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 and the list of Partner Universities available, through the following link:

- **Erasmus+ for Studies Programme** (both Europe and beyond Europe): http://www.unipd.it/en/erasmus-studies-out
- **SEMP Programme:** http://www.unipd.it/servizi/esperienze-internazionali/studiare-allestero/swiss-european-mobility-programme
- **ULISSE call for mobility overseas** (please refer to specific instructions to apply): http://www.unipd.it/ulisse

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 University (or Universities if multiple choices are allowed) you wish to apply for. The following information is required:

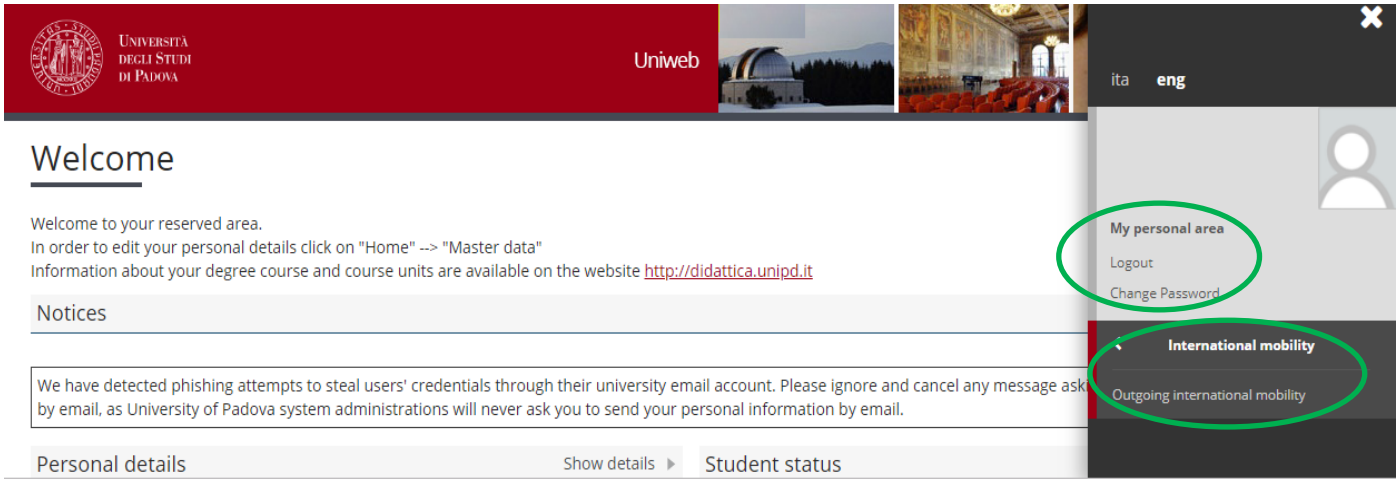
1) the **Erasmus code** of the Partner University
2) the **Field of study** (ex. 0311 - Economics)
3) the Surname of the **Italian Erasmus Coordinator** (so-called *Responsabile di flusso*)

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).

In order to apply, you must have paid your tuition fees, otherwise you will not be able to fill in the application form.

We recommend that students check the list of successfully passed exams and the weighted average in their online booklet.

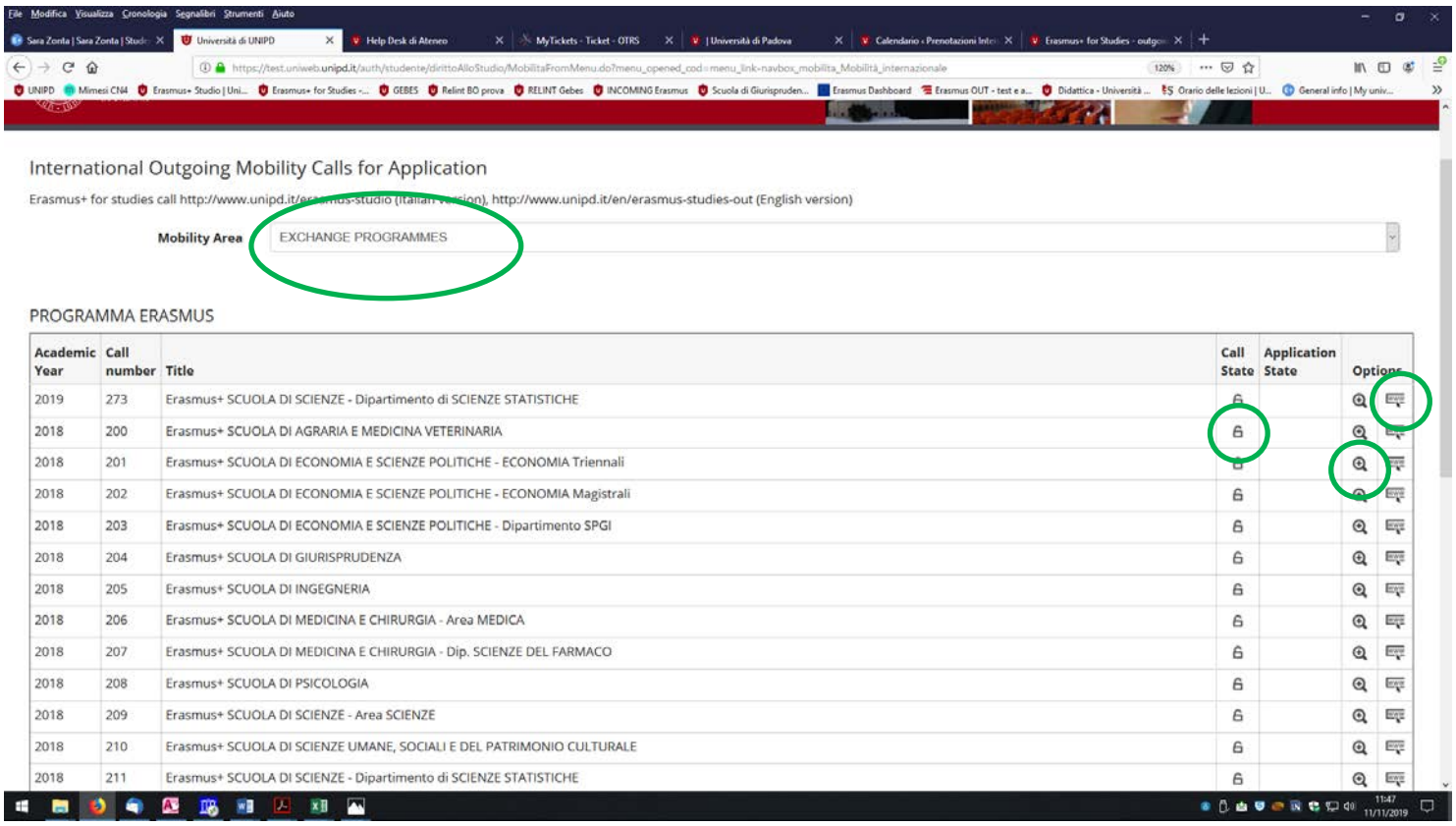
1) Log in with your Uniweb username and password and click on "Outgoing International Mobility" under the heading "International Mobility" (from the menu on your right);



