



UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA



Erasmus + Key Action 1

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

# **ERASMUS+ FOR STUDIES IN EUROPE CALL**

**Academic Year 2019/20**

**First call**

Application Submission Deadline:  
**Wednesday 16th January 2019 at 13:00**

**Second Call**

Application Submission Deadline for Vacant Places:  
**Wednesday 10th April 2019 at 13:00**

:

## **1. General Information**

- 1.1 [Purpose](#)
- 1.2 [Erasmus+ for studies in Europe](#)
- 1.3 [Erasmus+ for studies Beyond Europe](#)
- 1.4 [Erasmus+ for traineeship](#)
- 1.5 [Duration and period of mobility abroad](#)
- 1.6 [Contributions and financial benefits](#)

## **2. Admission Pre-requisites and application procedure**

- 2.1 [Admission Pre-requisites](#)
- 2.2 [Linguistic pre-requisites](#)
- 2.3 [Students with disabilities and learning difficulties \(DSA\)](#)
- 2.4 [List of destinations and mobility places: choice of destinations](#)
- 2.5 [Applying for Erasmus+ for studies](#)

## **3. Selection procedures, lists of successful applicants, accepting, declining and reserve places**

- 3.1 [Selection criteria and allocation of Erasmus places](#)
- 3.2 [Lists of successful applicants, accepting your place and dates of departure](#)
- 3.3 [Reserve places](#)
- 3.4 [Second call: vacant places after first call](#)
- 3.5 [Declining the place](#)

## **4. Procedures for successful applicants**

- 4.1 [Registering at the university abroad \(application form\)](#)
- 4.2 [Completing the Learning Agreement on Uniweb](#)
- 4.3 [Linguistic knowledge: language courses and OLS](#)
- 4.4 [Erasmus+ Grant Agreement](#)
- 4.5 [Healthcare and Insurance](#)
- 4.6 [End-of-mobility documents](#)
- 4.7 [Erasmus+ Grant payments and additional funding](#)
- 4.8 [Recognition of activities carried out abroad](#)

## **5. Final Provisions**

### **Calendar of Deadlines**

### **Contacts**

#### **List of documents available at [www.unipd.it/erasmus-studio](http://www.unipd.it/erasmus-studio)**

- 1. List of 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

# 1. GENERAL INFORMATION

## 1.1 Purpose

**Erasmus+** is the programme from the European Union for education, training, youth and sport, in effect between 2014 and 2020<sup>1</sup>.

The general objective of the Erasmus+ programme, on a European level, is to increase the level of higher education from 32% to 40%, to reduce the school drop-out rate from 14% to less than 10% and to give opportunities of study, internship and volunteering abroad to 4 million people.

The Erasmus+ programme consists of three actions (Key Actions):

- Key Action 1: individual learning mobilities
- Key Action 2: cooperation for innovation and good practice
- Key Action 3: support of political reform

The Erasmus+ programme enables experiences of living abroad, understanding new systems of higher education and meeting young people from other countries, therefore participating actively in the process of European integration.

The **Erasmus+ for studies** programme refers to student mobility and constitutes part of Key Action 1; allowing students to spend a period of study for up to a maximum of 12 months for every study cycle, (1st cycle: bachelor's, 2nd cycle: master's, 3rd cycle: doctorate) at one of the European universities linked to the Università degli Studi di Padova.

The study mobility can also be combined with that of traineeship.

The student in mobility receives a financial contribution, without having to pay other university fees, with the guarantee of full recognition of the formal activities carried out abroad (those with successful outcomes), as long as they are approved before the departure within the *Learning Agreement*.

The full recognition of activities carried out abroad is one of the commitments made by the university through approval of the *Erasmus Policy Statement* (EPS), decided by the Academic Senate on 06/05/2013.

## 1.2 Erasmus+ for studies in Europe

The present Call regulates the activities of **Erasmus+ for studies**, which allows university students to spend a period of study (between 3 and 12 months) at a higher education institution in one of the participating European countries. Students have the chance to follow courses, take exams, prepare theses, carry out lab or clinical research and internship work, as long as it is accompanied by study activities (it is not possible to carry out internship activities exclusively). It is also possible to take full advantage of the university's facilities and to gain recognition for an activity carried out abroad without paying fees there (it is however still compulsory to pay the fees of your home university).

The exchange of students between two or more partner universities is enabled through an inter-institutional agreement between the two bodies, coordinated from an educational point of view, by an Academic Coordinator from our university and one abroad. Every inter-institutional exchange has a set number of available places.

For the academic year 2019/20, it is possible to participate in the Erasmus+ for studies programme in the universities of EU member states, as well as other countries which adhere to the programme.

The complete list of countries where it is possible to travel to are as follows:

- 1) EU member states: Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Latvia, Lithuania, Luxemburg, Malta, Netherlands,

---

<sup>1</sup> The Erasmus+ Programme was established by Decision no. 1288/2013 by Parliament and the EU Council, the Regulation was published in the Official Journal of the EU on 20/12/2013

Poland, Portugal, United Kingdom<sup>2</sup>, Czech Republic, Romania, Slovakia, Slovenia, Spain, Switzerland and Hungary;

Other participating countries: EFTA/EEA states: Iceland, Liechtenstein, Norway, former Yugoslav Republic of Macedonia<sup>3</sup>. Agreements with Turkey are suspended.

