



UNIVERSITÀ
DEGLI STUDI
DI PADOVA



Erasmus+

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 BEYOND EUROPE CALL

Academic Year 2021/22-22/23

First call

Application Submission Deadline:
Thursday 13th January 2022 at 13:00

Second Call

Application Submission Deadline for Vacant Places:
Wednesday 30th March 2022 at 13:00

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Before the departure: <https://www.unipd.it/prima-partire-lerasmus>

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List of documents available at www.unipd.it/erasmus-studio

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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 2020¹.

The **Erasmus+ for studies beyond Europe mobility programme** (Key Action 1) regards student mobility and allows students to spend a period of study at one of the non-EU universities linked to the Università degli Studi di Padova.

The Erasmus+ programme and the present call refer to the rules and conditions provided by the Erasmus programme guide².

The Erasmus+ programme (14-20) allows a mobility period of up to a maximum of 12 months for each study cycle (1st cycle: Bachelor's, 2nd cycle: Master's, 3rd cycle: doctorate).

The student in mobility receives a financial contribution, has the chance to attend courses and benefit from the available facilities at the Hosting Institution without having to pay fees, with the guarantee of the **full recognition of the educational activities carried out abroad** (with a successful result), as long as they are approved in the Learning Agreement.

1.2 Erasmus+ for studies

The present Call regulates the activities of **Erasmus+ for studies**, which allows university students enrolled at least in the second year of higher education studies to spend a period of study (between 3 and 12 months) at a higher education institution in one of the Partner countries UNIPD has an agreement with. 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 2021/22 and 22/23, it is possible to participate in the Erasmus+ for studies programme in the universities mentioned in the destination list.

ACTIVITIES ABROAD.

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

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 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.

¹ 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

² https://ec.europa.eu/programmes/erasmus-plus/resources/programme-guide_en

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 about grade conversion (15/12/2020) and the ECTS guide (version 2012)³.

1.3 Erasmus+ for traineeship

The relative calls for the Erasmus+ for traineeship (traineeship/internship activity only), at the University of Padua, **are managed** by the Career Service, for more information: <http://www.unipd.it/servizi/esperienze-internazionali/stage-tirocini-allestero?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 universities.

The period of mobility can take place from 1st July 2021 and must be terminated by **31st July 2022 for the Call 2019 (Project A)** and **31st July 2023 for Call 2020 (Project B)**.

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**.

ATTENTION

Although the period is calculated in months, the scholarship will instead be calculated in days using the 360-day business year; therefore, each month, regardless of its length, will be considered 30 days. For any calculation examples please refer to the specific page of the site.

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)⁴

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.

Students enrolled in single-cycle degree courses can carry out a mobility up to a maximum of 24 months within the cycle, but up to a maximum of 12 months per announcement. **It is possible to carry out different mobility periods only in different academic years up to a maximum of 12 months in total.**

³ 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: <https://www.unipd.it/verbalisenato-accademico>; new ECTS Guide (2012 version) available at: <http://ec.europa.eu/education/ects/users-guide/en.htm>

⁴ The single cycle degrees match with the first or second cycle on the basis of the student enrollment year.

NOTICE

In the event of being awarded a grant for Erasmus+ for studies Europe or Traineeship 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 previous editions of the Programme 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).

For those who intend to request the additional semester, it is not possible to carry out the mobility in the academic year of the first "fuori corso" enrollment.

1.6 Contributions and financial benefits

The Erasmus mobility grants should be considered rather as a contribution to the major expenses linked to living abroad.

There are three types of contributions and economic benefits:

1. **Mobility grant** (Erasmus Grant as it is known) of 700 euros per month.

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

2. **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;

Km	Contribution
0-99	20 Euros per participant
100-499	180 Euros per participant
500-1999	275 Euros per participant
2000-2999	360 Euros per participant
3000-3999	530 Euros per participant
4000-7999	820 Euros per participant
8000+	1500 Euros per participant

Please note: by "kilometric range" we mean the distance between the place of origin and the place of destination, while the "amount" is intended to cover travel expenses both to and from the place of destination.

3. **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.

For more information and updates on the new amounts visit: <http://www.unipd.it/erasmus-studio>

In order to benefit from these integrations 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 22/07/2022.
- b) Fill in the Request for Benefits in Uniweb, available from the beginning of July, no later than 22/07/2022.

For information contact the Student Services Office, Via Portello, 25-31 - 35129 Padova - Call Centre Tel. 049 8273131, <http://www.unipd.it/diritto-studio>;

Students enrolled no later than the first year fuori corso can benefit from the integrations.

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 (<https://www.unipd.it/prima-partire-lerasmus>).

