

# AGREEMENTS PORTAL AND STUDY ABROAD EXPERIENCES

AMMINISTRAZIONE CENTRALE
AREA RELAZIONI INTERNAZIONALI
PROJECTS AND MOBILITY OFFICE

### Step 1 - Link to access the portal

To view the **agreements** available for study mobilities calls and **past study abroad experiences shared by students**, log in to the portal at the link: <a href="https://www.unipd.it/mobility-agreements">www.unipd.it/mobility-agreements</a> (Figure 1).

Figure 1 - The Student Mobility Agreements Portal



## Step 2 - Setting the criteria for selecting agreements

In the **Agreements** tab, there are five pre-selection criteria:

- Program (optional)
- Country (optional)
- Agreement Type (optional): agreements may be labeled *Erasmus+ University Destinations* or *Mobility Windows*. In Uniweb, University Destinations appear under the corresponding call, while Mobility Windows are listed under the relevant Schools' or Departments' calls
- **Study field (mandatory):** it corresponds to the degree course that must be selected from the drop-down menu (see pages 3 and 4 for further details).
- **Academic Year (mandatory):** make sure that the academic year in which the mobility will take place is selected

Figure 2 - Preselection criteria

Program		Study field	
< Select all>	-	< Select all>	- ×
		This is a mandatory field, please make a selection.	
Country		Academic year	
< Select all>	-	< Select all>	- ×
		This is a mandatory field, please make a selection.	
Agreement type			
< Select all>	-		

### Degree course code: where to find it?

To avoid selection errors, it is recommended that you check the code of your degree course, available on Uniweb, in your personal profile (Home  $\rightarrow$  Registrations, under "Corso di studio") (**Figures 3 and 4**).

Figure 3 - Uniweb, Home → Registrations

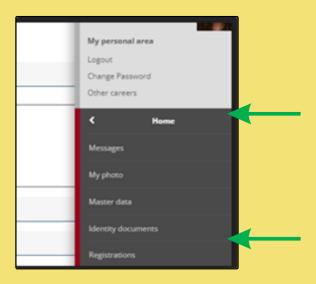
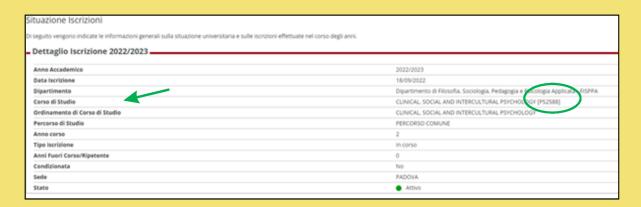
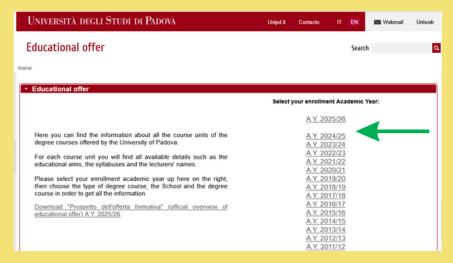


Figure 4 - Dettaglio Iscrizione, Corso di studio and code



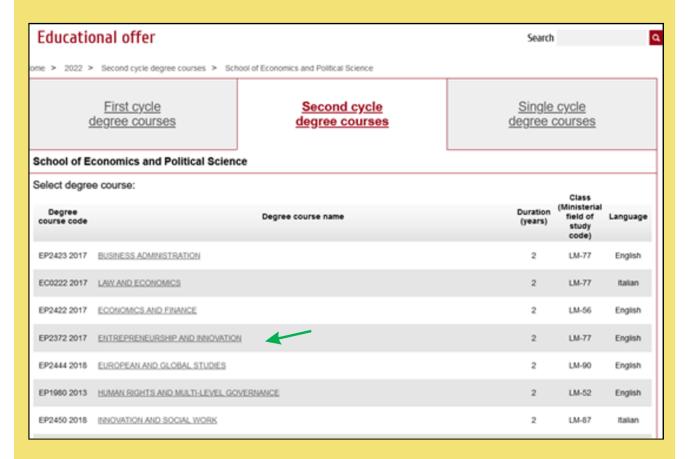
If you are enrolled in the third year of a Bachelor's degree course and wish to spend your mobility in a Master's degree course, you need to filter the agreements with the code of the Master's degree course you intend to enrol in, available at the link: <a href="https://en.didattica.unipd.it/">https://en.didattica.unipd.it/</a> and select the current academic year (Figure 5).

Figure 5 - Educational offer



Next, go to the section Second cycle degree Courses, the relevant School, and search for the desired master's degree course code (in the example for Human Rights and multi-level Governance, the code is EP1980) (**Figure 6**).