### ACTIVITIES ABROAD.

Places are allocated exclusively for the following activities:

1. full-time study 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, in accordance with the Learning Agreement, 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 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 a full recognition of all activities is guaranteed, on the condition that they achieved a successful result and were previously agreed in the Learning Agreement, based on art. 19 of the university's educational regulations, according to the Academic Senate's approval of the Erasmus Policy Statement (EPS) and their decision to recognise activities carried out abroad (13/04/2015) and the ECTS guide (version 2012)<sup>4</sup>.

## **1.3 Erasmus+ for studies Beyond Europe**

Erasmus+ for studies with partner universities allows students to spend a period of study (between 3 and 12 months) at a higher education institution outside of Europe with which the Università di Padova has a specific exchange agreement: Algeria, Australia, Bolivia, Bhutan, Camerun, China, Ethiopia, Fiji, Japan, Israel, Serbia.

Students have the chance to follow courses, take exams, prepare theses, carry out lab or clinical research and internship work, as long as it is accompanied by study activities (it is not possible to carry out exclusively internship activities). It is also possible to take advantage of the university facilities and to gain recognition for an activity carried out abroad without paying fees there (it is however still compulsory to pay the fees of your home university).

For more information refer to the current specific Call, available at: [www.unipd.it/en/erasmus-studies-out](http://www.unipd.it/en/erasmus-studies-out)

## **1.4 Erasmus+ for traineeship**

Erasmus+ for traineeship (which comes from the previous LLP Erasmus Placement) allows students of higher education institutions to take part in an internship<sup>5</sup> in a company, centre of

---

<sup>2</sup> The UK's participation is eligible until the end of the programme. If during this period the UK leaves the European Union without signing an agreement that guarantees that British institutions will continue to be eligible, any European funding will be interrupted and any already-signed agreements will no longer be valid.

<sup>3</sup> The participation of these countries is subservient to the subscription of specific agreements with the European Commission.

<sup>4</sup> Educational Regulation of the University, decided by the Academic Senate's approval of the Erasmus Policy Statement (EPS) on 6/05/2013 Prot. n. 27621/2013, decided by the Academic Senate's recognition of activities carried out abroad on 13/04/2015 Prot. n. 110307/2015: documents available at: [www.unipd.it](http://www.unipd.it); new ECTS Guide (2012 version) available at: <http://ec.europa.eu/education/ects/users-guide/en.htm>

<sup>5</sup> An internship is a period of time spent in a company or organisation in another member state, when necessary, with the support of prepared courses or with reviews of language in the hosting country and in the language of work, to facilitate adjustment to the requirements of work on a community level, to gain

education/research, excluding: offices and entities that manage community programmes; national diplomatic representations of the student's home country, present in the host country (Embassies, Consulates...); community institutions and entities, therein including the specialist agencies and the European agencies in one of the programme's participating countries.

The period of mobility can be between 2 and 12 months.

The relative calls for the Erasmus+ for traineeship, at the Università di Padova, **are not managed** by the International Office, but rather, by the Career Service, for more information: <http://www.unipd.it/servizi/esperienze-internazionali/stage-tirocini-alleestero?target=Studenti>.

## 1.5 Duration and period of mobility abroad

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

The period of mobility can take place from 1st July 2019 and must be terminated by **30th September 2020**.

The period of study abroad must last at least 3 months (it must not be less than 90 days) and can only last up to a maximum of 12 months. Extensions and reductions 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**.

### NOTICE

Even though the planned period is calculated in months, the finance is instead calculated effectively on the days spent abroad, using the basis of a 360 day year; therefore each month, independent from its length, will be considered as having 30 days. For any examples of calculation refer to the specific page on the site: <http://www.unipd.it/erasmus-studio>

**ATTENTION:** 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 apply to students departing for thesis or internship work, for whom the period will be defined according to specific requirements.

The Erasmus+ Programme allows students to spend a period of mobility, for studies and internship, up to a maximum of 12 months for every cycle of study (1st cycle: Bachelor's, 2nd cycle: Master's, 3rd cycle: doctorate).

*For example:* it is possible to spend 6 months with Erasmus+ for studies in the second year of the bachelor's course, then 6 months of Erasmus+ for traineeship in the third year of the bachelor's (equal to 12 months in total) and then nine months of Erasmus+ in the master's course.

Within the course of study it would therefore be possible to combine different types of mobility (study and traineeship) up to a maximum of 12 months.

Students enrolled on single-cycle degree courses can carry out a mobility period of up to 24 months within the cycle, with a maximum of 12 months per call.

**In the event of being awarded a grant for Erasmus+ for studies Beyond Europe in the same academic year, the student may only carry out one type of mobility and therefore will be required to give up one of their assigned places.**

Previous mobility experiences that were facilitated through LLP/Erasmus Study/Erasmus Placement/Erasmus Mundus Action 1 programmes (for those who took part up until the academic year 2010/11), Erasmus + for studies and Erasmus+ for Traineeship will be counted in the months of mobility, so as to ensure that a student does not exceed the 12 months allowed for each cycle (or the 24 months for a single-cycle).

## 1.6 Contributions and financial benefits

The Erasmus mobility grants are not complete grants, but should be considered rather as a contribution to the major expenses linked to living abroad.