ATTENTION

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. 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.

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 Erasmus (or any of its previous programmes) 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, doctorate⁵, or specialization course⁶ (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)

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 study⁷. **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.

Non-EU citizens, other than being properly registered at the Università degli Studi di Padova, 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

⁵ Doctoral students who are granted an Erasmus for studies place and are in their third year of study must finish their mobility period by 31/12/2022.

⁶ Specialist students may only apply in the first three years of enrolment.

⁷ 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.

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.

ATTENTION

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

- 2) Students must not take advantage of other financial grants from the European Union at the same time (a.y. 2022/2023) as the study abroad period
- 3) One must respect the following additional criteria, relative to meeting a minimum credit threshold:

- a) STUDENTS who are in their FIRST YEAR in the academic year 2021/2022 :

one must have achieved **at least 15 (registered) credits at the time of applying to the the second call**, 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.

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 gained **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.

- 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 Mobility Unit Desks 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’⁸, 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 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.** 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 level⁹.

Since knowledge of the language of the destination country is one of the selection criteria, it is strongly recommended that you attach your language documentation to the application.

⁸ <http://www.erasmusplus.it/>

⁹ Self-evaluation grid from The Common European Framework of Reference for Languages, link: www.unipd.it/en/erasmus-studies-out

Selected students are offered the possibility to attend a free language course at the CLA or other structures identified by the University according to the modalities that will be announced later and published at <http://www.unipd.it/erasmus-studio> and to follow a free online course also provided by the European Commission for different languages.

Selected students who need a language level certificate can use the language tests offered by the CLA or other structures indicated. If specific "language certifications" are required, students must make their own arrangements.

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.

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 Projects and Mobility 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 (<http://www.erasmusplus.it/universita/partecipanti-con-bisogni-speciali>).

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.

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

Contacts:

Student Service Office – Inclusion Unit
Via Portello, 23
35129 Padova
e-mail: inclusionone.studenti@unipd.it
tel. 049 8275038

2.4 List of destinations and mobility places: choice of destinations

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; 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

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 could be useful in this phase to talk also with the Departmental Coordinator for the host institution.

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.

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.

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) Certificates of linguistic knowledge or self-certification attesting the mark of the language exam taken in an institution other than the Università di Padova;
- 3) 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, from 2nd December and BY AND ABSOLUTELY NO LATER THAN 13TH JANUARY 2022 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 and hours, mon-fri from 9 to 15): domanda.erasmus@unipd.it

ATTENTION

Destinations will appear on both the destination list and Uniweb separated according to the funding project (Project A or Project B) and will only partially coincide. Therefore, it is recommended to check both lists.

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 30/11/2021 of the application for the first call, and by 30/03/2022 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.

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 10th February 2022** EXCLUSIVELY 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.

Successful students must declare that they are accepting their place from **10th February AND NO LATER THAN 15TH FEBRUARY 2021 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).

ATTENTION

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 2022/2023.

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/reliint), selecting the relative mobility for the a.y. 2022/23 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**.

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).

ATTENTION

Since the academic calendars of the partner universities differ significantly from the academic calendar of the University of Padua, it is advisable to schedule the departure in the first semester in order not to run into the impossibility of completing the planned teaching activities and the consequent reduction of the scholarship..

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 **17TH February 2022 EXCLUSIVELY** 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 **17TH February AND 18TH February 2022 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.

For reserve-place students the same procedures outlined in paragraphs 3.2 are also valid.

ATTENTION

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+ for studies programme for the academic year 2022/2023.

3.4 Second call: remaining places after the first call

On **8TH MARCH 2022** a list of remaining vacant places will be published on the site: <http://www.unipd.it/en/erasmus-studies/out> . Mobilities offered in this call can take place in the second semester ONLY.

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

ATTENTION

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 30th MARCH 2022 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 and hours, Mon-Fri 9-15): domanda.erasmus@unipd.it

The lists of successful students relative to single destinations will be published after the **28th APRIL 2022 EXCLUSIVELY** 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.

Successful students must declare between **28th APRIL and 3rd MAY 2022 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).

The nominations of any **reserve students** will be published after **4th MAY 2022 EXCLUSIVELY** 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 **4TH May and 5TH MAY 2022 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) .

ATTENTION

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.

The lists of successful students are considered valid to cover any remaining places that are renounced by initially successful students up until 01/10/2022. No places from the ranking lists will be assigned from 31/03/2022 (deadline for the second call) and 05/05/2022 (end of the acceptance period). According to the list of successful students, the available places will be assigned to the next student in line by and not later than 01/10/2020. Email Notifications will be sent to the reserve students' email address only. (name.surname@studenti.unipd.it) .

