa in the destination country (a procedure that must be followed up personally and far in advance of the departure). Please note that in some countries, students are required to provide a proof of their financial resources in order to apply for the visa. The minimum amount is variable and is sometimes higher than the overall amount of the mobility contributions.

Students enrolled at the same time to two different degree courses can only apply for a mobility within their first enrolment degree.

2. **One must respect the following additional criteria, relative to meeting a minimum credit threshold:**
 - a. STUDENTS who are in their FIRST YEAR of a bachelor's degree or of a single-cycle master's degree in the academic year 2023/2024 must have achieved at least 40 (registered) credits before the departure,

³ Doctoral students who are granted a SEMP place and are in their third year of study must finish their mobility period by 30/09/2024.

⁴ Specialist students may only apply in the first three years of enrolment.

⁵ It is advised to choose a one- semester (3-6 months) destination to be reached in the second semester

without which the mobility cannot take place. Students must successfully pass the OFA “obblighi formativi aggiuntivi” before their departure, without which, the Erasmus status is void.

- b. For students in all other years: it is necessary to have achieved 40 registered credits on Uniweb at the time of application. Students enrolled on specialist, master’s and doctoral courses automatically satisfy this requirement, having already completed the bachelor’s and/or master’s degree.

3. **Linguistic knowledge in the destination country** (see the appropriate section)

IMPORTANT

It is NOT possible to graduate before having finished the period of study abroad

Other pre-requisites for admission decided by the Departments or Schools make up an integral part of the current call and are published exclusively on the web page for Mobility Unit Desks within Schools/Departments: <http://www.unipd.it/erasmus-studio>

2.2 Linguistic pre-requisites

Most destinations will require a specific certified level to be demonstrated at the time of application, well in advance of the departure date. The student should carefully check the web pages of foreign universities where the language requirements are specified.

Since knowledge of the language of the destination country is one of the selection criteria, it is strongly recommended that any documentation proving language proficiency is attached to the application.

Art.3 - Contributions and financial benefits

3.1 Amount of the contribution

There are three types of contributions and economic benefits:

1. **SEMP Mobility grant**: it will be provided by the host institution and funded by the Swiss Government. As a guide, the monthly amount is expected to be 360 Swiss Francs, but will be confirmed by the institution itself.
2. A **contribution to travel expenses** which may be paid either as a flat-rate or for

services on the basis of the agreements signed and subsequent provisions.

3. **Additional funding to the mobility grant** funded by various sources, including: University of Padua, European Commission, the Ministry of Education, Universities and Research (MIUR) and Veneto Region. Such funding comes from time to time, based on the availability of funds and following precise rules, laid out by law and decided by the Consiglio di Amministrazione (Administration Board) of the University, based on merit (defined in the list of students for the regional study scholarship) and the ISEE/ISEU declaration. For more information and updates on the new amounts visit: <http://www.unipd.it/erasmus-studio>.

In order to benefit from these additional fundings it is necessary:

- a. Submit the Dichiarazione Unica Sostitutiva (DSU) electronically directly to INPS or to a Centro di Assistenza Fiscale (CAF) and obtain the ISEE/ISEEU indicator (compliant) for subsidized benefits for the Diritto allo studio by **09/08/2024**.
- b. Fill in the Request for Benefits in Uniweb, available from the beginning of July, no later than 09/08/2024 or any other established deadline. For information contact the Student Services Office, Via Portello, 25-31 - 35129 Padova - Call Centre Tel. 049 8273131, <http://www.unipd.it/diritto-studio>;
- c. Before departure, sign the Grant Agreement in accordance with the instructions provided by the Projects and Mobility Office - Mobility Unit and fulfil the obligations set out in Art. 7.

Students enrolled up to one year beyond the expected duration of the study program can benefit from additional funding (the calculation includes course changes, academic system and repeating years).

To be able to receive all the planned financial contributions one must complete all the processes foreseen by the programme as mentioned in the vademecum.