2) Once you are in the system, make sure that "Exchange Programs" has been selected in the "Mobilty 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. 2020.

The icon [www] 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.



Academic Year	Call number	Title	Call State	Application State	Options
2019	273	Erasmus+ SCUOLA DI SCIENZE - Dipartimento di SCIENZE STATISTICHE			
2018	200	Erasmus+ SCUOLA DI AGRARIA E MEDICINA VETERINARIA			
2018	201	Erasmus+ SCUOLA DI ECONOMIA E SCIENZE POLITICHE - ECONOMIA Triennali			
2018	202	Erasmus+ SCUOLA DI ECONOMIA E SCIENZE POLITICHE - ECONOMIA Magistrali			
2018	203	Erasmus+ SCUOLA DI ECONOMIA E SCIENZE POLITICHE - Dipartimento SPGI			
2018	204	Erasmus+ SCUOLA DI GIURISPRUDENZA			
2018	205	Erasmus+ SCUOLA DI INGEGNERIA			
2018	206	Erasmus+ SCUOLA DI MEDICINA E CHIRURGIA - Area MEDICA			
2018	207	Erasmus+ SCUOLA DI MEDICINA E CHIRURGIA - Dip. SCIENZE DEL FARMACO			
2018	208	Erasmus+ SCUOLA DI PSICOLOGIA			
2018	209	Erasmus+ SCUOLA DI SCIENZE - Area SCIENZE			
2018	210	Erasmus+ SCUOLA DI SCIENZE UMANE, SOCIALI E DEL PATRIMONIO CULTURALE			
2018	211	Erasmus+ SCUOLA DI SCIENZE - Dipartimento di SCIENZE STATISTICHE			

3) You will now have the complete list of Partner Universities. 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/en/erasmus-studies-out). Click on "**Apply**".

International Outgoing Application

Cancel

Call details

Title: Erasmus+ SCUOLA DI GIURISPRUDENZA

Deadline for applications: from 15/11/2018 10:00 to 15/01/2020 13:00

Place acceptance: from 14/02/2019 10:00 to19/02/2019 13:00

Notice: E' possibile scegliere fino a TRE destinazioni in ordine di preferenza. Gli studenti sono tenuti a consultare autonomamente i siti internet delle università partner per verificare l'offerta formativa, i requisiti linguistici richiesti, le procedure e le scadenze previste. I link specifici delle università estere sono disponibili alla pagina: http://www.unipd.it/erasmus-studio, il sito web presente in questa pagina e' quello generale dell'ateneo estero. It is possible to choose up to THREE destinations, in order of preference. Students must independently consult the webpages of partner universities in order to check the educational courses on offer, language pre-requisites and any outlined procedures and deadlines. The specific links for Partner Universities are available on the page: http://www.unipd.it/en/erasmus-studies-out. The website on this page will be the general one for the university abroad.

Apply

Available places detail

University name – ISCED code – Area – Coordinator – study level		Erasmus Code	University homepage	Unipd Coordinator	Places	Duration (months)
Karl-Franzens-Universität Graz - - 042 - Law - GAROFALO Luigi - ciclo 1	KARL-FRANZENS-UNIVERSITAET GRAZ	A GRAZ01		LUIGI GAROFALO	1	5
Leopold-Franzens Universität Innsbruck - Faculty of Law - 042 - Law - GIROLAMI Matilde - ciclo 1, 2	LEOPOLD-FRANZENS-UNIVERSITAET INNSBRUCK	A INNSBRU01		MATILDE GIROLAMI	5	10
Universitaet Salzburg - - 042 - Law - GAROFALO Luigi - ciclo 1	UNIVERSITAET SALZBURG	A SALZBUR01		LUIGI GAROFALO	2	9
Vrije Universiteit Brussel - - 042 - Law - TOPO Adriana - ciclo 1, 2	VRIJE UNIVERSITEIT BRUSSEL	B BRUSSEL01		ADRIANA TOPO	3	5
Katholieke Universiteit Leuven - Faculty of Law - 042 - Law - GATTINI Andrea - ciclo 1, 2	KATHOLIEKE UNIVERSITEIT LEUVEN	B LEUVEN01		ANDREA GATTINI	4	6
Universite' Catholique de Louvain - - 042 - Law - GATTINI Andrea - ciclo 1, 2	UNIVERSITE' CATHOLIQUE DE LOUVAIN	B LOUVAIN01		ANDREA GATTINI	2	10
Humboldt-Universität zu Berlin - Faculty of Law - 042 - Law - GAROFALO Luigi - ciclo 1,						