There are three contributions and economic benefits:

1. **Mobility grant** (Erasmus Grant as it is known) funded by the European Commission, that is calculated based on the destination country:
  - a) Mobility Grant equal to **€300.00 a month** for the following destinations: Austria, Denmark, Finland, France, Ireland, Liechtenstein, Luxemburg, Norway, United Kingdom, Switzerland;
  - b) Mobility Grant equal to **€250.00 a month** for the following destinations: Belgium, Bulgaria, Cyprus, Croatia, Estonia, former Yugoslav Republic of Macedonia, Germany, Greece, Iceland, Latvia, Lithuania, Luxemburg, Malta, Netherlands, Poland, Portugal, Czech Republic, Romania, Slovakia, Slovenia, Spain, Hungary.

To be able to benefit from the mobility grant it is necessary to sign, before departing, the Grant Agreement through the International Office – Mobility Unit and comply with the points outlined in section 4.4.

2. **Additional funding to the mobility grant**, funded by various sources, including: Università di Padova, 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 of the University, based on merit (defined in the list of students for the regional study scholarship) and the ISEE/ISEU declaration.

### NOTICE

From the a.y. 2018/19, according to MIUR guidelines, **the University of Padova has increased the additional funding** for mobility, that range **from a minimum of €150 monthly to a maximum of €550 monthly**, for a period of mobility no longer than 10 months.

The limit of the **ISEE/ISEU** value was raised **up to €50,000**.

Furthermore, a pre-payment of half of the total value is provided at the start of mobility, as indicated in point 4.7.

In order to be able to benefit from such funding, students must:

- a) submit to the Student Service Office: the application for regional study scholarship and/or the ISEE declaration (**up to €50,000**), for the academic year 2019/2020, **between 9th and 22nd July 2019**. For more information refer to the Student Service Office, Via Portello, 25-31 – 35129 Padova – Call Centre Tel. 049 827 3131, <http://www.unipd.it/diritto-studio>.

### ATTENTION

In order to be able to benefit from the additional funding, all students with an ISSE/ISEU less than €50,000, must submit the ISEE/ISEU declaration on Uniweb, before the normal deadlines, **between 9th and 22nd July 2019**. This deadline applies to both first semester and second semester mobilities.

Students are strongly recommended to refer to Caf for the ISEE/ISEU declaration well in advance, therefore from the end of February 2019.

If the mobility place is assigned after June (i.e. reserve places), there is a delayed deadline for students applying for this funding.

- b) sign, before the departure, the Grant Agreement through the International Office – Mobility Unit and comply with the points outlined in the sections 4.4 and 4.6.

Students from the second-year “*fuori corso*” will not receive any additional funding.

The abovementioned availability of funds can vary year on year. A purely indicative table shows the additional funding alongside the monthly amounts for the Erasmus grant for the year 2018/2019 (see: ‘useful documents’: Additional funding to the Erasmus grant).

In the event of significant variation, the administration will publish new figures on the page: <http://www.unipd.it/erasmus-studio>

3. **Contributions for travel expenses:** this is an all-encompassing contribution that is provided exclusively in flat-rate measures, the calculation of which is based on the geographic area of the destination; to be able to benefit from these supplements students must sign the Grant Agreement through the International Office before departing, as well as comply with the points outlined in section 4.4.

To be able to receive all the planned financial contributions one must complete all the end-of-mobility procedures set out in section 4.6.

### **ATTENTION**

Students that do not manage to achieve at least 9 CFU will, as a result, be recognised as 'zero-grant' and will be asked for the reimbursement of any sums already given and will forfeit those not already issued.

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. Particular situations will be assessed the *Commissione del Diritto allo Studio*.

For disabled students, specific contributions are provided based on the National Erasmus+ Agency indications.

All students that successfully gain an Erasmus place **must** still continue to pay their fees to the Università di Padova even during their period of mobility and *they are exempt from paying the fees of the partner university abroad* (apart from some contributions for services that are sometimes required, particularly in Germany). They will continue to benefit from any study scholarships from which they benefit, as long as they are **not** financed with European funds.

Students that have already benefitted in the past from a LLP/Erasmus/Erasmus+ for studies period of mobility within the same cycle can benefit from the Erasmus+ grant only according to the community funds available.

## **2. ADMISSION PRE-REQUISITES AND APPLICATION PROCEDURE**

### **2.1 Admission Pre-requisites**

- 1) **Students must be registered at the Università degli Studi di Padova** in a degree course (ex DM 509/99 o 270/2004), bachelor's course, master's course, single-cycle master's course, doctorate<sup>6</sup>, or specialization course<sup>7</sup> (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; (availability laid out in point 4)

**ATTENTION: It is not possible to graduate before having finished the period of study abroad.**

N.B.: Non-EU citizens, other than being properly registered at the Università degli Studi di Padova, must also be in possession of a residency permit. 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).

<sup>6</sup> Doctoral students who are granted an Erasmus for studies place and are in their third year of study must finish their mobility period by 31/12/2018.

<sup>7</sup> Specialist students may only apply in the first three years of enrolment.

**IMPORTANT:** 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<sup>8</sup>. **The period of study abroad can only take place after the enrollment 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.

