



UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA

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

# **Bando Swiss European Mobility Programme**

## **Academic Year 2021/22**

Application Submission Deadline:  
**Tuesday 16th March 2021 at 13:00**

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About the Programme: <https://www.unipd.it/erasmus-studio/fare-domanda-erasmus>

Procedures for selected students: [www.unipd.it/erasmus-studio](http://www.unipd.it/erasmus-studio)

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

- 1. List of partner universities
- 2. ISCED codes for areas of study
- 3. Linguistic knowledge: Common European Framework self-evaluation grid
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- 7. Instruction manual for completing the application on Uniweb

# 1. GENERAL INFORMATION

## 1.1 Purpose

Following the acceptance by the Swiss government of the results of the "popular referendum against mass immigration" on February 9th, 2014, the European Commission informed on February 26th, 2014, that Switzerland is ineligible for student and faculty mobility actions within the Erasmus+ programme.

The Swiss Federal Council therefore instructed the State Secretariat for Education, Research and Innovation (SERI) to work out a transitional solution, with the aim of allowing Swiss institutions to participate indirectly in the mobility programme.

On April 16th, 2014, the Swiss Federal Council itself discussed and approved the principles of the transitional solution by establishing the Swiss European Mobility Programme (SEMP).

On September 19th, 2014, in order to continue to guarantee mobility the Swiss Federal Council extended the transitional solution, initially planned for 2014 only, until 2021.

The University of Padua has decided to continue however the collaboration with the Swiss universities and therefore joined the Swiss European Mobility Programme, a choice also confirmed by the Erasmus Commission of the University in the meeting of May 22nd, 2014.

### ATTENTION

**By analogy with the Erasmus+ Programme, the existing agreements with the Swiss partner institutions have been extended until 2022. The contents of this call for applications may, however, be subject to changes on the basis of subsequent provisions by the Swiss Government.**

## 1.2 Erasmus+ for studies in Europe

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.

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)<sup>1</sup>.

## 1.3 Duration and period of mobility abroad

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

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<sup>1</sup> Educational Regulation of the University, decided by the Academic Senate's approval of the Erasmus Policy Statement (EPS) on 6/05/2013 Prot. n. 27621/2013, decided by the Academic Senate's recognition of activities carried out abroad on 13/04/2015 Prot. n. 110307/2015: documents available at: <https://www.unipd.it/verbalisenato-accademico>; new ECTS Guide (2012 version) available at: <http://ec.europa.eu/education/ects/users-guide/en.htm>

The period of mobility can take place from 1st July 2021 and must be terminated by **30th September 2022**.

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**.

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.

## 1.4 Contributions and financial benefits

There are three types of contributions and economic benefits:

1. **Mobility grant** provided by the host institution and funded by the Swiss Government, that is calculated based on the destination country. As an indication, the monthly amount should be 360 Swiss Francs, but will be confirmed by the institution itself.
2. **Contributions for travel expenses:** this is an all-encompassing contribution that is provided exclusively in flat-rate measures and amounts to 105 euros; to be able to benefit from these supplements students must sign the Grant Agreement as required by the Mobility Unit.
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: <https://www.unipd.it/durata-mobilita-contributi>

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 22/07/2021.
- b) Fill in the Request for Benefits in Uniweb, available from the beginning of July, no later than 22/07/2021.

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.

### ATTENTION

ALL contributions received (of various kinds) regarding SEMP mobility are NOT exempt from national taxation. It will therefore be required to submit, along with the grant agreement, the C and C1 forms inherent in the "REQUEST FOR TAX DEDUCTIONS" for the year of payment.

**All** students that successfully gain an SEMP 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*. They will continue to benefit from any study scholarships from which they benefit.

### 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 bachelor thesis mobilities in accordance to the 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.

## 2. ADMISSION PRE-REQUISITES AND APPLICATION PROCEDURE

### 2.1 Admission Pre-requisites

- 1) **Students must be registered at the Università degli Studi di Padova** in a degree course (ex DM 509/99 o 270/2004), bachelor's course, master's course, single-cycle master's course, doctorate<sup>2</sup>, or specialization course<sup>3</sup> (excluding medical areas), for a first or second level master as long as the mobility takes place before the end of the same course. It is necessary to be registered at the time of the application's submission and before departure; as well as being registered in the academic year of the mobility abroad, and in accordance with the payment of fees; (availability laid out in point 4)

Those registered on a **bachelor's course** that expect to **graduate before** the Erasmus departure date, therefore applying to spend the **first year of their master's course** abroad, must prepare a proposal of activities to carry out abroad, and a Learning Agreement relative to the master's course of study<sup>4</sup>. **The period of study abroad can only take place after the enrollment in the master's course.** At the time of the departure students must therefore be registered for a master's course, without which, the Erasmus status is void. If this occurs, the departure must be delayed until the second semester.

