ERASMUS+ FOR STUDIES AND SEMP
APPLICATION AND ACCEPTANCE INSTRUCTIONS ON UNIWEB

Before filling in the application form on Uniweb, we recommend that students carefully read the call for applications through the following link:

- Erasmus+ for Studies Programme (both Europe and beyond Europe): [http://www.unipd.it/en/erasmus-studies-out](http://www.unipd.it/en/erasmus-studies-out)
- SEMP Programme: [https://www.unipd.it/sem](https://www.unipd.it/sem)
- ULISSE call for mobility overseas (please refer to specific instructions to apply): [http://www.unipd.it/ulisse](http://www.unipd.it/ulisse)

Destination universities are available in the new interactive platform: [http://www.unipd.it/mobility-agreements](http://www.unipd.it/mobility-agreements)

Should students encounter any problems with the application procedure or not receive a confirmation email, they should email domanda.erasmus@unipd.it before the deadline, specifying their name, surname, registration number and degree course. The helpdesk is available during office hours on working days.

You can fill in the application form only after having decided on the Partner Universities you wish to apply for. The following information is required:

1) the Erasmus code of the Partner University
2) the Field of study (ex. 0311 - Economics)
3) the Surname of the Italian Erasmus Coordinator (so-called Responsabile di flusso)

You can only apply for the list of Partner Universities of your School / Department (for example, students attending a Bachelor degree in Statistics for Economics and Business can choose among the Partner Universities offered by the Department of Statistical Sciences in the School of Science).

There is a single SEMP Call and Erasmus+ beyond Europe Call in which students can see only the available Universities according to their School and/or Department.

We recommend that students check the list of successfully passed exams and the weighted average in their online booklet.
It is recommended to use the following browsers: Chrome, Microsoft Edge, Firefox.

1) Log in with your Uniweb username and password and click on “Outgoing International Mobility” under the heading “International Mobility” (from the menu on your right);

2) Once you are in the system, make sure that “Exchange Programs” has been selected in the “Mobility Area” window. At this stage, the available calls will be displayed. Please note that the calls available are the ones unlocked referring to the a.y. 2023.

The icon connects directly to the webpage containing the call’s general information and the list of the available Partner Universities (you should have consulted this information before starting the online application procedure).

Click on the icon to start filling in the application form.
3) Once you enter the page concerning the Call for mobility, you will find a summary of all the stages of your application. Application is carried out in three steps: 1) fill in the application form; 2) upload the application attachments; 3) confirm the application to the call.

**ATTENTION:** it is very important to follow all the steps and check that the icon  

In the application form the complete list of Partner Universities is available. For each of them, the name of the Italian Erasmus Coordinator (Responsabile di flusso), the number of scholarships available, the number of months of the study period and the link to the Partner University’s main website are provided. Nevertheless, you are kindly invited to consult all of this information before applying refer to:

http://www.unipd.it/mobility-agreements

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### Call details

<table>
<thead>
<tr>
<th>Title</th>
<th>Erasmus+ SCUOLA DI SCIENZE UMANE, SOCIALI E DEL PATRIMONIO CULTURALE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline for applications</td>
<td>from 02/03/2021 10:00 to 16/03/2021 13:00</td>
</tr>
</tbody>
</table>

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### International Outgoing Application

You are not registered.

<table>
<thead>
<tr>
<th>Application Stage</th>
<th>Activity</th>
<th>Information</th>
<th>Application Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call registration</td>
<td>1 Filling in the Application form</td>
<td>Mandatory</td>
<td>open activity</td>
</tr>
<tr>
<td></td>
<td>2 Upload Attachments for Application</td>
<td>Mandatory</td>
<td>blocked activity</td>
</tr>
<tr>
<td></td>
<td>3 Confirmation of application</td>
<td>Mandatory</td>
<td>completed activity</td>
</tr>
<tr>
<td>Place confirmation</td>
<td>4 Ranking publication</td>
<td>Mandatory</td>
<td>further information</td>
</tr>
<tr>
<td></td>
<td>5 Awarded place confirmation</td>
<td>Mandatory</td>
<td>open activity</td>
</tr>
<tr>
<td></td>
<td>6 Learning Agreement Compilation</td>
<td>Mandatory</td>
<td>blocked activity</td>
</tr>
<tr>
<td></td>
<td>7 Upload at the end of mobility period</td>
<td>Mandatory</td>
<td>completed activity</td>
</tr>
</tbody>
</table>

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*Key:*

- open activity
- blocked activity
- completed activity
- further information
You must click on "Fill in the form" to begin your application.