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

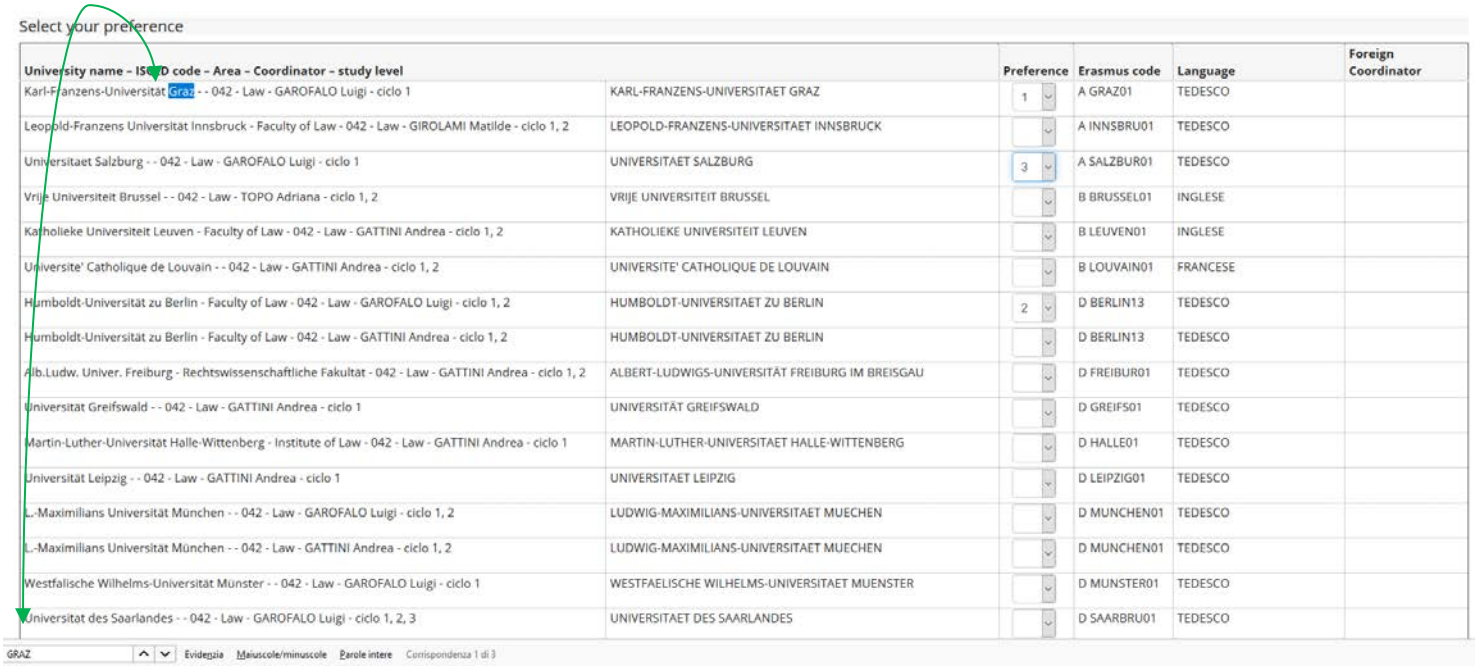
Requisiti

WARNING: to continue, you must confirm that you meet the mandatory requirements

	Requirements
☐	Dichiara di aver preso visione delle norme che regolano il bando - I hereby declare that I have read the terms and rules regulating the present call(Mandatory requirement)
☐	Dichiara che frequenterà un periodo di studio all'estero per esami - I hereby declare to attend a study period abroad for exams
☐	Dichiara che frequenterà un periodo di studio all'estero per ricerca/tesi - I hereby declare to attend a study period abroad for research/final project
☐	Dichiara che frequenterà un periodo di studio all'estero per studio/tirocinio - I hereby declare to attend a study period abroad for study/practical training
☐	Dichiara di essere studente con disabilità - I hereby declare I am a student with a declared disability/special need
☐	Dichiara di aver usufruito in precedenza di una mobilità LLP Erasmus/Erasmus+ Studio - I hereby declare that I have already taken a LLP Erasmus/Erasmus+ for studies grant
☐	Dichiara di aver usufruito in precedenza di una mobilità LLP Placement/Erasmus+ TRAINEESHIP - I hereby declare that I have already taken a LLP PLACEMENT/Erasmus+ for traineeship grant

"REQUIREMENTS"

- 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.
- **It is mandatory to check "Declares that he/she saw the terms and rules regulating the present call".**
- You can choose from the **types of activities** to carry out abroad (exams, work on the thesis project, a complementary traineeship)



