Erasmus+ for studies Beyond Europe
CALL FOR APPLICATIONS
MOBILITIES in the a.y. 2018/2019 (second semester only)
and in the a.y. 2019/2020
Abstract in English

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GENERAL INFORMATION

The Erasmus+ for studies beyond Europe call allows students to spend a period of study abroad at a higher education institution in a non-EU country that has signed an 'inter-institutional agreement' with the University of Padova.

Erasmus+ students must still pay their tuition fees at the University of Padova during the mobility, though they are exempt from paying tuition fees to the Host University. At the end of the mobility all successfully completed activities will be recognised.

Eligible Activities: courses (including language courses), seminars, exams, thesis work, a complementary traineeship period, carried out under the supervision of the Host Institution. Traineeship cannot be the only activity in a ‘for studies’ mobility period.

Duration of the activity: The same student may participate in mobility periods up to 12 months maximum for each study cycle (Bachelor’s, Master’s and Doctoral level), regardless of the number and type of mobility activities (Erasmus+ for studies and Erasmus+ for traineeship). Zero-grant mobility periods are also considered. In single-cycle degree courses, such as Medicine, students can carry out mobilities for up to 24 months.

In the event that the student is granted both an Erasmus+ for studies and/or an Erasmus+ for traineeship in Europe mobility place in the same academic year, the student will only be able to carry out ONE type of mobility and therefore will be obliged to renounce one of the mobility places.

Erasmus+ for studies mobility period: a consecutive mobility period, from a minimum duration of 3 months (90 days) up to a maximum of 12 months.

Duration of mobility abroad of this call

The mobility periods can take place in the following periods:

   a) for destinations available only in the second semester of the a.y. 2018/19: from 12th February to 31st July 2019
b) for destinations available in the a.y. 2019/20: from 1st July 2019 to 31st July 2020

**ATTENTION:** in exceptional cases, it is possible to go to such 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 carrying out their mobility in the a.y. 2018/2019 and will have to respect all the deadlines relative to that year. The payments of any funding are however those defined for the destinations available in the a.y. 2019/20. For students in mobility in the a.y. 2019/20 whose date of departure was fixed in (or postponed to) the second semester, the period will automatically be reduced so that it covers only the period of lessons and exams, and furthermore does not exceed the deadline of the Erasmus year (31st July 2020).

### FUNDING FOR STUDENTS’ MOBILITIES

Students may benefit from the following funds:

1) The **Erasmus Grant**, a contribution to the travel and living costs, offered by the EU during the mobility period. It is not intended as a full funding of your expenses. The amounts are defined as follows:
   a) for destinations available only in the second semester of the academic year 2018/19: **€650 a month**
   b) for destinations available for the a.y. 2019/2020: **€700 a month**

In order to receive the Erasmus Grant students must sign the Grant Agreement before the mobility.

The Erasmus+ grant is calculated on a daily basis considering every month of 30 days. The real dates of arrival and departure are stated by the Receiving Institution in the Attendance Certificate.

2) **Contribution to the travel costs** offered by the European Commission on a lump-sum basis, calculated on the basis of the travel distance for the participant. Travel distances are calculated using the distance calculator endorsed by the European Commission (http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm). The distance of a
one-way trip is used to calculate the amount of the EU grant that will support the round trip.

Distance bands and amounts for destinations available during the a.y. 2018/19 second semester only:

<table>
<thead>
<tr>
<th>Distance band</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between 100 and 499 km</td>
<td>€180 for participant</td>
</tr>
<tr>
<td>Between 500 and 1999 km</td>
<td>€275 for participant</td>
</tr>
<tr>
<td>Between 2000 and 2999 km</td>
<td>€360 for participant</td>
</tr>
<tr>
<td>Between 3000 and 3999 km</td>
<td>€530 for participant</td>
</tr>
<tr>
<td>Between 4000 and 7999 km</td>
<td>€820 for participant</td>
</tr>
<tr>
<td>8000 km or more</td>
<td>€1,100 for participant</td>
</tr>
</tbody>
</table>

Distance bands and amounts for destinations available during the a.y. 2019/20:

<table>
<thead>
<tr>
<th>Distance band</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between 0 and 99 km</td>
<td>€20 for participant</td>
</tr>
<tr>
<td>Between 100 and 499 km</td>
<td>€180 for participant</td>
</tr>
<tr>
<td>Between 500 and 1999 km</td>
<td>€275 for participant</td>
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</tr>
<tr>
<td>8000 km or more</td>
<td>€1,100 for participant</td>
</tr>
</tbody>
</table>

In order to receive the EU contribution students must sign the Grant Agreement before the mobility.

