



UNIVERSITÀ
DEGLI STUDI
DI PADOVA



AREA DIDATTICA E SERVIZI AGLI STUDENTI
INTERNATIONAL OFFICE

Prot. n.
Anno Tit. Cl. Fasc. All. n.

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 MOBILITY CALL BEYOND EUROPE

- **Mobilities in the Academic Year 2018/2019
Second semester**

Deadline to submit application:
Wednesday **16th January 2019** at **13:00**

- **Mobilities in the Academic Year 2019/2020**

First Call

Deadline to submit application:
Wednesday **16th January 2019** at **13.00**

Second Call

Deadline to submit application for vacant places:
Wednesday **10th April 2019** at **13.00**

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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 general objective of the Erasmus+ programme for 2020, 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: Mobility of individuals
- Key Action 2: cooperation for innovation and the exchange of good practices
- Key Action 3: support for policy 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 beyond Europe mobility programme Beyond Europe** (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 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.

The full recognition of the activities carried out is one of the commitments underlined by the University with their approval of the Erasmus Policy Statement (EPS), decided by the Senato Accademico on 06/05/2013.

1.2 Erasmus+ for studies mobility

This call regulates the activities for **Erasmus+ for studies beyond Europe mobility** which allows students to spend a period of study (between 3 and 12 months) at a higher education institution in one of the non-EU countries with which the Università di Padova has established an exchange agreement, offering the opportunity to attend courses, take exams, prepare theses and carry out internship work as long as it is preceded or followed by a study activity or laboratory/clinical research activity, in order to benefit from the university facilities and to gain a recognition of the activities carried out abroad without having to pay fees (fees to the student's Home Institution must still be paid however).

The exchange of students between partner institutions ('Erasmus Exchanges') is made possible through the presence of an inter-institutional agreement between the universities, coordinated from an educational point of view by an Academic Coordinator at our university, and a coordinator from the university abroad; each exchange provides a planned number available places.

For the a.y. 2019/2020 students can participate in the Erasmus+ programme at the universities named in the lists available for download at: www.unipd.it/en/eramus-studies-out

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

ACTIVITIES ABROAD:

Places are assigned exclusively for the following activities:

1. full-time study in the first, second or third cycle, including preparation of thesis work for a degree or doctorate course, which contributes to the achievement of a diploma or official degree;
2. periods of internship, within the framework of a period of study, based on the Learning Agreement and the following conditions:
 - a. the internship must be authorised and completed under the supervision of a supervisor from the same Host Institution. In the event that the internship is carried out, for example, in a hospital or a laboratory; in an institute or company external to the university abroad, the attestation of the period must still be issued by the same university;
 - b. the two activities of study and internship must be completed in a consecutive manner, in the same academic year and the same period of study (seminars, lessons, language exams) must be declared.

Internship activities by themselves are not permitted and cannot be recognised. Any funding given to the student will have to be reimbursed.

At the end of the mobility period, a **full recognition** of the activities is guaranteed as long as they have successful results and were previously agreed in the Learning Agreement, based on art. 19 of the Regolamento Didattico di Ateneo and the approval of the Erasmus Policy Statement (EPS), and as decided by the Senato Accademico in the recognition of activities carried out abroad (13/04/2015) and the new ECTS Guide (2012 version)².

1.3 Erasmus+ for traineeship mobility

The Erasmus+ for traineeship mobility (which comes from the previous LLP Erasmus Placement) allows students of higher education institutions to take part in an internship³ in a company, centre of 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 etc.); 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 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/erasmus-tirocinio>

1.4 Duration of mobility period 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 mobility periods can take place as follows:

- a) For destinations available only in the second semester of the a.y. 2018/2019: from 12th February to 31st July 2019;
- b) For destinations available in the a.y. 2019/2020: from 1st July 2019 to 31st July 2020.
ATTENTION: in exceptional cases it is possible to go to destinations in the second semester of the a.y. 2018/19 (from 12th February to 30th June 2019); in this case, successful students will be considered to be in mobility in the a.y. 2018/2019 and they will

² 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; new ECTS Guide (2012 version) available at: http://ec.europa.eu/education/ects/users-guide/_en.htm

³ 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 specific skills and a better comprehension of the socio-economic culture of the interested parties in the acquiring of work experience (Fonte: GU dell'Unione europea L. 327 24/11/2006).

have to therefore respect all deadlines relative to 2018/2019. The financial contributions (cfr. point 1.5) will however be defined according to those for a.y. 2019/2020. For successful students in mobility in 2019/20 whose date of departure is fixed in (or was moved to) the second semester, the mobility period will automatically be reduced so as to cover only the period of lessons and exams, without exceeding the end of the Erasmus year (31st July 2020).