4) Fill in the “Requirements” section, select and eventually choose your order of preference for the Partner Institutions and state your language proficiency.

“REQUIREMENTS”

- It is mandatory to check “Declares that he/she saw the terms and rules regulating the present call”.
- You can declare your disability.
- Students that have already participated or are participating in a mobility Programme (LLP/Erasmus for studies, Erasmus+ for Studies, LLP/Erasmus placement or Erasmus+/Traineeship or LLP/Leonardo) must state this.
You are now required to rank the Partner Institutions in order of preference, up to 2 or 3 as permitted by your School / Department. It is not mandatory to choose 2 or 3 Partner Institutions.

The Ctrl+F command will help you to find your favourite Partner Institution.

**Erasmus+ for Studies Beyond Europe and SEMP calls**: you can only choose ONE Partner Institution, regardless of your School / Department.
On the same page it is **compulsory** that you state your language proficiency, on the basis of the Common European Framework of Reference for Languages: Learning, Teaching, Assessment (CEFR).

The language required by the Partner Institution is specified in the column Language.

**SEMP call:** for Universities established in the Italian-speaking area of Switzerland it is not mandatory to state your language proficiency

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### "ADDITIONAL DECLARATIONS"

In the free text box you can write:

- the reasoning for your choice of Partner Institution
- any additional language proficiency (for example: if you choose a Spanish Partner Institution you have to declare your Spanish proficiency above, but you could also state your English proficiency in this box).
- your degree grade (if not yet registered when applying)

At the end, click on **"Next"**.
It is possible to edit the application form before confirming the application by clicking on “Cancel the application”. You can view the application summary by clicking on "Print draft".

5) ATTACHMENTS SECTION: upload the following documents (only the ones related to the application form):
   a) PDF copy of your study plan proposal (compulsory) – use exclusively the form available here: https://www.unipd.it/en/apply-erasmus-out (How to apply > Attachment 1 – Proposal of study activities); the exam names must be written as indicated in the foreign university’s course catalogue, in their original language
   b) PDF self-certification of previous graduation obtained at other Universities abroad - use exclusively the form available here: https://www.unipd.it/en/apply-erasmus-out (How to apply > Self-certification).
   c) PDF of a language certificate (only if available, not compulsory)

Please note that ONLY PDF FILES of a maximum size of 5 MB (each) are accepted. To convert a file to PDF see the paragraph at the end of this guide.
### International Outgoing Application

Your application is not complete. It is necessary to upload the mandatory attachments.

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<tr>
<td>Call registration</td>
<td>Filling in the Application form</td>
<td>Mandatory</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Upload Attachments for Application</td>
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</tr>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Key:**
- open activity
- blocked activity
- completed activity
- further information

#### 2 - Upload Attachments for Application
Upload the mandatory attachments to complete the application. You will be able to confirm the application form only once you have uploaded the compulsory attachments.

<table>
<thead>
<tr>
<th>Type of document</th>
<th>Mandatory/Optional</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposta delle attività da fare all’estero e/ lettera tesi/tirocinio</td>
<td>mandatory</td>
<td></td>
</tr>
<tr>
<td>Autocertificazioni esame di lingua e/o titolo di studio estero</td>
<td>optional</td>
<td></td>
</tr>
<tr>
<td>Certificati di lingua</td>
<td>optional</td>
<td></td>
</tr>
</tbody>
</table>

To upload the attachments, click on “Upload a new document”.

The description of the attachments is in Italian:

- *Proposta delle attività da fare all’estero e/ lettera tesi/tirocinio* is the **activity proposal**
- *Certificati di lingua* means any language certificate with reference to the host Institution
- *Autocertificazioni esame di lingua e/o titolo di studio* means the self-certification of previous graduation obtained at another University
You can add or replace the attachments required before confirming the application form.