3) **Additional funding to the Erasmus Grant**, funded by various sources, including: Università di Padova, European Commission, MIUR and Veneto Region. Such funding is granted from time to time, based on the availability of funds and following precise rules laid out by law and/or by decisions made by the Consiglio di Amministrazione dell’Ateneo, based on merit as defined in the list of students for the regional scholarship and the ISEE/ISEU declaration.
NOTICE: from the a.y. 2018/2019, on the basis of ministerial indications, the Università di Padova has increased the amount of funding that runs from a minimum of €150 a month to a maximum of €550 a month, for a mobility period no longer than 10 months. The limit of the ISEE/ISEU amount was also raised up to €50,000.

At the start of the mobility, an advance payment of half of the total amount is provided. Students from the second-year “fuori corso” will not receive any additional funding.

In order to receive additional funds students must:

• sign the Grant Agreement before the mobility,
• submit to the Student Service Office: the application for regional study scholarship and/or the ISEE declaration (up to €50,000), for the academic year 2019/2020, between 9th and 22nd July 2019. This deadline applies to both first semester and second semester mobilities. Students are strongly recommended to refer to Caf for the ISEE/ISEU declaration well in advance, therefore from the end of February 2019.

For more information refer to the Student Service Office (Via Portello, 25-31 – 35129 Padova – Call Centre Tel. 049 827 3131 email: benefici.studenti@unipd.it)

ATTENTION!! It is mandatory to gain at least 9 CFU/ECTS during the mobility period. Failure to meet this requirement will be considered zero-grant students and all funds received will have to be reimbursed. 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 excluded from this rule. Particular situations will be taken into account by the Commissione per il Diritto allo Studio.

1 Fuori corso are students who have passed the legal duration for obtaining the qualification
ELIGIBILITY CRITERIA – WHO CAN APPLY

1) Students must be enrolled\(^2\) at the University of Padova and must have paid their tuition fees
2) Non-EU students must have a valid Italian residence permit and should apply for a visa (for the hosting country) well in advance
3) Students must not benefit of other European grants at the same time
4) Students must meet the minimum number of CFU credits required as follows:
   a) Bachelor students and Single cycle degree students enrolled in their first year during the a.y. 2018/19 must comply with the following CFU requirements:
      First call (deadline: 16th January 2019 at 13:00): all students enrolled in the a.y. 2018/19 can apply, unless Schools or Departments have outlined any restrictions
      Second call (deadline: 10th April 2019 at 13:00): only students who have at least 15 CFU recorded on Uniweb can apply, unless Schools or Departments have outlined any additional restrictions.
      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.
   b) Bachelor students and Single cycle degree students enrolled before the a.y. 2018/19 must have at least 40 CFU recorded on Uniweb in order to apply.
      Master’s degree and Doctoral students automatically meet the above requirements.
5) Meet the language requirements set by the Host Institution: please refer directly to the host Institution website where deadlines and requirements are specified and updated.

**ATTENTION:** For this type of mobility, a good level of knowledge of the host language is required (without it, the mobility may not take place) 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 is required to carefully check the webpages of the partner university, where the language requirements will be specified, note that information given in the lists is purely indicative.

**Students that are granted a mobility place and have a language level lower than that required** (based on the level declared in the certificate or from the TALB1 exam taken at the

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\(^2\) Students enrolled in a degree course (ex DM 509/99 o 270/2004), bachelor’s course, master’s course, single-cycle master’s course, doctorate, or specialization course (excluding medical areas), for a first or second level master as long as the mobility takes place before the end of the same course.
university) **will have to sit the language test at the CLA** or another institution indicated by the International Office – Mobility Unit, **before the departure**.