Even if force majeure is recognised, a student who does not obtain any credit subsequently recognised by the University of Padua loses the right to supplementation.

IMPORTANT

ALL contributions received (of various kinds) inherent to SEMP mobility are not exempt from national taxation. You will then be required to hand in, upon signing the contract, C and C1 forms pertaining to the "Request for Tax Deductions" for the calendar year of payment.

All students that successfully gain a SEMP place must continue to pay their fees to the University of Padua even during their period of mobility and they are exempt from paying the fees of the partner university abroad. They will continue to benefit from any study scholarships from which they benefit, as long as they are not financed with European funds.

IMPORTANT

Students that do not manage to achieve at least **12 CFU** will, as a result, be recognised as 'zero-grant' and will be asked for the reimbursement of any sums already given and will renounce to those not already issued. Only the activities included in the learning agreement approved by both offices will be taken into consideration for the calculation of the credits, regardless of how they will be recognized upon return.

Less credits will be accepted for thesis mobilities in accordance to the maximum value in credits of the thesis work in the study plan. For students who travel abroad for internships and thesis work in which the activity undertaken does not assign credits, registered credits will be taken into consideration. Doctorate students are exempt from this rule.

3.2 Payments and additional funding

Given the legislation (D.L. 06/12/2011, n. 201, art. 12) concerning the traceability of any payments from public administration, it is **ONLY** possible to receive the mobility contributions through an Italian current bank account or post account, therefore including prepaid cards, for which the student must be the named account holder/co-holder.

The details of the account must be provided in the appropriate section of Uniweb, before booking the appointment to sign the Grant Agreement. Students enrolled from the a.y. 2018/19 onwards in their first year of Bachelor's degree or of a single-cycle Master's degree who want to receive the mobility contributions on the multi-functional badge, may activate their Flash UP for studies. All information is available in the section "Flash UP for studies" on the page www.unipd.it/cartaflash.

Additional funding will be paid by the Projects and Mobility Office - Mobility Unit to students who submitted the ISEE/ISEU declaration or the application for the regional scholarship by 9th August 2024 or other established deadline. ISEE certificate submitted after the 9th August 2024 and with irregularities will be not considered valid. **The amounts will be paid in two parts:**

- a. The first, equal to around half of the total amount, calculated according to

the duration outlined in the Grant Agreement (paid at the start of the mobility, once having uploaded the start-of-mobility documents);

- b. The second, paid only after the recognition on Uniweb of the activities carried out abroad.

All payments will take place only after the verification of financial security and up until the available funds are exhausted.

IMPORTANT

Failure to repay sums 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 career and the consequent impossibility of obtaining the degree.

Art. 4 – Applying for SEMP

Students that want to apply for a SEMP place must submit the application exclusively via Uniweb FROM 5 DECEMBER AND NO LATER THAN 1.00 PM ON 16 JANUARY 2024.

Students should consult in advance the forms of available destinations and any additional admission requirements and selection criteria defined by the Schools or Departments of reference of the course of study to which they belong and published on the page: <https://www.unipd.it/sempr>.

With the application one must attach, only in PDF form, the following documents:

1. **Proposal of activities** to carry out abroad (MANDATORY attachment), using the form available on the website: <https://www.unipd.it/en/sempr>;
2. Certificates of linguistic knowledge or self-certification attesting the mark of the language exam taken in an institution other than the University of Padua;
3. Self-certification attesting the mark and name of any exam taken in a foreign institution.

After the confirmation of the application an email will be sent to the student's university email address (name.surname@studenti.unipd.it), to notify them that the application has been correctly received.

For students enrolled in a bachelor's degree that have direct access to a master's degree through a School different from that of their bachelor's course who want to depart with an exchange with the master's course may submit an application by requesting the form directly to the Projects and Mobility Office.