6) CONFIRM YOUR APPLICATION

You will be able to confirm the application form ONLY once you have uploaded all the compulsory attachments relating to the Application. It is recommended to check “Print draft” in section 1 - "Filling in the Application form" before confirming your application.

After confirmation it will no longer be possible to make changes.
7) Last step to complete the procedure!

Click on “Confirm” to complete the procedure, or on “Back” if you want to go back to the previous screen. An automatic email confirming your application will be sent to your institutional email address.

The green spot confirms that the application procedure has been correctly completed.

Should students encounter any problems with the application procedure or not receive a confirmation email, they should email domanda.erasmus@unipd.it before the deadline, specifying their name, surname, registration number and degree course. The helpdesk is available during office hours on working days.
ATTENTION: ACCEPT THE ERASMUS/SEMP ON UNIWEB ONLY

Successful applicants (both Erasmus and SEMP) must fill in the online acceptance form on Uniweb within the deadline below:

Erasmus + for Studies in Europe and Erasmus + for Studies beyond Europe calls:
- 1st call: successful students: from 15th to 20st of February at 13:00; reserved-place students: from 22nd to 27th of February at 13:00;
- 2nd call - remaining places: successful students: from 2nd of May to 7th of May at 13:00; reserved place students from 9th to 14th of May at 13:00

SEMP CALL
Successful students: from 15th to 20st of February at 13:00; reserved-place students: from 22nd to 27th of February at 13:00

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 or remain unassigned.

An automatic email confirming your acceptance will be sent to your institutional email address (name.surname@studenti.unipd.it).

Successful students are required to read the "Vademecum a.y. 2024/2025" available on the "Before the mobility" webpage: https://www.unipd.it/en/before-mobility-erasmus-out

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4 - Ranking publication

You can find the ranking data below.

Ranking "Erasmus+ SCUOLA DI ECONOMIA E SCIENZE POLITICO - Dipartimento SPGI"

<table>
<thead>
<tr>
<th>Data processing</th>
<th>14/01/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application number</td>
<td>1</td>
</tr>
<tr>
<td>Partial score</td>
<td>38.286</td>
</tr>
<tr>
<td>Recorded CFU in the booklets</td>
<td>0</td>
</tr>
<tr>
<td>Status</td>
<td>Awarded</td>
</tr>
<tr>
<td>Place</td>
<td>UNIVERSITÉ DE STRASBOURG</td>
</tr>
</tbody>
</table>
In the online acceptance form you will have to define the expected date of departure (day/month/year), based on the Partner Institution academic calendar. Be aware that you can postpone the departure from the first to the second semester but you cannot shift it from the second to the first one.

The Mobility Unit Desk within your School/Department will send your nomination to the Partner Institution after the acceptance stage stating the date that you declared in this form.

The departure date has to be confirmed before the grant agreement is signed.

Once you have entered the expected date of departure, you have to accept the Erasmus or SEMP place by clicking on “ACCEPT”.

Afterwards, Uniweb informs you that the procedure has been correctly completed (“Awarded place confirmation”).
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An automated email confirming your acceptance will be sent to your institutional email address (name.surname@studenti.unipd.it).
HOW TO CREATE A PDF FILE

You can only attach PDF files of a maximum size of 5 MB each.

How to create a PDF file:
1) scan the document
2) convert the file to PDF, by using a proper conversion program.

DO NOT:
   a. modify the file extension!
   b. protect the file or set any password to limit the access

INSTEAD:
3) use the commands “Save as...PDF or XPS” or “Print” PDF of the word processor installed in your computer (Mac and Windows).
4) use free programs, such as [http://www.pdfcreator.org](http://www.pdfcreator.org) (Windows) or [https://www.sodapdf.com/word-to-pdf/](https://www.sodapdf.com/word-to-pdf/).

NOTE: JPEG, TIFF, BMP, GIF files can be converted to PDF format through websites that do not require installation, such as [http://www.apowersoft.it/immagine-a-pdf-gratis-online](http://www.apowersoft.it/immagine-a-pdf-gratis-online), [http://www.convertimagetopdf.net](http://www.convertimagetopdf.net), [http://jpg.smallpdf.com/it](http://jpg.smallpdf.com/it).