**Students exempt** from sitting the test:

- Students that have passed a TALB1 language exam at the Università di Padova for the language of the destination country
- Students that are enrolled in courses of study that are taught in English if the language level required is B1 English

Please see the **additional eligibility criteria** outlined by your **School/Department**.

**Students with disabilities** and learning difficulties (DSA) who intend to participate in the Erasmus+ programme can highlight this on Uniweb during the application submission process. 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. Incomplete applications will not be taken into consideration, nor those received after the deadlines. Refer to Student Service Office – Inclusion Unit (via Portello, 23 tel. 049 8275038 email: inclusione.studenti@unipd.it).

**AVAILABLE DESTINATIONS AND SELECTION OF THE PARTNER INSTITUTION**

Please see the lists of the Partner Universities offered by your School/Department which is published along with the call. You can select from 1 to 3 destinations according to your School rules.

For the academic year 2019/20, students can participate in the programme at the universities named in the lists available to download from [www.unipd.it/en/erasmus-studies-out](http://www.unipd.it/en/erasmus-studies-out) (“Applying to Erasmus” section)
In the choice of destinations students are recommended to:
- Verify the planned period of study (second semester 2018/19 only or entire Erasmus year 2019/20), paying attention also to the planned funding;
- Check the similarity of the academic courses on offer at the Receiving Institution with your study programme;
- Check the Host Institution requirements (such as language requirements, application form deadlines, etc.);
- Check visa procedure and residence permit rules in the host country well in advance of the departure.
These aspects can often prevent the departure from taking place.

How to find the right Host Institution:
1) download the list of exchanges offered by your School/Department (excel file)
2) set a filter for Degree course
3) set a filter for language of instruction
4) visit the websites of the Partner Universities you are interested in (educational courses on offer, exchange students application procedures and language requirements)

GENERAL SELECTION CRITERIA

The general selection criteria is described below:
• Coherence of the proposal of activities to be carried out abroad with the student’s Italian study programme
• Language proficiency (a minimum level of B1 is recommended)
• Merit in terms of number of ECTS recorded on Uniweb and the weighted average of grades considering:
  - for the First call (deadline: 16th January 2019 at 13:00): the grades recorded on Uniweb before 30th November 2018
  - for the Second call (deadline: 10th April 2019 at 13:00): the grades recorded on Uniweb before 10th April 2018, unless Schools or Departments have defined different requirements
• Students who have never benefited of an Erasmus+ for studies mobility period will have priority.
• Please see the additional selection criteria defined by your School/Department.

APPLICATION FORM

Before applying, you should consult the admission requirements and selection criteria of your School/Department.

Fill in the online application form on Uniweb and upload the following documents (PDF format ONLY):

1) PDF copy of your activity proposal (compulsory): you must list the activities you wish to carry out abroad in the original language of the Host Institution (thesis work and/or exams), using only the form available at the following link: www.unipd.it/en/erasmus-studies-out (select How to apply > Proposal of study activities). Please note that in case of thesis work, the form has to be signed by your supervisor or by the Academic Coordinator.

2) PDF copy of your ID card/residence permit (compulsory)

3) PDF of a language certificate (only if available, not compulsory)

4) PDF self-certification of any previous graduation obtained from other Universities: form available at the following link: www.unipd.it/en/erasmus-studies-out (select How to apply > Self-certification).

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

Instructions about the online application and acceptance procedures are available in the guide that can be downloaded here: www.unipd.it/en/erasmus-studies-out (select How to apply > Application and acceptance instructions on Uniweb).