The period of study abroad must last between a minimum of 3 months (it cannot be less than 90 days), up to a maximum of 12 months. Extensions/reductions are permitted, only for proven educational purposes and keeping in mind that the complete mobility at the Partner Institution must be **continuous and not fragmented**.

ATTENTION

Even if the *planned* mobility is calculated in months, the funding will be calculated in days, with the premise that a year is 360 days; therefore every month, independent from its length, will be considered to have 30 days. For examples on how the time is calculated students can refer to the page: <http://www.unipd.it/en/erasmus-studies-out>

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

For example: it is possible to do 6 months of Erasmus+ for studies in Europe, 2 months of Erasmus+ Traineeship in Europe and then 4 months of Erasmus+ Beyond Europe (= 12 months in total)

Within the study cycle it is therefore possible to combine different types of mobility (for studies and for traineeship in Europe and for studies Beyond Europe) up to a maximum of 12 months.

Students enrolled in single-cycle degree courses can carry out mobilities up to a maximum duration of 24 months within the cycle, but up to a maximum of 12 months within each call.

It is possible to carry out different mobility periods in different academic years up to a maximum total of 12 months.

In the event that a student is granted a place for Erasmus+ for studies and/or an Erasmus+ Traineeship in Europe in the same academic year, they will only be able to carry out ONE type of mobility and will therefore have to renounce the other.

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).

1.5 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** (or 'Erasmus Grant' as it is commonly known) funded by the European Commission, equal to:
 - a) For destinations available only in the second semester of the a.y. 2018/2019: **€650 a month**;
 - b) For destinations available in the a.y. 2019/2020: **€700 a month**.

In order to benefit from the Erasmus Grant, students must, before departing, sign the Grant Agreement according to the indications outlined by the International Office – Mobility Unit and comply with the points outlined in point 4.4.

Additional funding to the Erasmus Grant: a single contribution based on the distance between the Home University and the Host University (see the table below). In order to benefit from this contribution students must, before departing, sign the Grant Agreement according to the indications outlined by the International Office – Mobility Unit and comply with the points outlined in point 4.4.

- For destinations available only in the second semester of the a.y. 2018/2019:

Distance band	Amount
Between 100 and 499 km	€180 for participant
Between 500 and 1999 km	€275 for participant
Between 2000 and 2999 km	€360 for participant
Between 3000 and 3999 km	€530 for participant
Between 4000 and 7999 km	€820 for participant
8000 km or more	€1,100 for participant

- For destinations available in the a.y. 2019/2020:

Distance band	Amount
Between 0 and 99 km	€20 for participant
Between 100 and 499 km	€180 for participant
Between 500 and 1999 km	€275 for participant
Between 2000 and 2999 km	€360 for participant
Between 3000 and 3999 km	€530 for participant
Between 4000 and 7999 km	€820 for participant
8000 km or more	€1,500 for participant

Note: the term 'distance band' means the distance between the home country and the destination, while 'amount' refers to the cover provided for travel expenses.

- Additional funding**, funded by various sources, including: Università di Padova, European Commission, MIUR e Veneto Region. Such funding will be paid from time to time, based on the availability of funds and following precise rules established legally and by the decisions made by the Consiglio di Amministrazione of the University, based on merit in the list of students for the regional scholarship and on the ISEE/ISEU declaration.

NOTICE

From the a.y. 2018/2019, on the basis of ministerial indications⁴, the **Università di Padova increased the amount of funding** that runs **from a minimum of €150 a month to a maximum of €550 a month**, for a period of mobility that does not exceed 10 months.