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 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) 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 2020/2021** :  
one must have achieved **at least 15 (registered) credits at the time of applying**, unless there are specific restrictions laid out by their School or Department.  
It is necessary for all first-year students to have achieved **at least 40 (registered) credits before the departure**, without which the mobility cannot take place.

Students must successfully pass the OFA "obblighi formativi aggiuntivi" before their departure, without which, the Erasmus status is void.

<sup>2</sup> Doctoral students who are granted an Erasmus for studies place and are in their third year of study must finish their mobility period by 31/12/2020.

<sup>3</sup> Specialist students may only apply in the first three years of enrolment.

<sup>4</sup> It is recommended therefore to give preference to destinations where grants are available for semester-long durations (3-6 months), to take advantage of in the second semester.

- 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

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

Since the language skills of the country of destination is one of the selection criteria, it is strongly recommended to attach any proof of language proficiency to the application.

## 2.3 Students with disabilities and learning difficulties

Students with disabilities and learning difficulties (DSA) who intend to participate in the SEMP 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.

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](mailto:inclusionone.studenti@unipd.it)  
tel. 049 8275038

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

**The Università di Padova has arranged mobility exchanges with 14 Swiss institutions.**

### **ATTENTION**

All of the institutions indicated in the present Call and the number of respective places of mobility, as well as the linguistic pre-requisites and application form deadlines, are to be considered indicative and as possibly subject to change, as dictated by decisions of the institution abroad; 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 apply for one destination, based on the indications given by the School or Department; some destinations are available only for certain courses of study or thesis research.

The complete list of exchanges in which the Università di Padova participates is available on the following webpage:

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

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.

## **2.5 Applying for a SEMP place**

Students that want to apply for a SEMP place must consult (in advance) the list of available destinations and the pre-requisites of admission, as well as selection criteria.  
<https://www.unipd.it/sempr>

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

- 1) Proposal of activities to carry out abroad, 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:  
<https://www.unipd.it/sempr>
- 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 SEMP programme must submit their application **through Uniweb, from 2nd March and BY AND ABSOLUTELY NO LATER THAN 16TH MARCH 2021 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**

## **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 the date of submission of the application for the first call unless indicated otherwise by the School or Department;
- linguistic knowledge of the host country's language, assessed through the submitted certificate.

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

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 8th April 2021 EXCLUSIVELY** on the webpage:

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

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

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**

*Successful students* must declare that they are accepting their place from **8th April AND NO LATER THAN 13TH APRIL 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](mailto: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 SEMP Programme for the academic year 2021/2022.

The lists of successful students are considered valid to cover any remaining places that are renounced by initially successful students up until 01/10/2021. 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](mailto:name.surname@studenti.unipd.it)) .

**Date of departure:** at the time of accepting the place a provisional date of departure will be required, which should indicate the start of the mobility. It should be decided based on the academic calendar of the university abroad (start of courses, 'welcome week' etc.) the indicated date will be considered the **official date of departure**, and it is based on this date that the Mobility Unit Desks within Schools/Departments will send the '*nomination*' to the institution abroad.

Any student that moves their departure from the first semester to the second must fill in the online form by accessing the reserved area of the Projects and Mobility Office page ([www.unipd.it/reliint](http://www.unipd.it/reliint)), selecting the relative mobility for the a.y. 2021/22 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**.

### 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 **15TH April 2021 EXCLUSIVELY** on the following page:

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

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 **15TH April AND 16TH APRIL 2021 AT 13:00**, (**absolutely no later than this deadline**) to accept their mobility place, which must be done online

through **Uniweb**. After accepting the place an automated email response will be sent to the student's university email ([name.surname@studenti.unipd.it](mailto:name.surname@studenti.unipd.it)) in order to confirm.

#### **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 SEMP programme for the academic year 2021/2022.

### **3.6 Declining the place**

Students that decide to renounce their SEMP mobility after the stages of accepting places and nominations to the universities abroad must use the online procedure available on the webpage: [www.unipd.it/sem](http://www.unipd.it/sem) section: 'Accettazione e rinuncia posto SEMP' **by 1st September 2021**

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

- their Academic Coordinator;
- the university abroad

## **4. Procedures for selected students**

The procedures for students selected for a SEMP position are the same as for Erasmus+ students for points:

4.1 Registration at the foreign university (application form).

Please pay particular attention to the procedures for the issue of the entry visa (where required).

4.2 Learning Agreement: compilation in Uniweb

4.3 Language knowledge

(Only for the part concerning the courses offered by CLA)

4.4 SEMP Financial Contract

Students will also be asked to submit forms C and C1 concerning the "APPLICATION FOR TAX DEDUCTIONS".

4.5 Health care

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

4.6 End of Stay Documents

Students will not be required to complete either the EU survey or the OLS test.

4.7 Payments and integrations

## **5. FINAL PROVISIONS**

**PROJECTS and MOBILITY OFFICE – Mobility Unit**

via Portello 31 - 35129 PADOVA

Tel. 049.827 3061 - Fax 049.827 3060

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Openin hours:

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