- 2) Students must not take advantage of other financial grants from the European Union at the same time (a.y. 2019/2020) as the study abroad period
- 3) One must respect the following additional criteria, relative to meeting a minimum credit threshold for students in bachelor's and single-cycle master's courses (e.g. architecture, medicine and surgery, veterinary medicine, pharmacy, law etc.):

a) STUDENTS who are in their **FIRST YEAR** in the academic year 2018/2019 :

a.1) for the first call (deadline: 16/01/2019 13:00): all first year-students can apply, unless there are specific restrictions laid out by their School or Department;

a.2) for the second call (deadline: 10/04/2019 13:00): one must have achieved **at least 15 (registered) credits at the time of applying**, unless there are specific restrictions laid out by their School or Department.

It is necessary for all first-year students to have achieved **at least 40 (registered) credits before the departure**, without which the mobility cannot take place.

b)- For students in all other years: it is necessary to have gained **40 registered credits** on Uniweb at the time of application.

**Attention: Students enrolled on specialist, master's and doctoral courses automatically satisfy this requirement, having already completed the bachelor's and/or master's degree.**

- 4) Linguistic knowledge in the destination country (see the appropriate section)

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 International Office/Erasmus within Schools/Departments:

<http://www.unipd.it/erasmus-studio>

## 2.2 Linguistic pre-requisites

According to the provisions of the European Commission's 'Guide to the Erasmus+ Programme'<sup>9</sup>, it is recommended to have an **adequate** knowledge of **the host country's language**, and it is a preferential requirement in order to participate in the Erasmus+ mobility.

For countries in Northern Europe, (Belgium – Flemish area, Denmark, Finland, Norway, Holland, Switzerland) and those of minority languages (Bulgaria, Croatia, Estonia, Greece, Latvia, Lithuania, Poland, Czech Republic, Slovak Republic, Romania, Slovenia, Hungary) **ENGLISH** is considered the vehicular language.

Even if it is not expressly required at the time of application, it is a good idea for the student to depart with a linguistic knowledge of at least B1 – the threshold level<sup>10</sup>.

Since the linguistic knowledge of the destination country is one of the selection criteria, it is strongly recommended that you attach to your application any language certification you have in your possession<sup>11</sup>.

<sup>8</sup> It is recommended therefore to give preference to destinations where grants are available for semester-long durations (3-6 months), to take advantage of in the second semester.

<sup>9</sup> <http://www.erasmusplus.it/>

<sup>10</sup> Self-evaluation grid from The Common European Framework of Reference for Languages, link: [www.unipd.it/en/erasmus-studies-out](http://www.unipd.it/en/erasmus-studies-out)



**ATTENTION:** For many destinations it is now a specific **request/necessity** to have a good (certified) knowledge of the language (without which the mobility cannot take place); in many cases this is requested at the time of submission of the application form, therefore a few months before the departure. **The student is required to carefully check the online information of the universities abroad regarding the specific language requirements**, the information in the list of university destinations is purely indicative.

All successful students are offered the chance to attend a free language course with the university's Language Centre (CLA) or other facilities according to the terms laid out in the page: [www.unipd.it/en/erasmus-studies-out](http://www.unipd.it/en/erasmus-studies-out) as well as to follow a free online course provided by the European Commission for English, French, German, Spanish, Portuguese, and a number of other languages.

Successful students who require an **attestation of their level of language** can use the tests offered by the CLA or other facilities as indicated by the International Office, though in the case of requiring a **specific linguistic certification**, the student must independently provide this.

All successful students must sit an online test (from **OLS – Online Linguistic Support**) provided by the European Commission (see point 4.3).

### **2.3 Students with disabilities and learning difficulties**

Students with disabilities and learning difficulties (DSA) who intend to participate in the Erasmus+ programme can highlight this on Uniweb during the application submission process and refer themselves to the Student Service Office – Inclusion Unit, to be supported with the organisation of the international mobility: an informative meeting is provided every year.

The selection criteria is the same for all students. In regards to assessment criteria, students with disabilities assessed to be higher than 66% will be evaluated according to art. 14 DPCM 9th April 2001.

Students with disabilities who successfully gain the Erasmus grant can also receive a financial contribution that is additionally given, on assessment, by the National Erasmus+ Agency (Agenzia Nazionale Erasmus+). To make a request students should refer to the Student Service Office – Inclusion Unit, which, in collaboration with the International Office, will provide all the information and gather all the necessary documentation, according to the indications and deadlines regarding the distributions of community funds designated for students and academic staff with disabilities who are involved in the mobility, reachable through the Erasmus+ National Agency site.

**Incomplete applications will not be taken into consideration, nor those received after the deadlines.**

It is suggested that you advise yourself, in advance of the call's deadline, on the presence of adequate disability services at the chosen university abroad: for this you may request support from the Student Service Office – Inclusion Unit.

#### *Contacts:*

Student Service Office – Inclusion Unit

Via Portello, 23

35129 Padova

e-mail: [inclusionone.studenti@unipd.it](mailto:inclusionone.studenti@unipd.it)

tel. 049 8275038

fax 049 8275040

---

<sup>11</sup> Comparison table from The Common European Framework of Reference for Languages link: [www.unipd.it/en/erasmus-studies-out](http://www.unipd.it/en/erasmus-studies-out)

## 2.4 List of destinations and mobility places: choice of destinations

The Università di Padova has arranged mobility exchanges with around 572 universities abroad in 28 European countries and EFTA/SEE countries.