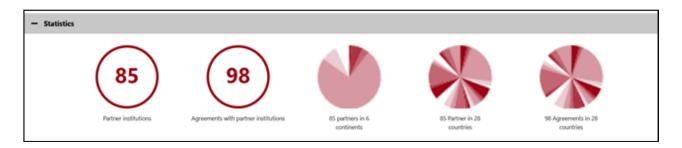
Figure 6 - Second cycle degree courses code



After selecting the degree course and the Academic Year:

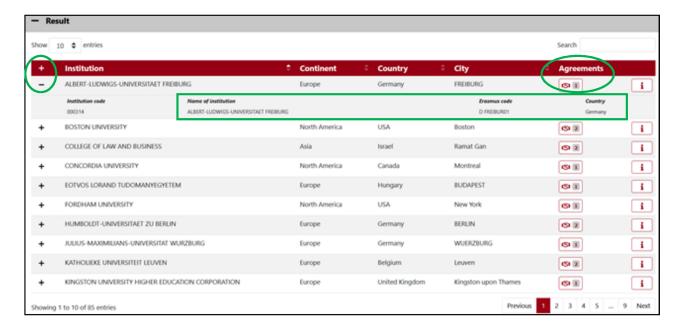
• The 'Statistics' section will show the number of partner institutions and the number of agreements available for the degree course set in the filter (Figure 7).

Figure 7 - Statistics



• The '*Result*' section (at the bottom) will display the list of all available agreements for the degree course (*Figure 8*).

Figure 8 - List of selected agreements



Next to the name of the institution, by clicking on the + or - icon, you can display or hide the main information of the partner institution: name of the institution, Erasmus code and country.

# Step 3 - Accessing data and information of each agreement

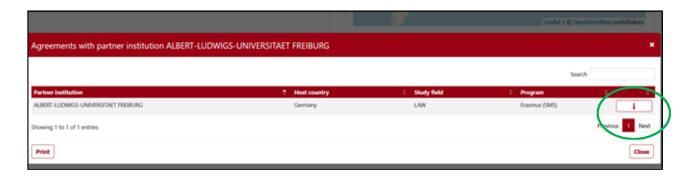
To access the specific information for each agreement, please click:

• On the 'Show details' icon on the right, under the column 'Agreements'.



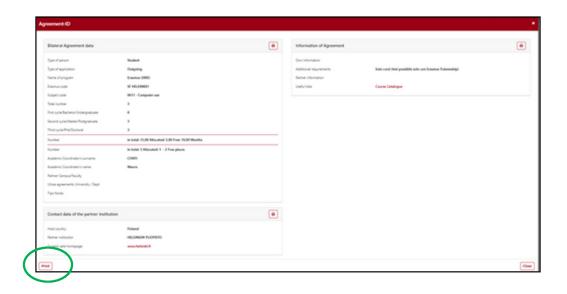
• Then, from the "Agreements with partner institution..." box, click on the 'i' icon. In some cases, several agreements may be available for one institution. Please read the information sheets carefully in order to understand the differences (e.g. for the Ulisse programme, some agreements provide funding, others are zero grant, for the Erasmus+ programme some agreements may differ even only in terms of the Departmental Coordinator, etc.) (Figure 9).

Figure 9 - Agreements per partner Institution



This will open the tab with all the information about the agreement. By clicking on '**Print**' (bottom left), you can download the PDF with all the information about the agreement (**Figure 10**).

Figure 10 - Print the page with the agreement information



In the 'Bilateral Agreement data' section (left-hand side), you will find all the main information (e.g. Erasmus code, teacher responsible for the flow, isced/area of study) to be noted down in order to correctly select the destination in Uniweb (Figure 11):

 Under the 'Number' headings, you can see the total number of places and months available for each agreement, divided between those allocated for the first call and those still available for the second call. For destinations no longer available, the remaining places and months will be shown as "0". In the example provided, two places are still available. You can always view the full list of agreements related to your study field and consult the details of each destination, even if they are no longer available for the second call.

The total number of months indicated in the portal for each agreement must be divided by the number of available places. The number of months thus calculated for each student corresponds to the maximum duration that can be financed (in the example 15 months are to be divided by 3 places, so each student will have 5 months of mobility)

To find out which study cycle [1] the agreement is available for, it is necessary
to check the corresponding number of places available. If 0 places are
available for a study cycle, the agreement does not foresee mobility for this
level. The number of places reported for each level of study refers to the total
number of places available (in the example, the agreement with SF HELSINK01
allows mobility, for a maximum of 3 places, for the second and third cycle, not
for the first)

**<sup>[1]</sup>** The study cycles are as follows: first-cycle degree courses (*First cycle/Bachelor/Undergraduate/Bachelor*), second-cycle degree course (*Second cycle/Master/Postgraduate*), and third-cycle PhD/Doctoral courses (*Third cycle/PhD/Doctoral*).