APPLICATION PROCEDURE, LISTS OF SUCCESSFUL STUDENTS AND ACCEPTING THE PLACE

<table>
<thead>
<tr>
<th></th>
<th>1st call</th>
<th>2nd call</th>
<th>Key information</th>
</tr>
</thead>
<tbody>
<tr>
<td>When to apply</td>
<td>From 15/11/18 to</td>
<td>From 19/03/19 to</td>
<td>An automatic email confirming your application will be sent to your university</td>
</tr>
<tr>
<td></td>
<td>16/01/19 at 1 pm</td>
<td>10/04/18 at 1 pm</td>
<td>email address</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th><strong>Lists of successful students</strong></th>
<th>From 7/02/19</th>
<th>From 7/05/19</th>
<th>The lists of successful students will be published only on the website <a href="http://www.unipd.it/graduatorie-erasmus">http://www.unipd.it/graduatorie-erasmus</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accepting the mobility place (compulsory)</strong></td>
<td>From 7/02/19 to 12/02/19 at 1 pm</td>
<td>From 7/05/19 to 10/05/19 at 1 pm</td>
<td>Students awarded with the Erasmus place must fill in the online acceptance form on Uniweb. In the online acceptance form you will have to specify the expected date of departure (day/month/year). It should be decided based on the academic calendar of the university abroad (start of courses, ‘welcome week’ etc.) and it will be considered the official date of departure. It is based on this date that the International Office/Erasmus within Schools/Departments will send the ‘nomination’ to the institution abroad. Please note that the academic calendar for various institutions can be very different from that of the University of Padova and therefore</td>
</tr>
</tbody>
</table>

Remaining places after the first call - DESTINATIONS 2019/2020 ONLY

Students who have accepted or renounced places in the first call are not able to apply for places in the second call.

Departures during the first semester are not guaranteed (it depends on the Host Institution’s nomination deadlines)

(name.surname@studenti.unipd.it)

Should you have any problems with the application procedure or not receive the confirmation email, please write to domanda.erasmus@unipd.it before the deadline (available only during working days)!
students should carefully check the dates outlined for the partner university. For students in mobility in the a.y. 2019/20, we strongly recommend that they set the departure for the first semester.

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 International Office page (www.unipd.it/relint), selecting the relative mobility for the a.y. 2019/20 and the heading “Change Semester”.

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

Should you have any problems or not receive the confirmation email, please write to domanda.erasmus@unipd.it before the deadline (available only during working days)!

If you do not accept the place or if you do not meet the deadline, the place will be awarded to the next student in the list or it will be put into the second call or remain unassigned.

<table>
<thead>
<tr>
<th>Reserve places</th>
<th>From 14/02/19 to 15/02/2019</th>
<th>From 13/05/19 to 14/05/2019</th>
<th>The list of candidates entitled to reserve places will be published on the website <a href="http://www.unipd.it/en/erasmus-studies-out">http://www.unipd.it/en/erasmus-studies-out</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Acceptance of the mobility - Reserve places (compulsory)</td>
<td>From 14/02/19 to 15/02/2019</td>
<td>From 13/05/19 to 14/05/2019</td>
<td>Please see the Acceptance of the mobility place - Key information</td>
</tr>
</tbody>
</table>

Renounce the Erasmus+ for studies place:
If you are awarded a place and you have already accepted it but you later decide to renounce your participation in the Programme, you must fill in the online form “Rinuncia online” (http://www.unipd.it/en/erasmus-studies-out) and inform:

1) The International Office within your School/Department
2) Your Academic Coordinator
3) The Receiving Institution

PROCEDURES FOR SUCCESSFUL STUDENTS

1) Meet all the requests of the Partner University (Application Form, Accommodation Form, Language certificate, Transcript of records, etc.)

   The University Language Centre CLA offers all Erasmus+ students a free language course (30 hours) in English, Spanish, French and German.

   If your host University asks for any CEFR language proficiency statement you can take the test at the CLA for free.

   Should a specific language proficiency certificate (IELTS, TOEFL…) be required, you must independently acquire it.

   Please refer also to the section ELIGIBILITY CRITERIA – WHO CAN APPLY (point 5 language requirements).

2) Fill in the Learning Agreement before the mobility on Uniweb meeting the deadlines:
   - by 15th June for departures during the first semester or
   - by 15th October for departures during the second semester.

   Once approved on Uniweb by the Academic Coordinator in Padova, you must print the European Standard form and send it to the Host Institution for their approval. Once it has been signed by all, please save it! You will be asked to upload it to the reserved area of the International Office page (www.unipd.it/relint) together with the Attendance Certificate within the first 7 days after your arrival.

3) Take out a private health insurance.