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

Furthermore, there will be an advanced payment at the start of the mobility, of half of the total amount, as indicated in point 4.7.

In order to benefit from such payments, students must:

- submit their application for the regional scholarship or the ISEE declaration (**up to €50,000**), to the Student Service Office, for the a.y.2019/2020, between **9th to 22nd JULY 2019**

For more information students should refer to the Student Service Office, Via Portello, 25-31 - 35129 Padova - Call Centre Tel. 049 8273131, <http://www.unipd.it/diritto-studio>;

ATTENTION

In order to benefit from the payments, students departing both in the first and second semesters with an ISEE/ISEU **less than €50,000** must **submit the ISEE/ISEU declaration on Uniweb in advance of the normal deadlines and therefore between 9th and 22nd JULY 2019**

⁴ Ministerial decree n. 1047 on 29/12/2017

Students are highly recommended to refer to Caf for the submission of the ISEE/ISEU declaration, far in advance, therefore from February 2019.

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

b) sign, before departing, the Grant Agreement, according to the indications outlined by the International Office – Mobility Unit and adhere to the conditions outlined in points 4.4 and 4.6.

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

In order to benefit from all the funding mentioned, students must complete all of the end-of-mobility practices outlined in point 4.6.

ATTENTION

Students who do not gain at least 9 CFU in their mobility abroad will be considered “zero grant”, and will be asked to reimburse all funding received.

For students going abroad for thesis work or internships for which credits are not assigned, the credits that are registered will be taken into consideration.

Doctorate students are exempt from this rule. Particular situations will instead be assessed by the Commissione per il Diritto allo Studio.

Students with disabilities are provided with specific contributions based on the indications provided by the National Erasmus+ Agency.

All students that are assigned an ERASMUS place **must** continue to pay their fees to the Università di Padova, even during their mobility abroad and *they are then exempt from paying the fees of their Host University* (apart from some contributions that are sometimes requested). They can continue to benefit from any scholarships or national study grants for which they are usually eligible, as long as they are **not** financed by European funds.

Students that have already taken part in past mobilities with LLP/Erasmus and/or Erasmus+ for studies in Europe within the same study cycle can benefit from the Erasmus Grant, only in accordance with the funds available.

2. ADMISSION PRE-REQUISITES AND APPLICATION PROCEDURE

2.1 Admission pre-requisites

- 1) **students must be enrolled at the Università degli Studi di Padova** in a Bachelor’s or Master’s degree course, a single-cycle course, a doctorate⁵ or specialization course⁶ (excluding those of a medical area), a first or second level Master’s course, as long as the mobility takes place before the level is completed. Students enrolled in single courses cannot participate. Students must be enrolled at the time of submitting the application, and before the departure; they must be properly registered in the a.y. relevant to the mobility period and up to date with the payment of their fees.

ATTENTION: It is NOT possible to graduate before concluding the mobility period abroad.

Note: Non-EU citizens, other than being properly registered at the Università degli Studi di Padova, must also be in possession of a residence permit. They must keep in mind that, if they are granted a mobility place, their departure is always subject to the issuing of the appropriate visa for the destination (a process which must be carried out personally by the student, and well in advance of the departure date).

⁵ Doctoral students who are granted an Erasmus+ mobility place and are enrolled in their third year must complete their mobility by 31/12/2019.

⁶ Specialization students may only apply in the FIRST THREE YEARS of enrolment.

IMPORTANT: those enrolled in a **Bachelor's degree course** that want to **graduate before** the date of departure for the Erasmus mobility, who are therefore planning a mobility during the **first year of their Master's degree**, must prepare a proposal of activities to carry out abroad and a Learning Agreement relative to their Master's course⁷. **The period of study abroad can only take place after their formal enrolment in the Master's course.** At the time of departure they must therefore be enrolled in the Master's course, without which they will lose their Erasmus status. **It will eventually be necessary to postpone the departure from the first to the second semester.**