- The Erasmus code of the partner Institution (e.g. SF HELSINK01)
- The ISCED code of the agreement, i.e. the area of study of the agreement (e.g. 0611 Computer use)
- The name of the Academic Coordinator (e.g. Prof. Mauro Conti)
- If relevant, the Campus/Faculty at the partner institution

Figure 11 - Bilateral agreement data



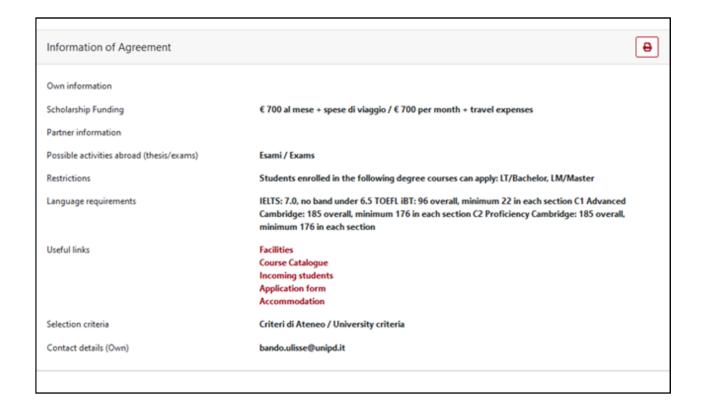
The **Information of Agreement** section (right.-hand side) displays all additional information related to the agreement **(Figures 12 and 13)**, including:

- Additional requirements: if available, very important notes concerning the agreement are specified.
- **Useful links:** if available, useful links to the partner institution's website (e.g. course catalogue, application form, language requirements...) are given.

Figure 12 - Example Erasmus Agreement Information



Figure 13 - Example Ulisse Agreement Information

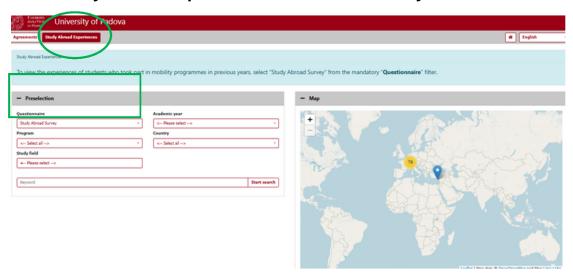


# Step 4 - Read about students' past mobility experiences

To read about past students' experiences, click on the "Study Abroad Experiences" tab located at the top left of the homepage, next to the "Agreements" tab (Figure 14).

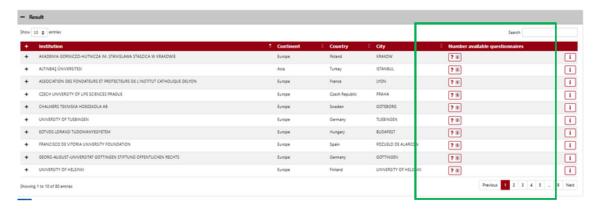
Then, select "Study Abroad Survey" from the **mandatory "Questionnaire" filter**. All other filters (*Program, Academic Year, Country* and *Study fields*) are optional (**Figure 14**).

Figure 14 - Study Abroad Experiences Tab and mandatory filter



In the **Results** section, you will see the institutions for which students from previous years have completed the Study Abroad Survey to share their experiences at the end of their mobility. If an institution does not appear, no experiences have been collected for it (**Figure 15**).

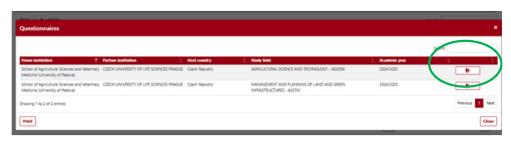
Figure 15 - Study Abroad Experiences - Results section



To view the list of surveys available for each Institution (Figure 16), click on the icon in the "Number of Available Questionnaires" column.



Figure 16 - Study Abroad Experiences - List of study abroad surveys per Institution



To open each surveys click on the select "**Show Details**" icon, on the right.



The Study Abroad Survey completed by students will be displayed, providing information about the overall experience, academic aspects, accommodation, and other useful advice for future mobility students.

At the bottom of the page, only if the student has agreed to be contacted, you can click on "**Mail to sender**", enter your institutional email address, and write a short message requesting further information to the student (**Figure 17**)

Figure 17 - Study Abroad Experiences - Mail to sender