Detailed instructions on the procedure to follow on Uniweb are available at the following link: <http://www.unipd.it/en/erasmus-studies-out%20%3E%20Applying%20to%20Erasmus>

For all the initial phases of the application on Uniweb, the helpdesk service is available (during working days and hours, mon-fri from 9 to 15): domanda.erasmus@unipd.it

Art. 5 – Selection criteria

General criteria for the formulation of lists of successful students and assignment of places:

- consistency of activities submitted in ‘proposal of activities’ with the student’s path of study, educational courses offered by the institution abroad and with the duration of the residency period;
- weighted average and number of credits achieved by 30/11/2023 unless indicated otherwise by the School or Department;
- linguistic knowledge of the host country’s language, assessed through the submitted certificate.

The selection criteria defined by Schools and Departments are an integral part of the Call and are published on the site: <https://www.unipd.it/en/erasmus-studies-out>

Art. 6 – List of successful students

6.1 Lists of successful students and accepting the place

The lists of successful students relative to single destinations will be published from Thursday 15th February 2024 EXCLUSIVELY on the webpage: <https://www.unipd.it/en/sempr>

These are the only means of publication. There will not be any personal written or telephone communications to notify students.

Successful students must declare that they are accepting their place from 15th February AND NO LATER THAN 20th February 2024 AT 13:00, confirming only online through Uniweb. After accepting the place the student should receive a confirmation email to their university email account (name.surname@studenti.unipd.it).

Date of departure: at the time of accepting the place a provisional date of departure will be required, which should indicate the start of the mobility. It should be decided based on the academic calendar of the university abroad (start of courses, ‘welcome week’ etc.)

the indicated date will be considered the official date of departure, and it is based on this date that the Mobility Unit Desks within Schools/Departments will send the 'nomination' to the institution abroad. Any student that moves their departure from the first semester to the second must fill in the online form by accessing the reserved area of the Projects and Mobility Office page (www.unipd.it/relint), selecting the relative mobility for the a.y. 2024/25 and the heading "Change Semester". Students must also inform their Academic Coordinator and the hosting institution. While it is possible to move a departure from the first to the second semester, **it is not possible to bring forward a departure from the second to the first semester.**

After the process of accepting, the Mobility Unit Desks within Schools/Departments will organise informative meetings for students, to give them practical information on the mobility abroad (see also the dedicated pages).

6.2 Reserve places

IMPORTANT

In the event that the place is not accepted within the outlined dates, the students will automatically be considered 'renouncing' 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. Students that renounce their place will no longer be able to take part in the SEMP Programme for the academic year 2024/2025.

Places that are not accepted by successful students will be assigned to those next in line on the list. Nominations for reserve places will be published after 22nd February 2024 EXCLUSIVELY on the following page: <http://www.unipd.it/en/erasmus-studies/out>

This will be the only mode of publication. Students with reserve places must declare between 22nd and **27th February 2024 AT 13:00**, (absolutely no later than this deadline) to accept their mobility place, which must be done online through Uniweb. After accepting the place an automated email response will be sent to the student's university email (name.surname@studenti.unipd.it) in order to confirm.

In the event that the place is not accepted within the outlined dates, the students will automatically be considered 'not successful'.

For reserve-place students the same procedures outlined in paragraphs 6.1 are also valid.

6.3 Declining the place

Students that decide to renounce their SEMP mobility after the stages of accepting places and nominations to the universities abroad must use the online procedure available on the webpage: www.unipd.it/erasmus-studio section: 'Accettazione e rinuncia posto Erasmus' by 1st September 2024.

Students who renounce their place must also communicate their decision to:

- their Academic Coordinator;
- the university abroad.

IMPORTANT

Students that renounce their place will no longer be able to take part in the SEMP programme for the 2024/2025.

Art. 7 – Procedures for successful students

The procedures for successful students could undergo various changes from those outlined in this Call according to new instructions.

All the steps that the selected students will have to take to realize the mobility are explained in detail in the Vademecum) and will be illustrated during the meetings for the selected students.