**ATTENTION:** 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 and by the Erasmus Charter for Higher Education (ECHE) of the partner universities; 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 can choose destinations depending on their respective School and the number of choices can vary between one and three, based on the indications given by the School or Department; some destinations are available only for certain courses of study.

The complete list of exchanges in which the Università di Padova participates is available in the section "Apply to Erasmus" on the following webpage:

[www.unipd.it/en/erasmus-studies-out](http://www.unipd.it/en/erasmus-studies-out)

The list also makes up an integral part of the Call.

### **ATTENTION**

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.

It is useful at this point in the process (choice of destination) to go and speak with your Academic Coordinator.

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 only by filling in the form available through the International Office/Erasmus at Schools/Department.

## 2.5 Applying for an Erasmus+ for studies place

Students that want to apply for an Erasmus+ for studies place must consult (in advance) the list of available destinations and the pre-requisites of admission, as well as selection criteria defined by the School or Department for their course of study as published on the webpage: [www.unipd.it/en/erasmus-studies-out](http://www.unipd.it/en/erasmus-studies-out)

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

- 1) Proposal of activities to carry out abroad, with the appropriate original course names in the foreign language and with their relative credits and/or a letter from the thesis supervisor/internship tutor (COMPULSORY) using the form available on the site: <http://www.unipd.it/en/erasmus-studies-out>
- 2) A complete and legible copy (front and back) of a valid identity document, or for non-EU citizens, a copy of a residency permit (COMPULSORY);
- 3) Certificates of linguistic knowledge or self-certification attesting the mark of the language exam taken in an institution other than the Università di Padova;
- 4) Self-certification attesting the mark and name of any exam taken in a foreign institution.

Students who wish to take part in the Erasmus+ for studies programme must submit their application **through Uniweb, BY AND ABSOLUTELY NO LATER THAN 16TH JANUARY 2019 AT 13:00.**

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.

More precise instructions on the procedure are available at the following link: <http://www.unipd.it/en/erasmus-studies-out> > Applying to Erasmus).

For all the initial phases of the application on Uniweb, the helpdesk service is available (during working days): **domanda.erasmus@unipd.it**

### **3. Selection procedures, lists of successful students, accepting, declining and reserve places**

#### **3.1 Selection criteria and assignment of Erasmus places**

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 30/11/2018 for the first call, and by the date of submission of the application for the second call, unless indicated otherwise by the School or Department;
- linguistic knowledge of the host country's language, assessed through the submitted certificate.

In the list of successful students, priority will be given to those who have not previously taken part in the Erasmus programme.

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

#### **3.2 Lists of successful students, accepting the place and date of departure**

**The lists of successful students** relative to single destinations will be published from **Thursday 14th February 2019 EXCLUSIVELY** through the International Office/Erasmus within Schools/Departments and on the webpage:

<http://www.unipd.it/en/erasmus-studies/out>

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

For help with all the stages of accepting the place on Uniweb, the *helpdesk* service is available (working days): **domanda.erasmus@unipd.it**

*Successful students* must declare that they are accepting their place from **14TH FEBRUARY AND NO LATER THAN 19TH FEBRUARY 2019 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](mailto:name.surname@studenti.unipd.it)).

In the event of errors in the publication and/or the delay in the sending of the lists to the office, there will be possible variations to the aforementioned dates and the successful students will be able to accept the grant in a subsequent period.

**IMPORTANT NOTICE** Please note that after the deadline it will not be possible to accept the mobility place.

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.

Students that renounce their place will no longer be able to take part in the Erasmus+ Programme for the academic year 2019/2020.

The lists of successful students remain valid until 01/10/2019.

**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 International Office/Erasmus 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 International Office page ([www.unipd.it/relint](http://www.unipd.it/relint)), selecting the relative mobility for the a.y. 2019/20 and the heading "Change Semester". Students must also inform their Academic Coordinator and the hosting institution.

For students who are granted an annual exchange (for example, nine months or more) in which the date of departure is fixed or moved to the second semester, the exchange is automatically reduced so as to cover only the period of lessons and exams (generally the end of July). It is not possible to automatically shorten the period for students who carry out thesis or internship work.

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.**

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

### 3.3 Reserve places

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 **21ST FEBRUARY 2019 EXCLUSIVELY** through the International Office/Erasmus within Schools/Departments and on the following page:

<http://www.unipd.it/en/erasmus-studies/out>

This will be the only mode of publication. There will not be any personally written or verbal communications with students.

*Students with reserve places* must declare between **21ST FEBRUARY AND 22ND FEBRUARY 2019 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](mailto:name.surname@studenti.unipd.it)) in order to confirm.

**IMPORTANT NOTICE**, keep in mind that after this deadline it is not possible to accept the place. For reserve-place students the same procedures outlined in paragraphs 3.2 are also valid.

Students that renounce their place will no longer be able to take part in the Erasmus+ for studies programme for the academic year 2019/2020.