- 2) they must not benefit from any other funding financed by the EU while they are carrying out the mobility.
- 3) they must respect the following criteria, relative to the achievement of the **minimum threshold of credits** for students in Bachelor's or single cycle Master's degrees (for example Architecture, Medicine and Surgery, Veterinary Medicine, Pharmacy, Law etc.):

a) THOSE ENROLLED IN THE A.Y. 2018/2019 IN THEIR FIRST YEAR:

a.1) for the first call (deadline: 16/01/2019 at 13:00): all students in the first year can apply apart from where there are specific restrictions defined by the School or Department;

a.2) for the second call (deadline: 10/04/2019 at 13:00): students must have gained **at least 15 credits (registered on Uniweb) at the time of submitting the application**, apart from where there are specific restrictions defined by the School or Department.

b) for all students in the first year it is then necessary to gain **at least 40 credits (registered on Uniweb) before the departure**, without which they will not be able to depart.

For students enrolled in specialist, Master's or doctorate courses automatically satisfy this requirement, having completed the Bachelor's/Master's degree.

- 4) Linguistic knowledge of the destination country's language, or that outlined by the agreement with the Partner University (see point 2.2).

Other admission pre-requisites decided by Departments and Schools make up an integral part of the call and are published exclusively on the International Office/Erasmus within Schools/Departments pages:

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

2.2 Language pre-requisites

According to the regulations of the Erasmus+ Programme Guide from the European Commission⁸, students are recommended to have an **adequate** knowledge of the **destination country's language**, or of the one outlined in the agreement with the Partner University. This is a preferential pre-requisite in order to participate in the Erasmus+ mobility.

Even if it is not explicitly required at the time of application, students must have a linguistic level equal to that requested by the Host Institution (see the appropriate column in the list of destinations and in any case preferably at least B1 – threshold level⁹) without which the departure cannot take place.

Since the knowledge of the destination country's language is one of the selection criteria, it is highly recommended that students attach any language certifications they have¹⁰ to their application.

⁷ Students are advised to give preference to destinations where semester-long mobilities are provided (3-6 months), to make use of in the second semester.

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

¹⁰ Comparison table from The Common European Framework of Reference for Languages link: www.unipd.it/en/erasmus-studies-out

ATTENTION: *this type of mobility requires a good level of the language (certified; without which the departure may not be authorised) and in many cases the language pre-requisite is requested at the time of submission of the Application Form, therefore a few months before the departure. The student must carefully check the webpages of the Partner University where the language requirements are specified; the information in the lists is purely indicative.*

Students that are granted an Erasmus+ place and have a language level **lower than that requested** (the level declared in a certificate or achieved in the TALB1 exam taken at the university) **must** attend and take the **language test** at the University's Language Centre (CLA) or one of the other facilities indicated by the International Office – Mobility Unit **before their departure**.

The dates of the language proficiency tests will be published on the page <http://www.unipd.it/en/erasmus-studies-out>.

Students that have passed the TALB1 language exam at the l'Università di Padova for the destination language are exempt from sitting the test.

Students enrolled in courses of study that are taught in English are also exempt from sitting the test, if the language requirement is English B1.

All students are offered the chance to attend a free language course at the University's Language Centre (CLA), or another facility according to the formats that will be published on the page: <http://www.unipd.it/en/erasmus-studies-out>.

Students that are granted a mobility place and need a **declaration of their level of language** can use the tests offered by the CLA or other facilities indicated by the International Office – Mobility Unit. In the event that a **specific language certification** is required (for example TOEFEL, IELTS, etc.), students must independently provide this.

2.3 Students with disabilities and learning difficulties

Students with disabilities and learning difficulties 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 deadline.

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 Services Office

Inclusion Unit

Via Portello, 23

35129 Padova

e-mail: inclusione.studenti@unipd.it

tel. 049 8275038

fax 049 8275040

2.4 Destinations and mobility places : choice of destinations

All indications in this call and the numbers relative to mobility places are to be considered indicative and as **possibly subject to change** according to decisions made by the university abroad, decisions which cannot be anticipated at the time of publication of the call.

The departure of successful students is therefore always subject to the agreement of the Host University.

Students choose destinations according to their School or Department and the number of choices can vary between 1 and 3 based on availability and the indications given by the School/Department; some destinations are only available for certain courses of study.

The complete lists of possible exchanges are given in the section 'Apply to Erasmus' on the page:

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

and makes up an integral part of the call.