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 section: 'Accettazione e rinuncia posto Erasmus' **by 1st September 2022**

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

- 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.

All the steps that the selected students will have to take to realize the mobility are explained in detail in the Vademecum, in the website pages (<http://www.unipd.it/erasmus-studio>) and will be illustrated during the meetings for the selected students.

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.

4.1 Registering at the university abroad (application form)

It is the selected student's responsibility to check the website of the foreign host university and collect all the information regarding the deadlines and the Application procedures (registration at the foreign institution as an Erasmus student).

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.

It is always up to the selected student to inquire, well in advance, about the provisions for issuing an entry visa in the country of destination by contacting the relevant embassies.

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 2022** for students departing in the **first semester**
- **From 1st August to 15th October 2022** for students departing in the **second semester or** in any case **before the departure** for Project A students

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.

All versions of the Learning Agreement must be approved by both institutions and submitted to the Projects and Mobility Office - Mobility Sector as indicated.

For instructions on how to fill out the form, on the documentation to be attached and on the procedures for approving and sending the Learning Agreement signed by the foreign institution, please refer to the section "Learning Agreement" on the following page:

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

Failure to comply with the rules of the Learning Agreement will result in the automatic cancellation of the Erasmus status and the loss of the opportunity to participate in the program.

4.3 Linguistic knowledge

Departing Erasmus students are offered a free language preparation course at the University Language Centre or other locations according to the indications that will be provided later at the link: <http://www.unipd.it/erasmus-studio>.

Selected students will be able to take a language test at the CLA or other facilities indicated by the Mobility Unit before departure. The dates of the language tests will be announced at a later date and published at <http://www.unipd.it/erasmus-studio>.

4.4 Erasmus+ Grant Agreement

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

Since 2020, the grant agreements have been signed digitally. Selected students will receive instructions for booking and carrying out the signature to their institutional email address

It is not possible to sign the grant Agreement if the Learning Agreement has not been approved in Uniweb.

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 2020/2021 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** and have successfully passed the OFA. Mobilities are allowed from the second year onwards.

4.5 Healthcare and insurance

For health insurance coverage during the stay abroad in countries outside the European Union the European Health Insurance Card (TEAM) issued by the Ministry of Health is not sufficient. It is therefore necessary to ALWAYS activate a private insurance.

The fees paid by students also include accident and liability insurance, which is also valid for those who travel abroad. For more information on insurance coverage abroad, please consult the university website at: <http://www.unipd.it/assicurazione>.

The above-mentioned insurances cover only claims occurring during training and/or internship activities. It is therefore advisable to take out a private insurance to cover accidents not related to study activities. They also do not include coverage for claims related to the exercise of the medical profession and health facilities. Therefore, students in the health area will be responsible for finding such insurance independently.

4.6 End of mobility documents

At the end of the mobility period, the following documents must be handed in, according to the procedures indicated:

- 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 mobility date).

Students should remember that 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 of the bachelor's degree/master's degree/single cycle degree/phd cycle, 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.

The Transcript of Records can be sent digitally from the host institution to erasmus@unipd.it, mailed by the host institution to the Projects and Mobility Office, or delivered in original by the student.

- 3) Original Boarding passes to and from the host country.

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

- a) Submit any changes to the initial Learning Agreement.
- b) fill out, after the documentation has been sent, the online **EU Survey**, provided by the European Commission.

The completion of the questionnaire will be considered as an official request for the possible balance of the Erasmus grant. Failure to complete the questionnaire will result in the partial or total request of the grant already paid.

- c) Recognise the activities carried out abroad (including thesis work) within 15 days from the receipt of the protected Transcript of Records from the Projects and Mobility 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.

ATTENZIONE

Failure to return 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.

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. 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 want to receive the mobility contributions on the multi-functional badge, may activate yjeir Flash UP for studies. All information is available in the section "Flash UP for studies" on the page 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 Projects and Mobility Office – Mobility Unit to students who submitted the ISEE/ISEU declaration or the application for the regional scholarship by 22nd July 2021. ISEE certificate submitted after the 22nd July 2022 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 (which must be **completed by and no later than 31st October 2023**).

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 Projects and Mobility 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 Projects and Mobility 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 transcript of records issued by the host institution doesn't specify the ECTS grades (A-B-C-D-E) or the grades statical distribution, the ECTS tables published on the following site (<https://www.unipd.it/erasmus-studio>) are considered valid for the recognition.

For the procedure for recognising activities abroad, one should consult the pages of Mobility Unit Desks 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 2022**.

5. FINAL PROVISIONS

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>

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