### 3.4 Second call: remaining places after the first call

On **19TH MARCH 2019** a list of remaining vacant places will be published on the site: <http://www.unipd.it/en/erasmus-studies/out> and through the International Office/Erasmus within Schools/Departments. This will take place after the process of accepting places and after the subentries into the second call, which will be available to take advantage of, preferably in the second semester. This is because the departures in the first semester are subordinate to the deadlines given by the universities abroad, taking into account the fact that the nominations

procedure can only take place after all places, both those initially successful and those of sub-entry, have been accepted or renounced.

**For students interested in applying in this second allocation of places, the same rules given in the previous sections still apply.**

**Students who have accepted or renounced places in the first call are not able to apply for places in the second call.**

Students must apply **exclusively through Uniweb BY AND ABSOLUTELY NO LATER THAN 10th APRIL 2019 AT 13:00.**

After the definite 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 help with all stages of the application on Uniweb, the *helpdesk* service is available (during working days): [domanda.erasmus@unipd.it](mailto:domanda.erasmus@unipd.it)

**The lists of successful students** relative to single destinations will be published after the **7TH MAY 2019 EXCLUSIVELY** through the International Office/Erasmus within Schools/Departments and on the following page:

<http://www.unipd.it/en/erasmus-studies/out>

This will be the only mode of publication. There will not be any personally written or verbal communications with students.

In the event of publication errors and/or delay in the sending of the lists to the office, there may be some variations and the students will be able to accept their exchange in a subsequent period.

*Successful students* must declare between **7TH MAY and 10TH MAY 2019 AT 13:00** to have accepted their mobility place, confirming this **ONLY** online through **Uniweb**. After accepting the place an automated email will be sent to the student's university account ([name.surname@studenti.unipd.it](mailto:name.surname@studenti.unipd.it)).

**IMPORTANT NOTICE**, keep in mind that after this deadline it will not be possible to accept the mobility place.

*In the event that the place is not accepted within the given deadlines, the student will be considered 'rejected' and the place will be assigned to the next person in line on the list of students or remain unassigned.*

The nominations of any **reserve students** will be published after **13TH MAY 2019 EXCLUSIVELY** through the International Office/Erasmus within Schools/Departments and on the following page:

<http://www.unipd.it/en/erasmus-studies/out>

This will be the **only mode of publication**. There will not be any personally written or verbal communications with students.

*Reserve students* must declare between **13TH MAY and 15TH MAY 2019 13:00** to accept their mobility place, confirming this **ONLY** online through **UNIWEB**. After having accepted the place an automated email confirmation will be sent to the student's university email address ([name.surname@studenti.unipd.it](mailto:name.surname@studenti.unipd.it)).

**IMPORTANT NOTICE**, keep in mind that after this deadline it will no longer be possible to accept the mobility place.

*In the event that the place is not accepted within the deadlines given, the student will be considered 'rejected' and the place will be assigned to the next student in line on the list or remain unassigned.*

For help with all stages of the application on Uniweb, the *helpdesk* service is available (during working days): [domanda.erasmus@unipd.it](mailto:domanda.erasmus@unipd.it)

**N.B.** The lists of successful students are considered valid to cover any remaining places that are renounced by initially successful students up until 01/10/2019.

### 3.5 Declining the place

Students that decide to renounce their Erasmus 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](http://www.unipd.it/erasmus-studio) section: 'Accettazione e rinuncia posto Erasmus':

- **by 15 July 2019** for departures in the first semester
- **by 15th November 2019** for departures in the second semester

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

- the International Office/Erasmus within Schools/Departments;
- their Academic Coordinator;
- the university abroad

## 4. Procedures for successful students

The procedures for successful students could undergo various changes from those outlined in this Call, based on the new procedures implemented by the European Commission and/or the National Erasmus+ Agency.

### 4.1 Registering at the university abroad (application form)

It is the student's responsibility to check the website of the partner university, available through the links found at: <http://www.unipd.it/en/erasmus-studies-out> and to gather all the necessary information relative to deadlines and procedures regarding:

- a) The Application Form (form to enrol as an Erasmus student at the partner university);
- b) The *Learning Agreement* (list of activities to carry out abroad): using the format given on Uniweb (see section 4.2);
- c) The Accommodation Form (form to apply for accommodation, where available);
- d) Attestation or certification of linguistic knowledge.

It is necessary to fill out and send the forms abroad: **pay close attention to the deadlines set out by the partner university**. In the event that the deadlines are not abided by, the university has the right to refuse a student.

### 4.2 Learning Agreement: completing on Uniweb

In accordance with community regulations, **ALL** Erasmus students must prepare, before the departure, the **Learning Agreement** which indicates both the activities that will be carried out abroad (Table A) as well as those carried out in Padova (Table B). The LA must be approved both by capable academic authorities and by the University abroad.

All successful students, after having accepted their place, must submit the Learning Agreement on Uniweb:

- **By 15th June 2019** for students departing in the **first semester**
- **From 1st August to 15th October 2019** for students departing in the **second semester**

Students that are going abroad to **complete thesis activities or doctorate work** must attach to their Learning Agreement on Uniweb a signed letter from their supervisor in Padova or tutor of their doctorate course, in which their supervisor/tutor abroad must also be named.