In the choice of destinations students are recommended to check the planned Erasmus period (second semester only for 2018/2019 or entire year for 2019/2020), looking also at the provided funding for each.

Students should then **carefully** check the educational courses on offer at the university abroad and of their compatibility with the students own study career, as well as language pre-requisites, deadlines for the Application Form, and any other documentation for entry and residency in the country; these issues can often prevent the departure from taking place.

In choosing the destination it is useful to speak to the 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 in Schools/Department. The departure will be subject to their enrolment in the Master's course.

2.5 Applying for an Erasmus+ for studies place

Students intending to apply for Erasmus+ for studies must check the list of destinations in advance, as well as any admission pre-requisites or selection criteria outlined by their School/Department, published on the page:

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

with their application they must attach, only in PDF format, the following documents:

- 1) Proposal of activities to be carried out abroad, giving the courses with their original name, in the foreign language and the relative number of credits and/or the letter from their supervisor for thesis work/internship activity (COMPULSORY attachment) using the form available on the page:

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

- 2) Legible copy (front and back) of a valid identity document, or a copy of the residence permit for non-EU citizens (COMPULSORY attachment);
- 3) Language certificates or self-certification, attesting the vote and exam taken in an institution other than the Università di Padova;
- 4) Self-certification attesting the vote and title of exams taken at a foreign university.

Students intending to take part in Erasmus+ for studies must submit their application **exclusively on Uniweb BY AND NO LATER THAN 13.00 ON 16TH JANUARY 2019**. Afterwards, a confirmation will be sent to their university email address (name.surname@studenti.unipd.it), to confirm that the application has been correctly submitted.

More precise instructions on the Uniweb procedure are available on the following webpage: <http://www.unipd.it/servizi/risorse-line/uniweb> >>> Manuali per studenti >>> Manuale studente - domanda Erasmus+.

For help with all aspects of the application procedure on Uniweb, during working days, the *helpdesk service* is available: **domanda.erasmus@unipd.it**

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

3.1 Selection criteria and assigning of places

The general criteria for the formulation of the lists of successful students are:

- similarity between the activities presented in the 'Proposal of activities to carry out abroad' with the student's study career, with the educational courses on offer at the Host University and with the duration of the relevant mobility period;
- weighted average and the number of credits gained by 30/11/2018 for the first call and by the application deadline for the second call, unless indicated otherwise by School/Department;
- linguistic knowledge of the destination country's language, assessed on the basis of submitted certificates.

In the list of successful students, priority will be given to those that have not already benefitted from Erasmus+ for studies programmes in the past.

Note: The selection criteria defined by Schools/Departments makes up an integral part of the call and are published on the page:

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

3.2 Lists of successful students, accepting place and date of departure

The **lists of successful students** relative to single exchanges will be published after **7th FEBRUARY 2019 EXCLUSIVELY** on the webpages for International Office/Erasmus within Schools/Departments:

<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 accept their place between 7TH FEBRUARY and 12TH FEBRUARY 2019 at 13:00, confirming ONLY online through **Uniweb**.

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 place 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 will remain valid until 01/10/2019.

Date of departure

At the time of accepting the offer, students will be asked to *precisely* indicate the starting day of the mobility period, which must be decided on the basis of the academic calendar of the Host Institution (start of courses, 'Welcome Week' etc.). The day indicated will be considered the **official Date of Departure** and will be used by the International Office/Erasmus in the School/Department when they send the '*nominations*' of students to the Host Universities.

Students that postpone their departure from the first to the second semester must go to the reserved area of the International Office page (<http://www.unipd.it/relint>) and select the relevant mobility period (2019/2020) and the heading 'Cambio semestre' from the menu 'Area Studenti Erasmus'. Students must also make their Academic Coordinator and Host University aware that they are changing semester.

Given that the academic calendars of the Partner Universities differ significantly from that of the Università di Padova, students are strongly advised to fix the departure in the first semester to avoid the possibility of not being able to carry out educational activities and reduction of the mobility/grant.

Once the departure has been fixed in the second semester it is not possible to bring it forward to the first.

After the period of accepting places, the International Office/Erasmus in the student's School or Department will organise informative meetings for successful students to give them practical information regarding the mobility period (see the dedicated webpages).

