

UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA

**INFORMATION MEETING**  
**BEFORE AND DURING THE MOBILITY**  
**A.Y. 2023/2024**

*Projects and Mobility Office*



Contact the host University well in advance to know which documents, procedures and deadlines are required to enter and stay in the host country.

Contact the embassy of the host country in Italy and ask if your Italian residence permit is enough for the entire duration of the mobility, according to the EU directive 2016/801.

**N.B. NEVER LET YOUR ITALIAN RESIDENCE PERMIT EXPIRE WHILE ABROAD!**

If your Italian residence permit expires during your mobility, it is mandatory to come back to Italy in order to get its renewal before it expires. For further information: <https://www.unipd.it/en/studying-padova/arriving-and-living/visas-and-immigration/renewing-residence-permit>

For further information please refer to SAOS Desk: [saos@unipd.it](mailto:saos@unipd.it)



## **FINANCIAL CONTRIBUTIONS**

<https://www.unipd.it/en/duration-contributions-erasmus-out>

### **1) Erasmus Grant**

financed by European Commission funds based on the Host Country

✓ *students must sign the Grant Agreement*

#### **E+ IN EU amounts:**

- €350 monthly: Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, Liechtenstein, Norway, UK
- €300 monthly: Austria, Belgium, Cyprus, France, Germany, Greece, Malta, the Netherlands, Portugal, Spain
- €250 monthly: Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey

**E+ BEYOND EU amounts:** €700 monthly

**When?** 70% is paid during mobility (100% in case of 3 months mobility)

≠ **SEMP Grant:** paid by the Partner University and financed by the Swiss Government (360 Swiss Francs per month)



## 2) Additional funding to the mobility grant

Financial Sources: Unipd, MIUR, EC, Veneto Region

- ✓ *students must sign the Grant Agreement*
- ✓ *submit the Application for Benefits on Uniweb/ get the ISEE Parificato*

**Amounts** from min of €150 to a max of €550 monthly based on:

- **merit** (defined by the list of students for the regional study scholarship, to be updated in February 2024) and
- **individual income** (ISEE/ISEU or ISEE PARIFICATO declaration)

### **IMPORTANT NOTICES:**

- 1) Maximum financiable period: 10 months
- 2) Students from the second year *fuori corso* will not benefit from any additional funding
- 3) ISEE/ISEU up to €50,000



## REQUEST PROCEDURE

Students must complete:

- 1) **ISEE PARIFICATO** by 2nd October 2023 (deadline for international students only)
- 2) Fill in the **Application for Benefits on Uniweb** (deadline was 9th August 2023 for all students)

The deadline applies to both first and second semester mobilities

**WHEN?** Down-payment of 50% of the total amount for INCOME paid during the mobility, for students that submitted the ISEE declaration / application for the regional study scholarship and complete the procedure on Uniweb.

Link to tables with amounts and list of eligible students:

<https://www.unipd.it/en/duration-contributions-erasmus-out>



### 3) Contribution to travel costs

✓ *students must sign the Grant Agreement*

**E+ IN UE and SEMP:** from Unipd funds

Paid on a lump-sum basis, based on the Host Country

**WHEN?** Paid during mobility

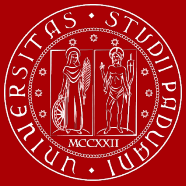
**Type of contribution:** lump sum reimbursement or other kind of contribution

**E+ BEYOND EU:** financed by European Commission funds

Contribution calculated on the basis of the distance between the Università di Padova and the Host University. Only the distance of a single outgoing journey must be used for the calculation of the entire outgoing and return trip. The amounts vary on the basis of 'distance bands' defined by the European Commission and on the a.y. of destinations

The European Commission has an [official calculator](#) for the distances between Institutions.

**ATTENTION:** Students must keep and eventually hand in the original boarding passes after their return.



## **BEFORE THE MOBILITY**

<https://www.unipd.it/en/before-mobility-erasmus-out>

- IBAN
- OLS language assessment (compulsory)
- OLA *Before the mobility* signed by all parties (host HEI included)
- Finding/leaving your accommodation



Before signing the GA  insert your IBAN on Uniweb

**N.B.** you must be the account-holder + the account must be authorized to receive incoming transfers exceeding EUR 1,000

During the mobility you can **change you IBAN**: you have to **change it on Uniweb** and then **send an email to [erasmus@unipd.it](mailto:erasmus@unipd.it)** to let us know!

## Flash Card

If you choose the IBAN associated to your Unipd multifunctional badge, you must activate Flash UP for studies before the departure by going to any Intesa Sanpaolo branch and requesting an upgrade to make it a prepaid “Flash UP for studies” card.