**Students are obliged to send their Learning Agreement, approved on Uniweb by their Academic Coordinator to the university abroad**, and then upload it counter-signed together with the Attendance Certificate to the reserved area of the International Office website ([www.unipd.it/relint](http://www.unipd.it/relint)), selecting the relative a.y. 2019/20 under the heading “Upload start-of-mobility documents”.

It is not possible to sign the Grant Agreement if the Learning Agreement has not been approved on Uniweb.

For instructions on how to complete the agreement, the documents to attach and on the procedures of approval and sending the form, one should refer to the section ‘Learning Agreement’ on the page:

<http://www.unipd.it/en/erasmus-studies-out>

### 4.3 Linguistic knowledge: language courses and OLS

All successful students must sit an online test (**Online Linguistic Support - OLS**) provided by the European Commission for the following languages: English, French, German, Spanish and, if requested by the university abroad, also: Czech, Danish, Greek, Portuguese, Polish, Dutch and Swedish, both of which take place before departure and after the return.

More information available on the page: <http://www.unipd.it/en/erasmus-studies-out>.

All successful students are also offered the chance to attend a **free language course** through the University Language Centre (Centro Linguistico di Ateneo) or other facilities according to other conditions which will be later be made known, published on the page: <http://www.unipd.it/erasmus-studio>. They can also follow a free online course, again provided by the European Commission for the following languages: English, French, German, Spanish and, if requested by the university abroad: Czech, Danish, Greek, Portuguese, Polish, Dutch and Swedish.

Students who require an **attestation of their linguistic level** can use the tests provided by CLA or other facilities as indicated by the International Office. In the event that it is necessary to have specific ‘linguistic specifications’ (for example; TOEFEL IELTS etc.) then the student must provide these independently.

### 4.4 Erasmus+ Grant Agreement

**Before** the departure students **must** sign the *Erasmus Grant Agreement* during the dates indicated by the International Office – Mobility Unit.

The student must book an appointment from June onwards to sign the Grant Agreement through the reserved area of the International Office website:

<http://www.unipd.it/relint>

Students must then come personally, equipped with an identity document (carta d’identità or passport), university badge, IBAN code (which must be provided on Uniweb before booking your appointment to sign the contract).

**ATTENTION:** students enrolled in the a.y. 2018/19 in their first year of Bachelor’s degree or of a single-cycle Master’s degree who are given a multi-functional badge, must activate Flash UP for studies. All information is available in the section “Flash UP for studies” on the page [www.unipd.it/cartaflash](http://www.unipd.it/cartaflash).

It is not possible to sign the Grant Agreement if the Learning Agreement is not approved on Uniweb.

**N.B.** Students enrolled in a **bachelor’s degree** that expect to **graduate before** the Erasmus departure date, to spend the first part of the **first year of their master’s degree**, can depart **only** after the **formal enrollment in the master’s degree**. **In the event that the formal registration has not taken place it will be necessary to move the departure from the first to the second semester.**

Students enrolled in the academic year 2018/2019 in the first year of a bachelor's degree, or single-cycle master's degree can sign the Grant Agreement only if they have **at least 40 credits registered on Uniweb**.

#### 4.5 Healthcare and insurance

For **health insurance cover** during the mobility in countries outside of the EU, Iceland, Liechtenstein, Norway it is generally sufficient to bring with you your EHIC card, issued by the Ministry of Health. For Croatia one must take out a private insurance (e.g. Europe Assistance etc.). **One should ask their Ulss/ASL for information.**

**Attention:** non-EU students registered to the SSN (National Health System) cannot use the EHIC in Iceland, Norway and Liechtenstein according to EC 859/2003. Students should in every case contact their Ulss/ASL

In the university fees students pay, an accident insurance and liability insurance is included, which is valid also for those who go abroad. For more information on insurance cover abroad, one can consult the university website: <http://www.unipd.it/target/studenti/segreteria-e-tasse>.

The abovementioned insurance regards only accidents that occur during educational activities and/or those of internship work. It is therefore advisable to take out a private insurance which covers accidents unrelated to study activities.

It does not cover claims related to medical practice or healthcare systems. Therefore, students of medical areas will be independently responsible for the procurement of such insurances.

#### 4.6 End of mobility documents

Within ten days after the end of the Erasmus period one must book an appointment online through the reserved area of the International Office ([www.unipd.it/relint](http://www.unipd.it/relint), selecting the a.y. 2019/20) and bring with them the following **original** documentation:

- 1) original **Attendance Certificate**, the official declaration issued by the university abroad attesting the exact dates (day/month/year) of the start and end of the Erasmus mobility (N.B. the date of issue must not be more than 7 days prior to the end of residency date). The certificate issued by the International Office at the time of signing the Grant Agreement, but it can also be reissued directly by the institution abroad on headed paper, originally dated, signed and stamped. One should remember that the failure to submit these documents of mobility will result in cancellation of the Erasmus status and the complete reimbursement of the Erasmus Grant and any additional funding already received.
- 2) the original **Transcript of Records**, which is the certificate attesting the exams (with a successful result) taken abroad; in the event that the student carried out thesis work, the Transcript of Records can be substituted by a '*Short evaluation report for thesis work*', meaning a letter on headed paper, signed and stamped by the supervisor abroad who has followed the student, naming the activities carried out and any credits gained (the fac-simile is available for download on the site: <http://www.unipd.it/en/erasmus-studies-out>). Any internship carried out alongside the exams and/or the thesis research, if NOT mentioned in the Transcript of Records, must be certified by adequate, official documentation, issued by the hosting university. Students should remember that with any internship work, study activities must also be attested. In the event that the Transcript of Records is not available when the student departs to return to Italy, one must request the sending of the ORIGINAL document, as soon as it is available, directly to the International Office – Mobility Unit: Università degli Studi di Padova, Via VIII Febbraio 2, 35122 – Padova, Italy.