3.3 Reserve places

The free places that were not accepted by successful students will be assigned to those next in the list of students.

The nominations of reserve-place students will be published **after 14TH FEBRUARY 2019**, EXCLUSIVELY through the International Office/Erasmus in 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.

*Reserve place students must decide **between 14th FEBRUARY and 15th FEBRUARY at 13:00** whether they want to accept their place, confirming **ONLY** online through UNIWEB. After accepting the place they should receive a confirmation email to their University address (name.surname@studenti.unipd.it).*

IMPORTANT NOTICE

Students must remember that after this deadline it will not be possible to accept the mobility place.

For reserve place students the same procedures outlined in point 3.2 are still relevant.

In the event that the place is not accepted during the dates given, students will automatically be considered 'unsuccessful' and the place will be assigned to the next student on the list.

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

Only in the event that places in the 2019/2020 call are not all assigned, **remaining places** after the first selection can be assigned with a second call, the format for participating is given in the next section.

3.4 Second call: remaining places after the first call (destinations 2019/2020 only)

On **19th March 2019** a list of the places still remaining will be published on the page: www.unipd.it/en/erasmus-studies-out and through the International Office/Erasmus in Schools/Departments. This means that departures in the first semester will be subject to the deadlines at the university abroad, keeping in mind that the nomination from the Università di Padova can only take place after the end of the accepting phase of successful and reserve place students.

For students interested in applying in this second assigning of places, the same rules and procedures apply, as explained in the previous pages.

Students that have accepted or renounced their place in the first call cannot apply in the second call.

Students must apply **exclusively on Uniweb by and no later than 10th APRIL 2019 at 13:00**. After completing the application, a confirmation email will be sent to the student's university email (name.surname@studenti.unipd.it), to notify them that the application has been forwarded correctly.

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

The lists of successful students relative to single exchanges will be published after **7th MAY 2019 EXCLUSIVELY** by the International Office/Erasmus in Schools/Departments and on the page: <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.

In the event of errors in the publication or a delay in the lists being sent to the office, there will be possible variations and successful students will be able to accept the place in a subsequent time frame.

Successful students will have to accept the place between 7th MAY and 10th MAY 2019 at 13:00, exclusively through **UNIWEB**. After accepting the place a confirmation email will be sent to the student's university address (name.surname@studenti.unipd.it).

IMPORTANT NOTICE

Students must remember that after this deadline it will not be possible to accept the mobility place.

In the event that the place is not accepted during the dates given, students will automatically be considered 'unsuccessful' and the place will be assigned to the next student on the list, or remain unassigned.

The nominations of any **reserve place students** will be published after **13th MAY 2019 EXCLUSIVELY** by the International Office/Erasmus in 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.

Reserve place students must accept their place between 13th MAY and 14th MAY 2019 at 13:00, confirming this **ONLY** online on **UNIWEB**. After accepting the place, a confirmation email will be sent to the student's university address (name.surname@studenti.unipd.it).

IMPORTANT NOTICE

Students must remember 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 automatically considered 'unsuccessful' and the place will be assigned to the next student on the list or remain unassigned.

For help with all phases of completing the application on Uniweb, during working days, the helpdesk service is available: domanda.erasmus@unipd.it

Note: the lists of students who applied for destinations available for the a.y. 2019/2020 are considered valid to cover any remaining places that are renounced by students, until 01/10/2019.

3.4 Declining

Students that decline their Erasmus+ place, after the phase of accepting and nominations, must use the online procedure, available on the page: www.unipd.it/en/erasmus-studies-out under the section 'Accept or decline the Erasmus place' as well as informing:

- International Office/Erasmus in School/Department;
- Academic Coordinator;
- Host University

4. Procedure for successful students

The procedures for successful students could be subject to variations to those described in this call, on the basis of new procedures implemented by the European Commission and/or the National Erasmus+ Agency.