Select your preference

University name – ISCED code – Area – Coordinator – study level		Preference	Erasmus code	Language	Foreign Coordinator
Karl-Franzens-Universität Graz - - 042 - Law - GAROFALO Luigi - ciclo 1	KARL-FRANZENS-UNIVERSITAET GRAZ	1	A GRAZ01	TEDESCO	
Leopold-Franzens Universität Innsbruck - Faculty of Law - 042 - Law - GIROLAMI Matilde - ciclo 1, 2	LEOPOLD-FRANZENS-UNIVERSITAET INNSBRUCK		A INNSBRU01	TEDESCO	
Universitaet Salzburg - - 042 - Law - GAROFALO Luigi - ciclo 1	UNIVERSITAET SALZBURG	3	A SALZBUR01	TEDESCO	
Vrije Universiteit Brussel - - 042 - Law - TOPO Adriana - ciclo 1, 2	VRIJE UNIVERSITEIT BRUSSEL		B BRUSSEL01	INGLESE	
Katholieke Universiteit Leuven - Faculty of Law - 042 - Law - GATTINI Andrea - ciclo 1, 2	KATHOLIEKE UNIVERSITEIT LEUVEN		B LEUVEN01	INGLESE	
Universite' Catholique de Louvain - - 042 - Law - GATTINI Andrea - ciclo 1, 2	UNIVERSITE' CATHOLIQUE DE LOUVAIN		B LOUVAIN01	FRANCESE	
Humboldt-Universität zu Berlin - Faculty of Law - 042 - Law - GAROFALO Luigi - ciclo 1, 2	HUMBOLDT-UNIVERSITAET ZU BERLIN	2	D BERLIN13	TEDESCO	
Humboldt-Universität zu Berlin - Faculty of Law - 042 - Law - GATTINI Andrea - ciclo 1, 2	HUMBOLDT-UNIVERSITAET ZU BERLIN		D BERLIN13	TEDESCO	
Alb.Ludw. Univer. Freiburg - Rechtswissenschaftliche Fakultät - 042 - Law - GATTINI Andrea - ciclo 1, 2	ALBERT-LUDWIGS-UNIVERSITÄT FREIBURG IM BREISGAU		D FREIBUR01	TEDESCO	
Universität Greifswald - - 042 - Law - GATTINI Andrea - ciclo 1	UNIVERSITÄT GREIFSWALD		D GREIFS01	TEDESCO	
Martin-Luther-Universität Halle-Wittenberg - Institute of Law - 042 - Law - GATTINI Andrea - ciclo 1	MARTIN-LUTHER-UNIVERSITAET HALLE-WITTENBERG		D HALLE01	TEDESCO	
Universität Leipzig - - 042 - Law - GATTINI Andrea - ciclo 1	UNIVERSITAET LEIPZIG		D LEIPZIG01	TEDESCO	
L.-Maximilians Universität München - - 042 - Law - GAROFALO Luigi - ciclo 1, 2	LUDWIG-MAXIMILIANS-UNIVERSITAET MUECHEN		D MUNCHEN01	TEDESCO	
L.-Maximilians Universität München - - 042 - Law - GATTINI Andrea - ciclo 1, 2	LUDWIG-MAXIMILIANS-UNIVERSITAET MUECHEN		D MUNCHEN01	TEDESCO	
Westfalische Wilhelms-Universität Münster - - 042 - Law - GAROFALO Luigi - ciclo 1	WESTFAELISCHE WILHELMS-UNIVERSITAET MUENSTER		D MUNSTER01	TEDESCO	
Universitat des Saarlandes - - 042 - Law - GAROFALO Luigi - ciclo 1, 2, 3	UNIVERSITAET DES SAARLANDES		D SAARBRU01	TEDESCO	

GRAZ Evidenzia Maiuscole/minuscole Parole intere Corrispondenza 1 di 3

"SELECT YOUR PREFERENCE"

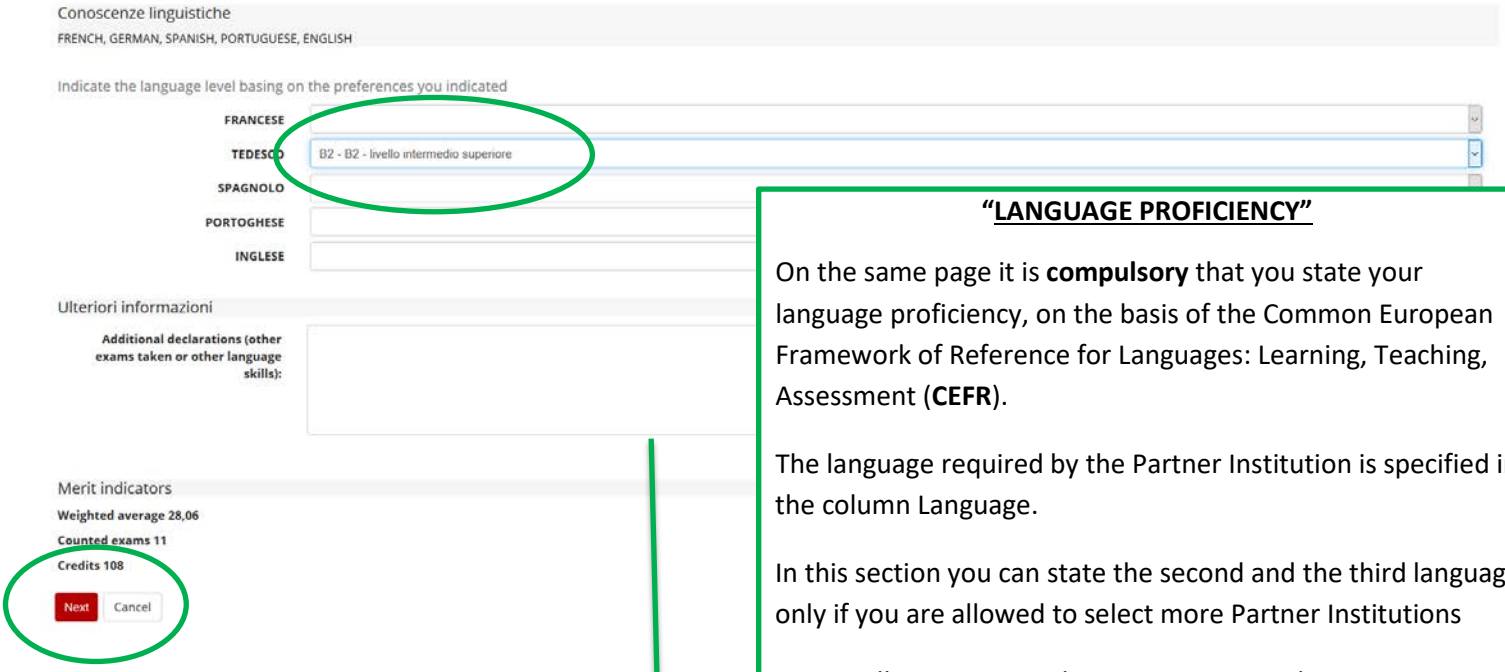
- You are now required to rank the Partner Institutions in order of preference, up to 2 or 3 as permitted by your School / Department. It is not mandatory to choose 2 or 3 Partner Institutions.