Other than the documentation indicated by points 1 and 2, the student is required to:

- a) sit the end of mobility **OLS language test**
- b) only in the event that the initial Learning Agreement has been modified: attach the final Learning Agreement, signed by the institution abroad, in the reserved area of the International Office ([www.unipd.it/relint](http://www.unipd.it/relint), selecting the a.y. 2019/20)
- c) fill out, after the documentation has been sent, the online **EU Survey**, provided by the European Commission.



The completion of this questionnaire and the test are considered formal requirements to gain the eventual balance of the Erasmus grant. Failure to complete them will lead to the reimbursement of either a percentage of, or the entire grant already issued.

- d) Recognise the activities carried out abroad (including thesis work) within 15 days from the receipt of the protected Transcript of Records from the International Office in Padova, according to point 4.8. Once the activities are recognised on Uniweb, the balance of the Erasmus Grant and any additional funding will be paid. Failure to complete the recognition process within the deadlines will lead to the complete reimbursement of any funds already paid.

## IMPORTANT

Students that do not achieve at least 9 CFU during their course of study abroad will receive a zero-grant status, they will be asked to reimburse any sums already issued and any other supplements will be cancelled.

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 excluded from this rule. Particular situations will be taken into account by the *Commissione per il Diritto allo Studio*.

## 4.7 Erasmus+ Grant 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 Erasmus mobility grant 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.

**ATTENTION:** students enrolled in the a.y. 2018/19 in their first year of Bachelor's degree or of a single-cycle Master's degree who are given a multi-functional badge, must activate Flash UP for studies. All information is available in the section "Flash UP for studies" on the page [www.unipd.it/cartaflash](http://www.unipd.it/cartaflash).

The payment of the grant generally takes place in two stages: the first about two months after the sending of the certificate of arrival, the taking of the OLS test and the sending of the signed Learning Agreement by the partner university; the second arrives after the end of the Erasmus period and only after the verification of the correct and complete sending of the end of mobility documents.

Additional funding will be paid by the International Office – Mobility Unit to students who submitted the ISEE/ISEU declaration or the application for the regional scholarship by 22nd July 2019. 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 (which must be **completed by and no later than 31st October 2020**).

Students from the second-year "*fuori corso*" will not receive any additional funding.

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

## 4.8 Recognition of activities carried out abroad

Only after the International Office – Mobility Unit has received all of the end-of mobility-documents indicated in section 4.6, will the student be able to register the activities carried out abroad.

For the recognition of the activities carried out abroad the student must attach to the Learning Agreement (approved on Uniweb) the following documents **within 15 days** of receiving them:

- 1) Scan in PDF form of the Transcript of Records and/or letter on thesis and/or internship work issued by the International Office – Mobility Unit (COMPULSORY);
- 2) Proposal of credits to be recognised by the Academic Coordinator in Padova, only in the case of thesis work, where the supervisor is different from the professor that carries out the recognition.

**ATTENTION: the registration of thesis work is also compulsory at the end of the mobility period.**

**Only activities submitted in the approved Learning Agreement can be recognised on Uniweb.**

In the event that the student does not pass some of the activities given in the Learning Agreement or the activities are worded differently than they are in the Transcript of Records, the student must submit a *redefined Learning Agreement* that contains only the activities that were passed with success, and that appear as they do in the Transcript of Records. This *redefined Learning Agreement*, after the period of mobility, must be approved by the Academic Coordinator in Padova but not by the university abroad.

For the procedure for recognising activities abroad, one should consult the pages of International Office/Erasmus within Schools/Departments, available on the site:  
<http://www.unipd.it/en/erasmus-studies/out>

The recognition of activities must be completed **by and no later than 31st October 2020**.

## **5. FINAL PROVISIONS**

**N.B. ALL ACTIVITIES AND RELATIVE FINANCES PROVIDED BY THE PRESENT CALL ARE SUBORDINATE TO THE ERASMUS+ FOR STUDIES GRANT AGREEMENT – KA103 - A.A. 2019/20 BETWEEN THE NATIONAL ERASMUS+ AGENCY INDIRE AND THE UNIVERSITÀ DEGLI STUDI DI PADOVA, THEREFORE THE CURRENT CALL IS TO BE CONSIDERED SUBJECT TO CHANGE.**

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 Erasmus Services in University Schools, on the webpage:

<http://www.unipd.it/en/erasmus-studies/out>

### **INTERNATIONAL OFFICE – Mobility Unit**

Palazzo Bo, via VIII Febbraio 2 - 35122 PADOVA

Tel. 049.827 3061 - Fax 049.827 3060

e-mail: [erasmus@unipd.it](mailto:erasmus@unipd.it)

Openin hours:

Monday, Wednesday e Friday 10-13, Tuesday 10-13 and 15-16,30, Thursday 10-15.