For more info: <https://www.unipd.it/cartaflash>





## ONLINE LEARNING AGREEMENT - *BEFORE THE MOBILITY*

- **The OLA *Before the Mobility*** prepared on Uniweb **must be approved by the UniPD Academic Coordinator first** (electronic signature)  
N.B. mandatory in order to sign the GA!
- **After the approval**, download through Uniweb the **Standard European form** of the OLA ("Stampa Standard Europeo" button) and send it to the host university for their approval/signature (according to the instructions they gave to you)
- Keep the countersigned OLA – **within 7 days of your arrival**, you must upload it together with the Attendance Certificate (link <http://www.unipd.it/reLint> > *Mobilità 2023/2024* > *UPLOAD documenti di inizio soggiorno*) – **mandatory in order to receive the first part of contributions**



## TEST OLS ONLY for Erasmus+ students

It is **mandatory** to take the **language test online** (Online Linguistic Support - OLS) provided by the European Commission before or at the beginning of your mobility.

**Language:** language of activities at the host university

The new **EU Academy** platform is in the testing phase. For now, all students starting in the first semester must register at the link <https://academy.europa.eu/> and take the OLS test (see tutorial sent by email).

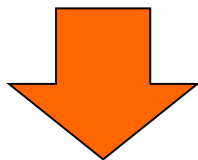
Language courses (NOT compulsory) can also be taken on the platform.

N.B. The final OLS test (at the end of the mobility) is no longer required.



<https://housinganywhere.com/padova--italy/unipd/signup>

- Students can register on HousingAnywhere and receive a Unipd VIP profile



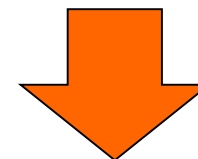
- Direct contact with verified advertisers
- Booking accommodation through a Secure Booking System and priority access
- Assistance from a Support Team

## Before the mobility

### Finding/Leaving your accommodation

## Buddy Advising

If you want to pass your room in Padua on to another student, you can post your ad on social channels managed by Tutor Buddies and ESN



Send an email to [buddy.advising@gmail.com](mailto:buddy.advising@gmail.com) from your institutional email account specifying:

- name and contact
- area of Padua
- type of accommodation
- period of availability
- Monthly rent
- at least one picture



## **DURING THE MOBILITY**

<https://www.unipd.it/en/during-mobility-erasmus-out>

- Attendance Certificate
- Upload start of mobility documents (AC and OLA)
- Grant's Down-payment
- OLA *During the mobility*
- Extension



## What is the **Attendance Certificate**?

- Certificate of stay, filled in by the host HEI (NOT by you!!!!) according to its own criteria (check in advance!!).
- It states the dates of arrival and departure taken in consideration for the calculation of the Grant (regardless of the dates set in the Grant Agreement)

**ATTENTION!** Only physical mobility is funded

- **Minimum duration: 60 days of physical mobility!** (failure to meet this will lead to cancellation of the Erasmus+ status and the return of any grant received)
- **Early return than the end date foreseen in the GA:** you do not need to inform us (to calculate the Grant amount we consider the dates stated in the *Attendance Certificate* by the host Institution)!



The Attendance Certificate (AC) contain your own name and you will receive it as an email attachment along with the Grant Agreement

Please make sure that the host university fill the correct section of the document and it is complete with signature and stamp

**At the beginning  
of mobility**

**At the end of mobility**

## TO WHOM IT MAY CONCERN *Attendance Certificate*

We confirm that NOME COGNOME  
born in LUOGO NASCITA on DATA NASCITA  
coming from the Università degli Studi di Padova – I PADOVA01  
during the academic year 2023 2024 in the framework of the Erasmus + /KA1 Programme

**CONFIRMATION OF ARRIVAL** at UNIVERSITÀ OSPITANTE *(please fill in at the beginning of the period stay)*

Date of Arrival \_\_\_\_\_  
*(day/month/year)*

Signature \_\_\_\_\_

Name and function \_\_\_\_\_

Date \_\_\_\_\_ Seal

Attention please: to be uploaded within 7 days after the ARRIVAL at the host institution

NO AMENDMENT SHALL BE MADE TO THIS CERTIFICATE

**CONFIRMATION OF DEPARTURE** from UNIVERSITÀ OSPITANTE  
*(please fill in at the end of the period stay)*

Date of Departure \_\_\_\_\_  
*(day/month/year)*

Signature \_\_\_\_\_

Name and function \_\_\_\_\_

Date \_\_\_\_\_ Seal

Attention please: this part of certificate cannot be issued more than one week (7 days) before the departure date

NO AMENDMENT SHALL BE MADE TO THIS CERTIFICATE



**CONFIRMATION OF ARRIVAL at UNIVERSITÀ OSPITANTE** *(please fill in at the beginning of the period stay)*

➤ Start of mobility date

Date of Arrival \_\_\_\_\_

(day/month/year)

Signature \_\_\_\_\_

Name and function \_\_\_\_\_

Date \_\_\_\_\_

Seal

Attention please: to be uploaded within 7 days after the ARRIVAL at the host institution

NO AMENDMENT SHALL BE MADE TO THIS CERTIFICATE

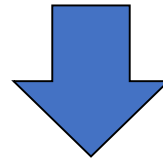
➤ Attendance Certificate issuing date (can be the same start of mobility date or later, **NOT PRIOR!!**)

➤ Signature, name and function of the signatory at the host university (not the student one!)