   In the university fees students pay, an accident insurance and liability insurance is included, which is valid also for those who go abroad. For more information on insurance cover abroad, one can consult the university website:
   http://www.unipd.it/target/studenti/segreteria-e-tasse
4) **Sign the Grant Agreement.** 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**.

**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 are 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 student must **book an appointment** from June onwards to sign the Grant Agreement through the reserved area of the International Office website: [http://www.unipd.it/relint](http://www.unipd.it/relint)

Students must then come personally, equipped with an identity document (carta d’identità or passport), university badge, IBAN code (which must be provided on Uniweb before booking your appointment to sign the contract).

You can sign the Grant Agreement only if you:

- Have at least 40 CFU recorded on Uniweb
- Have paid the tuition fees at UniPD
- Your LA on Uniweb has been approved by the Italian Academic Coordinator

**N.B.** Students enrolled in a **bachelor’s degree** that expect to **graduate before** the Erasmus departure date, to spend the first part of the **first year of their master’s degree**, can depart **only** after the **formal enrollment in the master’s degree**. In the event that the formal registration has not taken place it will be necessary to move the departure from the first to the second semester.

5) **Hand in the end-of-mobility documents** within ten days after the end of the Erasmus period students must book an appointment online through the reserved area of the International Office ([www.unipd.it/relint](http://www.unipd.it/relint)), selecting the a.y. 2019/20) and bring with them the following **original** documentation:

1) original **Attendance Certificate**, the official declaration issued by the university abroad attesting the exact dates (day/month/year) of the start and end of the Erasmus mobility (N.B. the date of issue must not be more than 7 days prior to the end of residency date).

The certificate issued by the International Office at the time of signing the Grant Agreement, but it can also be reissued directly by the institution abroad on headed paper, originally dated, signed and stamped. Students should remember that failure to submit these documents of mobility will result in cancellation of the Erasmus status and the
complete reimbursement of the Erasmus Grant and any additional funding already received.

2) the original Transcript of Records, which is the certificate attesting the exams (with a successful result) taken abroad; in the event that the student carried out thesis work, the Transcript of Records can be substituted by a ‘Short evaluation report for thesis work’, meaning a letter on headed paper, signed and stamped by the supervisor abroad who has followed the student, naming the activities carried out and any credits gained (the facsimile is available for download on the site: http://www.unipd.it/en/erasmus-studies-out). Any internship carried out alongside the exams and/or the thesis research, if NOT mentioned in the Transcript of Records, must be certified by adequate, official documentation, issued by the hosting university. Students should remember that with any internship work, study activities must also be attested. In the event that the Transcript of Records is not available when the student departs to return to Italy, one must request the sending of the ORIGINAL document, as soon as it is available, directly to the International Office – Mobility Unit: Università degli Studi di Padova, Via VIII Febbraio 2, 35122 – Padova, Italy.

3) The original boarding pass of the outgoing and return journeys

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

1) only in the event that the initial Learning Agreement has been modified: attach the final Learning Agreement, approved on Uniweb by the Italian Academic Coordinator and signed by the institution abroad, in the reserved area of the International Office (www.unipd.it/relint, selecting the a.y. 2019/20)

2) fill out, after the documentation has been sent, the online EU Survey, provided by the European Commission. The completion of this questionnaire and the test are considered formal requirements to gain the eventual balance of the Erasmus grant. Failure to complete them will lead to the reimbursement of either a percentage of, or the entire grant already issued.

3) Recognise the activities carried out abroad (including thesis work) within 15 days from the receipt of the protected Transcript of Records from the International Office in Padova. Only activities submitted in the approved Learning Agreement can be recognised on Uniweb. The recognition of activities must be completed by and no later than 31st October 2019

Once the activities are recognised on Uniweb, the balance of the additional funding will be paid. Failure to complete the recognition process within the deadlines will lead to the complete reimbursement of any additional funding already paid.
CONTACTS

For technical problems with the on-line application and acceptance, please refer to: domanda.erasmus@unipd.it

For any other information or administrative issues, please refer to the website www.unipd.it/erasmus-studies-out (Section: International Office/Erasmus-at-schools_departments)

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