ULISSE CALL for overseas mobility
APPLICATION AND ACCEPTANCE INSTRUCTIONS ON UNIWEB

Before filling in the application form on Uniweb, we recommend that students carefully read the call for applications, the list of Partner Universities available and the related information sheets through the following link:

https://www.unipd.it/en/ulisse

For other exchange Programmes, students should refer to:

- 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

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 you wish to apply for. Students are allowed to choose up to two destinations.

Destinations are ordered by “Erasmus Code” that is by State and city, for example: Pontificia Universidad Catolica Argentina – Erasmus Code: ARGBUENOSA02

Ulisse call includes destinations managed either at University level, available for all degree courses, or at Department level, available for the degree courses outlined in the information sheet of each University. A complete list of Departments and their relative acronyms is available at the end of this guide.

ATTENTION: As far as funding is concerned (see screenshot at point 3):

- University destinations are financed with a scholarship of €700 monthly (no Department acronym)
- Department destinations can be:
  • Funded by the University with a scholarship of €700 monthly: in this case, only the Department acronym will appear next to the partner University
  • Funded by the Department (refer to the Department for the scholarship amount): in this case, “DEPT. GRANT” will appear next to the Department acronym
  • Zero grant (expenses are to be borne by students): in this case, “ZERO GRANT” will appear next to the Department acronym

The following information is required to make sure that you select the right destination:

1) the Erasmus code of the Partner University
2) the Department (e.g. Dept. DISSGEA)
3) whether the funding is granted by the Department or expenses are to be borne by students

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);

![Uniweb login interface](image)

2) Once you are in the system, make sure that “Accordi Bilaterali” (bilateral agreements) 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. 2020.

The icon ![icon](image) 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 ![icon](image) that corresponds to “Bando Ulisse 2020/21” (Ulisse call) to start filling in the application form.

![International Outgoing Mobility Calls for Application](image)

3) You will now have the complete list of Partner Universities. For each of them, the number of places available and the number of months of the study period.

You are kindly invited to consult the University information sheets before applying (refer to: [https://www.unipd.it/en/ulisse](https://www.unipd.it/en/ulisse)).

Click on “Apply”. 
International Outgoing Application

Exam announcement details

Title: BANDO ULI SSE mobilità a.a. 2020 - 2021
Deadline for applications: from 18/11/2019 10:00 to 15/01/2020 13:00
Notice: E' possibile scegliere fino a DUE destinazioni. 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 delle università estere sono disponibili alla pagina: http://www.unipd.it/erasmus-studio ULI SSE. It is possible to choose up to TWO destinations. 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/erasmus-studio ULI SSE.

9. Apply

Available places detail

<table>
<thead>
<tr>
<th>University name - ISCED code - Area - Coordinator - study level</th>
<th>Erasmus Code</th>
<th>University homepage</th>
<th>Unipd Coordinator</th>
<th>Places</th>
<th>Duration (months)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universidad de Buenos Aires - Dept. DISSGEO</td>
<td>ARGBUENOSA02</td>
<td>UNIVERSIDAD DE BUENOS AIRES</td>
<td></td>
<td>1</td>
<td>9</td>
</tr>
<tr>
<td>Universidad de Buenos Aires - Dept. DISSGEO - DEPT. GRANT</td>
<td>ARGBUENOSA02</td>
<td>UNIVERSIDAD DE BUENOS AIRES</td>
<td></td>
<td>1</td>
<td>9</td>
</tr>
<tr>
<td>Pontificia Universidad Catolica Argentina - Dept. DISSGEO</td>
<td>ARGBUENOSA03</td>
<td>Pontificia Universidad Catolica Argentina</td>
<td></td>
<td>2</td>
<td>9</td>
</tr>
<tr>
<td>Universidad Nacional de Cordoba - Dept. DM - ZERO GRANT</td>
<td>ARGCORDOBA01</td>
<td>UNIVERSIDAD NACIONAL DE CORDOBA</td>
<td></td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>University of New South Wales</td>
<td>AUSSYDNEY01</td>
<td>UNIVERSITY OF NEW SOUTH WALES</td>
<td></td>
<td>2</td>
<td>5</td>
</tr>
</tbody>
</table>
4) Fill in the “Requirements” section, select and eventually choose in order of preference 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” and “Declares that he/she has never received a Bilateral Agreement grant for the same destination”.
- Students can declare their 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 can choose more than one type of activity to carry out abroad (exams, work on the thesis project, a complementary traineeship)
“SELECT YOUR PREFERENCE”

- You are now required to rank the Partner Institutions in order of preference, up to 2. It is not mandatory to choose 2 Partner Institutions.

Pay close attention to the Department destinations that can be with or without scholarship. Should the destination be without scholarship you will see “ZERO GRANT” specified next to the Department acronym

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

“ADDITIONAL DECLARATIONS”

In the free text box you can write:

a. the reasoning for your choice of Partner Institution
b. any additional language proficiency

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 – use exclusively the form available here: https://www.unipd.it/en/ulisse (How to apply > Proposal of study activities); the exam names must be written as indicated in the foreign university’s course catalogue, in their original language (COMPULSORY)

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

c) PDF of a language certificate (COMPULSORY)

d) PDF self-certification of previous graduation obtained at other Universities abroad - use exclusively the form available here: https://www.unipd.it/en/ulisse (How to apply > Self-certification)

e) PDF of CV, personal statement, cover letter from a professor, if required (please check the University information sheet)

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

- *Elenco 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 the **language certificate**

- *CV, personale statement, lettera di presentazione docente* means CV, personal statement, **cover letter from a professor, if required**

- *Autocertificazioni esame di lingua e/o titolo di studio* means the self-certification of previous graduation obtained at another University
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.
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 must fill in the online acceptance form on Uniweb within the deadline below:

ULISSE CALL:
- **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

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

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.

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.

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 Ulisse 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.
List of Departments

DAFNAE Department of Agronomy, Food, Natural Resources, Animals and Environment
DEI Department of Information Engineering
DFA Department of Physics and Astronomy
DII Department of Industrial Engineering
DiPIC Department of Public, International and Community Law
DiSC Department of Chemical Sciences
DISLL Department of Linguistic and Literary Studies
DISSGeA Department of Historical and Geographic Sciences and the Ancient World
DM Department of Mathematics
DNS Department of Neurosciences
DPCD Department of Private Law and Critique of Law
DSEA Department of Economics and Management
DSF Department of Pharmaceutical and Pharmacological Sciences
DTG Department of Management and Engineering
FISPPA Department of Philosophy, Sociology, Education and Applied Psychology
GEOSCIENZE Department of Geosciences
SPGI Department of Political Science, Law, and International Studies
TESAF Department of Land, Environment, Agriculture and Forestry
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.smalipdf.com/it