4.1 Registration at the university abroad (Application Form)

It is the student's responsibility to visit the Host University's webpages, available through the link: <http://www.unipd.it/en/erasmus-studies-out> and gather all information relative to deadlines and procedures regarding:

- a) The Application Form (form to enrol as an Erasmus student at the university abroad);
- b) The *Learning Agreement* (list of activities to be carried out abroad) using the Learning Agreement, available to print on Uniweb (see section 4.2).
- c) Accommodation Form (form to apply for accommodation, where available).
- d) Attestation or certification of level of language

Students must complete and send the forms abroad, paying close attention to the deadlines fixed by the Partner University. In the event that the student does not respect the given deadlines, the university abroad has the right to refuse the student.

It is always the student's responsibility to be informed well in advance, on the necessary procedures and documentation for the **issuing of the visa for the hosting country**, contacting the appropriate embassies.

4.2 Learning Agreement: completion on Uniweb

On the basis of community rules, **ALL** Erasmus students must prepare, before departing, their **Learning Agreement** which indicates both the activities to be completed abroad (Table A) and the activities in Padova which will be substituted (Table B), which must be approved by the 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**
- **Between 1st July and 15th October 2019** for students departing in the **second semester**

Students going abroad to carry out **thesis work and doctorate studies** must attach a signed letter from the supervisor in Padova/doctorate course tutor to the Learning Agreement on Uniweb; in the letter, the nominated supervisor abroad must be named.

Students must send the Learning Agreement approved (by the Academic Coordinator) on Uniweb to the Host University and then upload it to the reserved area of the International Office page (<http://www.unipd.it/relint>), together with the Attendance Certificate, selecting the relevant a.y. under the heading 'UPLOAD documenti di inizio soggiorno'.

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

For instructions on the formats for completing the LA, on the documentation to attach and on the approval and sending procedure, students should refer to the section **Learning Agreement** through the following link:

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

Failure to respect the regulations regarding the Learning Agreement will lead to the cancellation of the Erasmus status and students will no longer be able to take part in the programme.

4.3 Linguistic knowledge and language courses

Students participating in the Erasmus programme are offered a free course of language preparation at the University Language Centre (the CLA) or other institutions that will be given on the page: <http://www.unipd.it/en/erasmus-studies-out>.

As indicated in paragraph 2.2, **successful** students who have a language level **lower than that requested** (level attested in certificates or taken from TALB1 exam taken at the university), **must** sit the **linguistic test** at the CLA or other facilities indicated by the International Office – Mobility Unit **before the departure**.

The dates of the linguistic test will be published subsequently on the page: <http://www.unipd.it/en/erasmus-studies-out>.

Successful students who need an **attestation of their language level** can use the tests offered by the CLA or other facilities as indicated by the International Office. If the university abroad requires a **specific language certificate** (for example TOEFL, IELTS), students must independently provide this.

It is recommended that students who need to attest their language level in the application form sit one of the first tests available, while students who have a lower/non-existent knowledge of the language should attend the course and then complete the test after.

4.4 Erasmus+ Grant Agreement

Before the departure, students **must** sign the Grant Agreement within the dates outlined by the International Office – Mobility Unit.

In order to sign, the student must book an appointment online from June onwards in the reserved area of the International Office:

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

and then attend, bringing along an identity document (identity card or passport), their university badge, their IBAN code (which must be entered on Uniweb before booking the appointment to sign the Grant Agreement).

ATTENTION: students enrolled in the a.y. 2018/2019 in their first year of a Bachelor's degree or Single-cycle Master's degree will have been given a multifunctional badge; they must activate Flash UP for studies. All information is available in the section '**Flash UP for studies**' on the following page: <http://www.unipd.it/cartaflash>

Note: those enrolled in a **Bachelor's degree course** that hope to **graduate before** their date of departure for their Erasmus+ mobility, to spend part of the **1st year of the Master's degree**, can only depart **esclusively after the formal enrolment in the Master's degree**. **If the student is not enrolled they will have to postpone their departure from the first to the second semester.**

Students enrolled in the a.y. 2018/2019 in the first year of a Bachelor's degree or a Single-Cycle Master's degree can only sign the Grant Agreement if they have at least 40 credits registered on Uniweb.

4.5 Healthcare assistance and injury insurance

For **healthcare insurance cover** during the mobility period abroad in countries beyond Europe the EHIC card is not sufficient. **Students must take out a private health insurance (such as Europe Assistance for example).**

In the university fees students pay, **an accident and liability insurance** is included which is valid also for those going abroad.