## **CONFIRMATION OF START THE MOBILITY**

**WITHIN 7 DAYS of the start of mobility**



Upload the **Attendance Certificate** (filled in, signed and stamped by the host university) and the **countersigned Online Learning Agreement *Before the mobility*** to the link

<http://www.unipd.it/relint>: access with SSO at the top right, MENU > Area Studenti Erasmus >  
> Mobilità 2023/2024 > *Start of PHYSICAL mobility*





## **GRANT'S DOWN PAYMENT**

You will receive the down-payment **ONLY after uploading** the start-of-physical-mobility documents (AC and LA) **and only if they are correctly filled in and signed**

### **Down-payment procedure:**

- Within 30 days of the upload of the Attendance Certificate and LA *Before the mobility* we issue the payment order

**ATTENTION!!! Payment order ≠ Credit to your account**

(it can take up to 60 days after the upload for the account to be credited)

Frequent reasons for delayed payment:

- 1) For departures during the II semester payment not before April (due to the start of new financial year)
- 2) Delay in the upload *or uncorrectly filled* Attendance Certificate and the LA *Before the mobility*



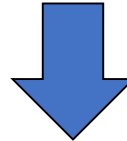
## **OLA DURING THE MOBILITY**

- If necessary, you can **change your OLA** (always through Uniweb, by clicking on *Nuovo Learning Agreement*) within 30/45 days of the start of the semester at the Host University.
- You can modify your OLA on Uniweb up to 4 times.
- The last version of your LA must be approved by all parties
- N.B. No need to send us your new OLA during the mobility!  
At the end of your mobility you have to upload the last version of your LA and the AC to the link <http://www.unipd.it/relint> (Mobilità 2023/2024 > *Upload documenti FINE mobilità*)



## EXTENSION REQUEST

Extension request form and more information



<https://www.unipd.it/en/during-mobility-erasmus-out>

- Your Erasmus status can have a **maximum total duration of 12 months** (for Bachelor's, Master's and doctoral degrees) and **24 months for Master's single cycle degrees**)
- Your mobility (extension period included) must end by **30th September of the Academic Year**
- **Extension request:** at least 1 month before the *provisional mobility end date* set in your Grant Agreement and no later than 15<sup>th</sup> July for departures in August or September



## **AFTER THE MOBILITY**

<https://www.unipd.it/en/after-mobility-erasmus-out>

Keep in mind that at the end of the mobility you will have to:

- Upload the end of mobility documents: <https://www.unipd.it/en/after-mobility-erasmus-out>
- Fill in the EU Survey (Erasmus+ students only)

**NO RECOGNITION and NO EU SURVEY = NO BALANCE**

### **IMPORTANT DEADLINES FOR CREDIT RECOGNITION:**

- **Graduating students:** we must receive all documents at least 30 days before the graduation session
- **Accomodation call:** credits must be registered by 10 August 2023, so we must receive the documents at least a few weeks before



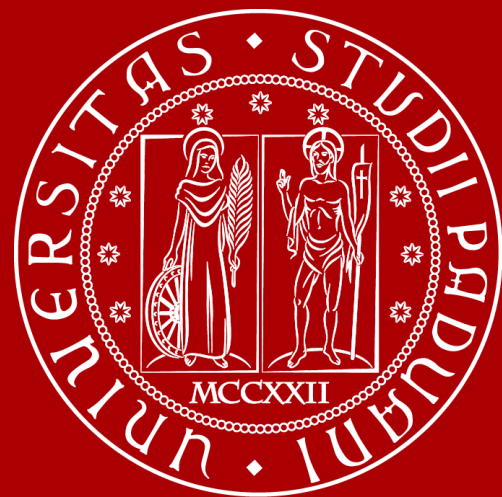
## ATTENTION!!!

- Remember to pay the tuition fees at Unipd also during the mobility!
- You must **gain at least 12 ECTS** otherwise you will be a “Zero Grant” mobility student, meaning you will have to return the entire sum of any amounts already paid.
- **Exclusively Traineeship activity is NOT eligible!** You must pass also at least one study activity (seminars, language course etc...certified by the Host HEI) otherwise you will have return the entire sum of any amounts already paid and your Erasmus status will be cancelled (resulting in no recognition).



## QUICK RECAP

- Before departure: sign Grant Agreement, check all the required document to stay abroad
- At arrival: request Attendance Certificate and OLA to be signed and upload the documents on [www.unipd.it/relint](http://www.unipd.it/relint)
- Before leaving: request Attendance Certificate and OLA During the mobility (if modified) to be signed and upload the documents on [www.unipd.it/relint](http://www.unipd.it/relint)



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