The procedures for students selected for a SEMP position are the same as for Erasmus+ students, so please refer in full to Article 7 of the Erasmus+ call with special attention to the specifics (differences and/or additions) given in Articles 7.2-7.7 of this call.

Participants who fail to comply with the indications and deadlines published on the pages indicated or communicated by the Mobility Unit may lose the opportunity of mobility abroad.

Participants are reminded to constantly check their institutional email address to which information regarding the rules of the new seven-year program and further instructions for the implementation of mobility will be sent as soon as available.

7.1 Registering at the university abroad (application form)

Please pay special attention to the procedures for issuing entry visas (where required).

7.2 Learning Agreement: compilation in Uniweb

Please refer to art. 7.2 of the Erasmus+ call.

7.3 Linguistic knowledge: OLS

Not applicable to SEMP students.

7.4 SEMP Grant Agreement

Selected students will be required to submit the C and C1 forms, regarding the tax deductions.

7.5 Healthcare and insurance

For health insurance coverage while staying abroad in countries outside the European Union, the coverage of the European Health Insurance Card (EHIC) issued by the Ministry of Health is not sufficient. It is therefore necessary to ALWAYS take out private insurance (e.g., Europe Assistance, etc.).

7.6 Start of mobility documents

Within 7 days of arrival at the foreign university, the following documents must be delivered in the manner indicated:

- Attendance certificate certifying the date of arrival;
- Learning Agreement Before the mobility, also countersigned by the foreign university.

7.7 End of mobility documents

SEMP students do not have to fill in the EU survey and the OLS test.

Art. 8 – Recognition of activities carried out abroad

The procedures for students selected for a SEMP position are the same as for Erasmus+ students, so please refer in full to Article 7 of the Erasmus+ call.

Art. 9 – Deadlines calendar

For all deadlines, refer to the calendar published on the page:
<https://www.unipd.it/en/sempr>.

Art. 10 - Contacts e information

For all communications addressed to candidates and winners of exchange places, only

the institutional email address will be used, i.e. name.surname@studenti.unipd.it.

This call is managed and coordinated by the Projects and Mobility Office- Mobility Area,
Via Lungargine del Piovego 1 - 35129 Padova

Email: erasmus@unipd.it

Tel.: +39 049 827 5033

Telegram: <https://t.me/internationalmobilityUNIPD>

Art 11 – Processing of personal data

The University of Padua processes the personal data of the interested parties in compliance with the principles of correctness, lawfulness, transparency and minimization, for the protection of privacy and all the rights of the interested parties, according to the provisions of the European Regulation on the protection of personal data (EU Regulation 2016/679, so-called GDPR), by the Code regarding the protection of personal data (legislative decree 196/2003 and subsequent amendments) and by the consequent implementing measures adopted by the European authorities and by the Guarantor for the protection of personal data (www.garanteprivacy.it).

Art. 12 – Final Provisions

Please be reminded that:

- The contents of this call are to be considered indicative and may be subject to change following new rules by the Swiss Government or the partner institutions.
- Another integral part of the call is all the detailed information given for each Department or School and for the partner universities, available in the section Mobility Unit Desks at your School/Department, on the webpage: <http://www.unipd.it/en/erasmus-studies-out>

The Responsible persone of the Administrative Procedure is Dr. Alessandra Gallerano, Head of the Projects & Mobility Office.

Candidates can exercise their right of access to the records of the competition proceedings as provided for by current law. The request must be sent to the Projects and Mobility Office, University of Padua, Via Lungargine del Piovego 1 - 35129 Padua, by filling in the appropriate form to be requested to the Office itself.

Padova, registration date

The Rector Daniela Mapelli

*digitally signed in accordance with
legislative decree 82/2005*

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| Il Responsabile del procedimento amministrativo <i>Dott.ssa Alessandra Gallerano</i> | La Dirigente <i>Dott.ssa Dora Maria Cornelia Longoni</i> | Il Direttore Generale <i>Ing. Alberto Scuttari</i> |
|-----------------------------------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------|