For more information on the insurance cover abroad students should consult the webpage: <http://www.unipd.it/assicurazione>.

The abovementioned insurance covers only activities associated with educational and/or internship activities. It is therefore recommended that students take out a private insurance that covers accidents not associated with educational activities.

The insurance also does not cover activities linked to medical work and healthcare environments. Therefore, students studying courses in a medical area will be independently responsible for taking out insurance.

4.6 End of mobility documents

Within 10 days of the end of the Erasmus+ mobility, students must book an appointment online in the reserved area of the International Office ([www.unipd.it/relint](http://www.unipd.it/rehint)) selecting the relevant academic year and the heading 'Appointment to hand in end-of-mobility documents and upload final LA' and then come to the International Office with the following **original** documentation:

- 1) **original Attendance Certificate**, the official declaration from the University abroad, attesting the exact dates (day/month/year) of the start and end of the mobility (note: the issue date cannot differ from the start/end dates stated by more than 7 days). The form will be issued by the International Office – Mobility Unit once the Grant Agreement is signed, but the form from the Host Institution is also acceptable, as long as it is on headed paper and originally signed, dated and stamped. Students are reminded that failure to present this document will lead to cancellation of the Erasmus status and the complete reimbursement of any funding given.
- 2) **original Transcript of Records**, the certificate attesting the exams taken abroad (with a successful result), if the student has carried out thesis work the Transcript of Records can be replaced by the 'Short evaluation report for thesis work'; a letter on headed paper, originally dated, stamped and signed by the supervisor abroad. The activity completed and any credits gained must be reported (the template is available to download from the site: <http://www.unipd.it/en/erasmus-studies-out>). Any internship work completed alongside exams or thesis work, NOT mentioned in the Transcript of Records will have to be certified by appropriate documentation issued by the Host Institution. Students are reminded that internship activities must always be attested alongside a study activity.
In the event that the ToR is not available before the student returned to Italy, they must request that the Host University sends the original, as soon as possible, directly to International Office – Settore Mobility - Università degli Studi di Padova, Via VIII Febbraio 2, 35122 - Padova, Italy.
- 3) **original boarding passes** from the outgoing and return journeys.

Other than the documentation indicated in the abovementioned points, the student must:

- a) complete, after handing in their documents, the online **EU SURVEY**, issued by European Commission.
The completion of this questionnaire is considered as official requirements in order to receive any balance of the Erasmus Grant. Failure to complete it will mean that the student must reimburse any payments already received.
- b) Only if the **initial Learning Agreement has been changed**: upload the last LA, changed and approved by the Academic Coordinator in Padova and countersigned by the Host

Institution to the reserved area of the International Office (<http://www.unipd.it/relint>), selecting the relevant academic year and the heading 'Consegna documenti fine soggiorno e upload ultimo LA';

- c) Carry out **the recognition of the activities completed abroad (including thesis work) within 15 days** of receiving the Transcript of Records from the International Office in Padova, according to the guidelines given in point 4.8.

After the recognition has been entered into the student's career, the balance of the additional funding will be paid. Failure to complete the recognition within the deadlines will mean that the student must reimburse any additional funding already given.

IMPORTANT

Students who do not achieve a minimum of 9 CFU during their Erasmus mobility will be recognised as 'zero grant' and will be asked to reimburse all payments already issued and will not receive any more.

For students going abroad to carry out thesis work or internship activities, for which credits are not assigned, the credits that *are* registered will be taken into account.

Doctorate students are exempt from this rule. Particular situations will be assessed by the Commissione per il Diritto allo Studio.

4.7 Payments and additional funding to the Erasmus+ Grant

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 were 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.

The **payment of the grant** generally takes place in two stages: the first about two months after the sending of the certificate of arrival and of the signed Learning Agreement by the partner university; the second arrives after the end of the Erasmus mobility 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 the 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 a successful result, 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 2019** for mobilities in the a.y. 2018/2019 and **by and no later than 31st October 2020** for mobilities in the a.y. 2019/2020.

5. FINAL DISPOSITIONS

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

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