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

Number of preferences

Erasmus+ for Studies in Europe call:
- **School of Human and Social Sciences and Cultural Heritage call**: you can only choose ONE Partner Institution
- **School of Law and Department of Economics and Management** call: you can choose up to THREE Partner Institutions
- **All other calls**: you can choose up to TWO Partner Institutions

Erasmus+ for Studies Beyond Europe and SEMP calls: you can only choose ONE Partner Institution, regardless of your School / Department



"LANGUAGE PROFICIENCY"

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.

In this section you can state the second and the third language only if you are allowed to select more Partner Institutions

SEMP call: it is not mandatory to state your language proficiency

ADDITIONAL DECLARATIONS"

In the free text box you can write:

a. the reasoning for your choice of Partner Institution
b. 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).
c. your degree grade (if not yet registered when applying)

At the end, click on "**Next**".

5) ATTACHMENTS SECTION: upload the following documents (only the ones related to the application form):

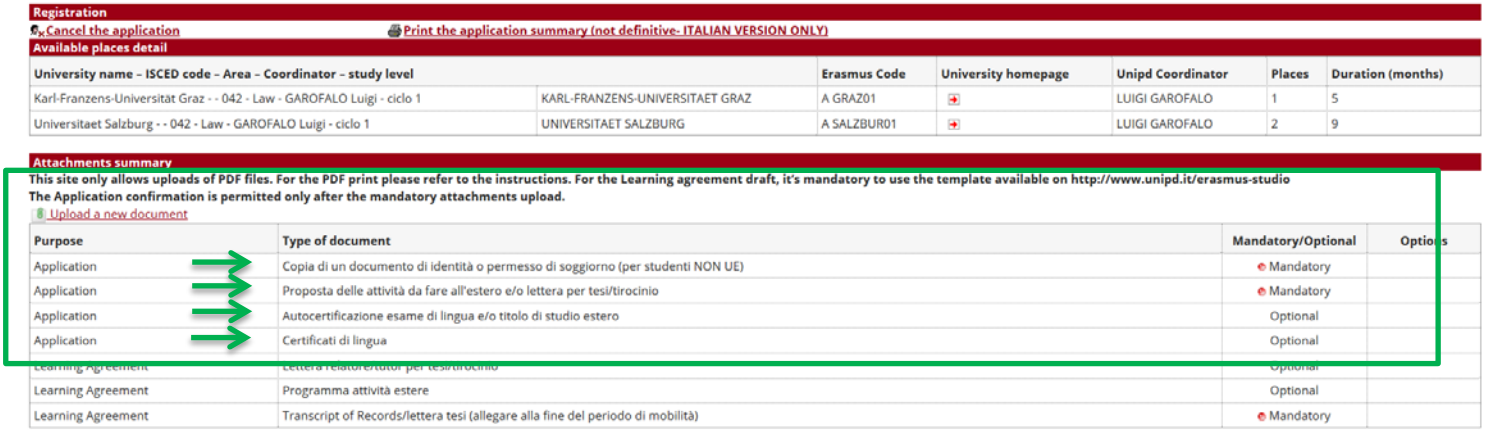
a) PDF copy of your **study plan proposal** (compulsory) – use exclusively the form available here: https://www.unipd.it/en/apply-erasmus-out (How to apply > Attachment 1 – Proposal of study activities); the exam names must be written as indicated in the foreign university's course catalogue, in their original language

b) PDF copy of your **ID document or residence permit for non-EU students** (compulsory)

c) 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).

d) 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.



Registration

Cancel the application Print the application summary (not definitive- ITALIAN VERSION ONLY)

Available places detail

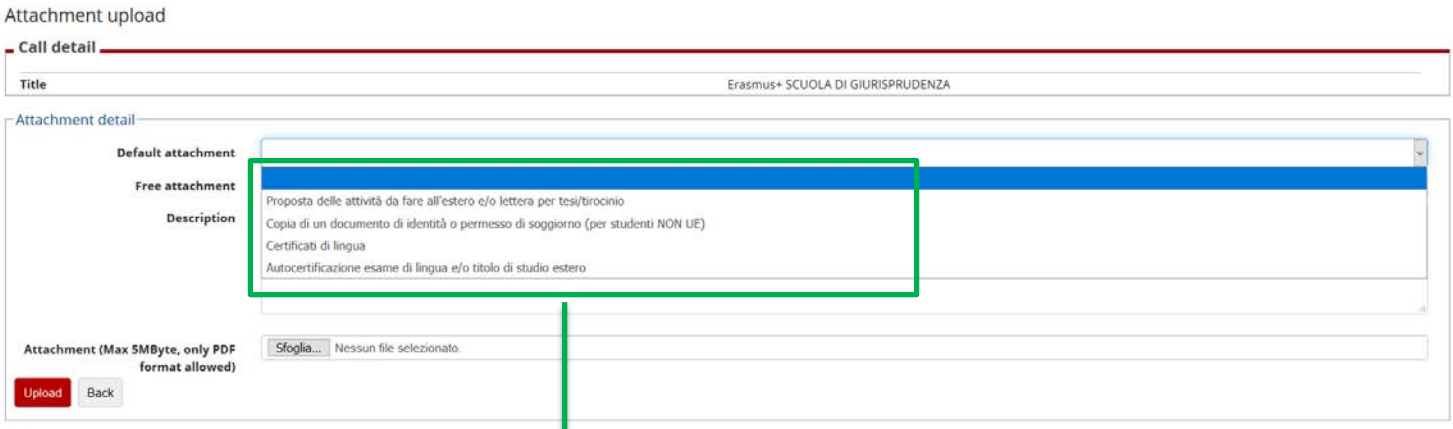
University name – ISCED code – Area – Coordinator – study level		Erasmus Code	University homepage	Unipd Coordinator	Places	Duration (months)
Karl-Franzens-Universität Graz - - 042 - Law - GAROFALO Luigi - ciclo 1	KARL-FRANZENS-UNIVERSITAET GRAZ	A GRAZ01		LUIGI GAROFALO	1	5
Universitaet Salzburg - - 042 - Law - GAROFALO Luigi - ciclo 1	UNIVERSITAET SALZBURG	A SALZBUR01		LUIGI GAROFALO	2	9

Attachments summary

This site only allows uploads of PDF files. For the PDF print please refer to the instructions. For the Learning agreement draft, it's mandatory to use the template available on http://www.unipd.it/erasmus-studio
The Application confirmation is permitted only after the mandatory attachments upload.

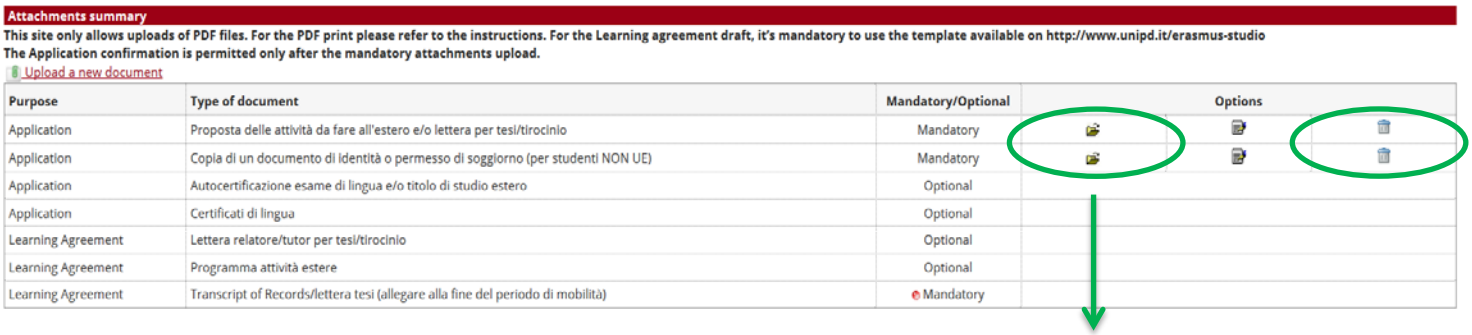
Upload a new document

Purpose	Type of document	Mandatory/Optional	Options
Application	Copia di un documento di identità o permesso di soggiorno (per studenti NON UE)	Mandatory	
Application	Proposta delle attività da fare all'estero e/o lettera per tesi/tirocinio	Mandatory	
Application	Autocertificazione esame di lingua e/o titolo di studio estero	Optional	
Application	Certificati di lingua	Optional	
Learning Agreement	Programma attività estere	Optional	
Learning Agreement	Transcript of Records/lettera tesi (allegare alla fine del periodo di mobilità)	Mandatory	



You can add or replace the attachments required before confirming the application form. The description of the attachment is in Italian:

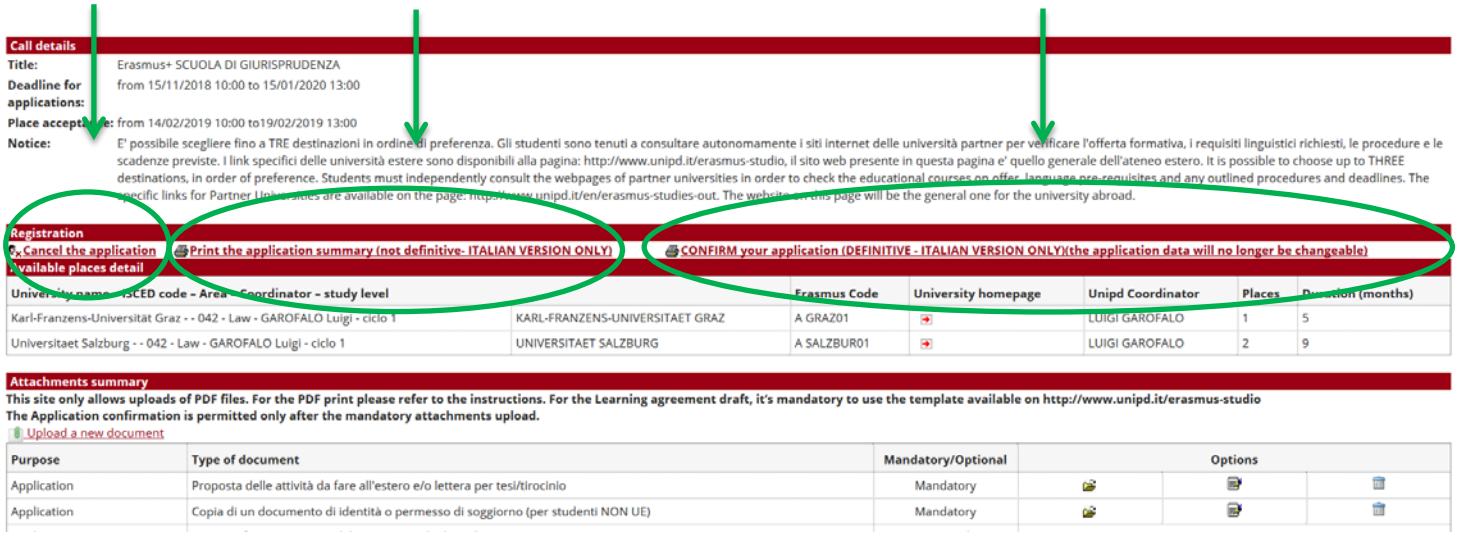
- *Proposta delle attività da fare all'estero e/ lettera tesi/tirocinio* is the **activity proposal**
- *Copia di un documento di identità o permesso di soggiorno (per studenti NON UE)* is the copy of **ID card or residence permit for non-EU students**
- *Certificati di lingua* means any language certificate 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 will be able to confirm the application form only once you have uploaded the compulsory attachments relating to the Application.

6) In the last screen, you can cancel your application form by clicking "**Cancel the application**", verify the application state by clicking on "**Print the application summary**" and confirm your application by clicking on "**Confirm your application (DEFINITIVE – Italian version only)(the application data will no longer be changeable)**".

It will not be possible to change any of the application data after clicking on "Confirm your application (DEFINITIVE)", therefore we strongly recommend to print the summary and check that there are no mistakes before you confirm the application.



Call details

Title: Erasmus+ SCUOLA DI GIURISPRUDENZA

Deadline for applications: from 15/11/2018 10:00 to 15/01/2020 13:00

Place accept…e: from 14/02/2019 10:00 to19/02/2019 13:00

Notice: E' possibile scegliere fino a TRE destinazioni in ordine di preferenza. Gli studenti sono tenuti a consultare autonomamente i siti internet delle università partner per verificare l'offerta formativa, i requisiti linguistici richiesti, le procedure e le scadenze previste. I link specifici delle università estere sono disponibili alla pagina: http://www.unipd.it/erasmus-studio, il sito web presente in questa pagina e' quello generale dell'ateneo estero. It is possible to choose up to THREE destinations, in order of preference. Students must independently consult the webpages of partner universities in order to check the educational courses on offer, language pre-requisites and any outlined procedures and deadlines. The …pecific links for Partner Un…sities are available on the page: https://www.unipd.it/en/erasmus-studies-out. The website of this page will be the general one for the university abroad.

Registration

Cancel the application | Print the application summary (not definitive- ITALIAN VERSION ONLY) | CONFIRM your application (DEFINITIVE - ITALIAN VERSION ONLY)(the application data will no longer be changeable)

…vailable places detail

Univers…name – ISCED code – Area – Coordinator – study level		Erasmus Code	University homepage	Unipd Coordinator	Places	…Duration (months)
Karl-Franzens-Universität Graz - - 042 - Law - GAROFALO Luigi - ciclo 1	KARL-FRANZENS-UNIVERSITAET GRAZ	A GRAZ01		LUIGI GAROFALO	1	5
Universitaet Salzburg - - 042 - Law - GAROFALO Luigi - ciclo 1	UNIVERSITAET SALZBURG	A SALZBUR01		LUIGI GAROFALO	2	9

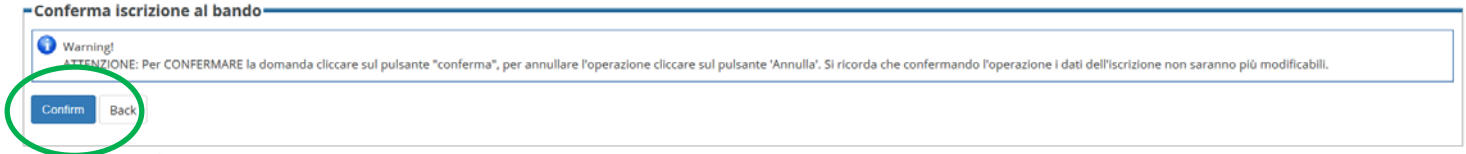
Attachments summary

This site only allows uploads of PDF files. For the PDF print please refer to the instructions. For the Learning agreement draft, it's mandatory to use the template available on http://www.unipd.it/erasmus-studio
The Application confirmation is permitted only after the mandatory attachments upload.

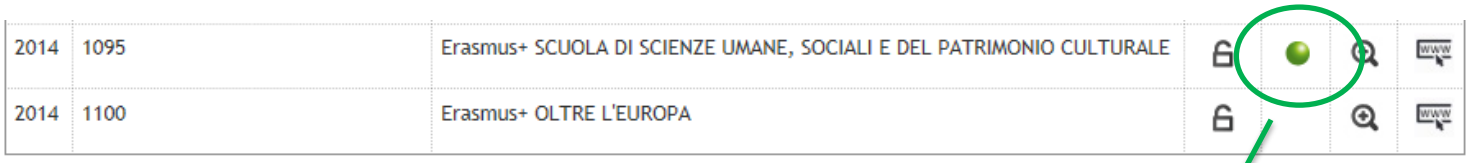
Upload a new document

Purpose	Type of document	Mandatory/Optional	Options		
Application	Proposta delle attività da fare all'estero e/o lettera per tesi/tirocinio	Mandatory			
Application	Copia di un documento di identità o permesso di soggiorno (per studenti NON UE)	Mandatory			

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 (name.surname@studenti.unipd.it).



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 13th to 18th of February at 13:00; reserved-place students: from 20th to 21st of February at 13:00
- **2nd call** - remaining places: successful students: from 23th to 28th of April at 13:00; reserved place students from 29th to 30th of April at 13:00

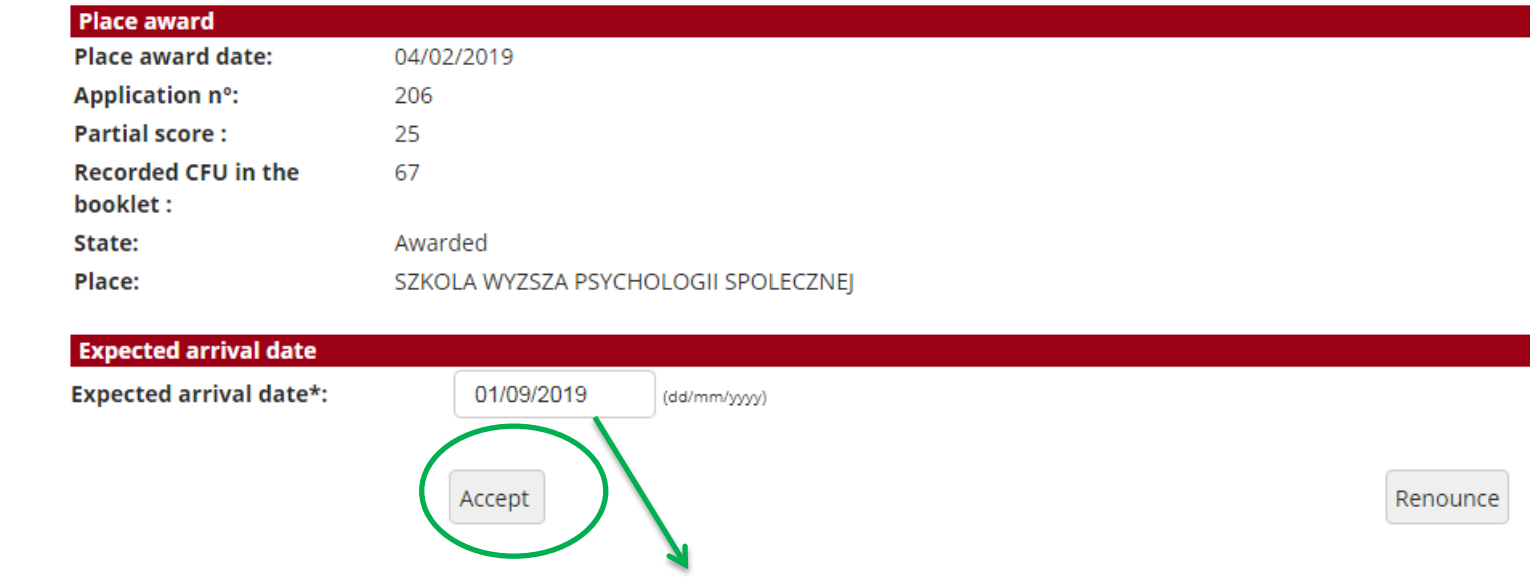
SEMP CALL
Successful students: from 13th to 18th of February at 13:00; reserved-place students: from 20th to 21st of February at 13:00

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.

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 International Erasmus Office 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.

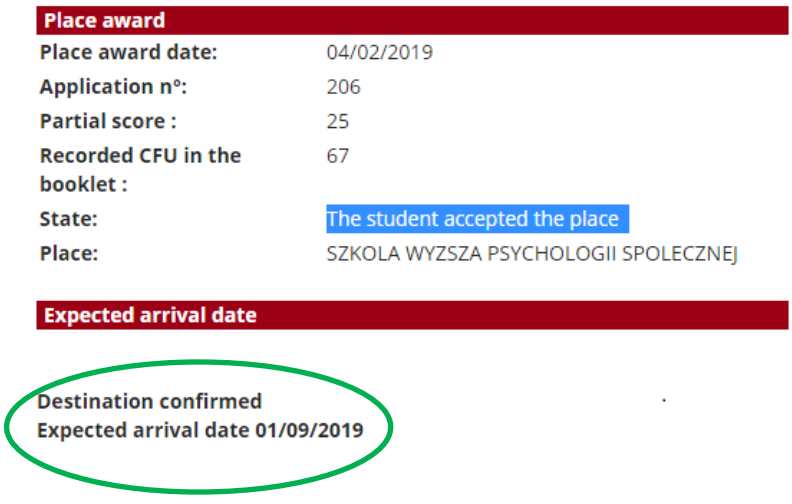
An automatic email confirming your acceptance will be sent to your institutional email address (name.surname@studenti.unipd.it).

Should students encounter any problems with the acceptance 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.



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

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



Afterwards, Uniweb informs you that the procedure has been correctly completed ("**Destination confirmed")**

Should students encounter any problems with the acceptance 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.

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.pdfforge.org/pdfcreator (Windows) or 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.convertimagetopdf.net, http://jpg.smallpdf.com/it .