



Vademecum Erasmus+ Beyond Europe 2019/20

BEFORE THE MOBILITY

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REGISTRATION AT THE UNIVERSITY ABROAD

From the Host University's website you should download all the available information regarding:

Application Form:

Form to register as an Erasmus student at the Host University;



Accommodation Form:

Form to request accommodation, where available;

Learning Agreement submitted on Uniweb and approved by the Academic Coordinator in Padova (once approved the LA is signed electronically);

Academic Transcript of

Records: certification of any exams sat in Padova in English. If requested, check if it is sufficient to use the list of exams as it appears on the [English version of Uniweb](#) under the heading "Booklet" or if it is necessary

to have an official certificate issued by the Student Office, paying the fee for the appropriate revenue stamp;

Any attestations or certificates of linguistic knowledge (see box: Language)

ATTENTION!!!

The Partner University can choose NOT to accept a student if they do not meet all of the requirements within the deadlines!

LEARNING AGREEMENT (LA) "BEFORE THE MOBILITY"

Download the manual for compiling the LA in the section "[Learning Agreement](#)".

In the LA you must indicate both the activity to complete abroad (Table A), as well as that which will be substituted in Padova (Table B). The LA is also compulsory for those completing thesis or doctorate work; in these cases you must also attach a letter from your Italian supervisor, indicating the name of the supervisor abroad (template

available at <https://www.unipd.it/en/learning-agreement-erasmus-out>)

The LA must be SUBMITTED on Uniweb:

- by **15th June**

If you are leaving in the **first semester**

- by **15th October**

If you are leaving in the **second semester**

Once approved on Uniweb by the Academic Coordinator in Padova, **download the STANDARD EUROPEAN** version (not the Summary!) and send it to the Host University for their counter-signature. Keep a record of the countersigned LA, as you will need to upload it with the Attendance Certificate to the link <http://www.unipd.it/relink> (Section: *Mobilità 2019/20 > Upload Documenti di inizio soggiorni*, access with Uniweb credentials) **within 7 days of your arrival.** Failure to meet the requirements of the LA will lead to the cancellation of the student's Erasmus status.

IMPORTANT!

You should regularly check your university email (@studenti.unipd.it), and perhaps set an automatic forward for the communications.

Make sure you are regularly paying your university fees to the Università di Padova before and during the entire mobility

You must communicate to erasmus@unipd.it a any change in your IBAN, using the following form (<https://www.unipd.it/en/duration-contributions-erasmus-out>)

LANGUAGE - Before the mobility

ATTESTATION OF THE LEVEL OF LINGUISTIC KNOWLEDGE

Check the language pre-requisites and any required certificates or attestations on the website of the partner university. If it is sufficient to have a simple attestation of language level, you can sit the test at the CLA (<http://cla.unipd.it/attivita/corsi/erasmus-out/>).

If you need a specific language certification (e.g. IELTS, TOEFL, GOETHE etc.) you must independently provide this within the deadlines fixed by the host university.

Students that have a language level lower than that requested (the level declared in a certificate or achieved in the TALB1 exam taken at the university) must attend and take the language test at the University's Language Centre (CLA) or one of the other facilities indicated by the International Office – Mobility Unit before their departure. The dates of the language proficiency tests will be published on the page <http://www.unipd.it/en/erasmus-studies-out>.

LANGUAGE COURSE OFFERED BY THE CLA

All students in the Erasmus+ for studies programme are offered the chance to attend a free language course at the Centro Linguistico di Ateneo (CLA) (<http://cla.unipd.it/attivita/corsi/erasmus-out/>).



SIGNING THE GRANT AGREEMENT (compulsory)

You can sign the Grant Agreement only if:

1) you are enrolled at the Università di Padova and up to date with the payment of your university fees.

Those who gained their Erasmus mobility during their Bachelor's Degree and depart in their Master's Degree can sign the Grant Agreement only if they are already enrolled on their Master's degree course. In the event they are not enrolled, it will eventually be necessary to move the departure from the first to the second semester.

Once enrolled on their Master's degree course, they can simply send an email with the subject "cambio matricola" to erasmus@unipd.it.

2) you have at least 40 credits registered on Uniweb, as required before the departure (only for Bachelor's and Single-Cycle degree students)

3) you have the LA approved on Uniweb (by the Academic Coordinator in Padova)

To sign the contract you must, in the following order:

→ **insert the IBAN code** for the current account to which you wish to receive the Erasmus grant **on Uniweb** (in the section Didattica/Dati personali/Dati di Rimborso).

ATTENTION! The crediting can only take place with an Italian bank account or a prepaid card equipped with IBAN and it is compulsory that the student is the (or one of) the named account holder(s). It is not possible to use the account of a parent for example.

→ **book an appointment online** (<http://www.unipd.it/relink> in Sezione Mobilità 2019/2020, accessed with your

APPLICATIONS FOR REGIONAL SCHOLARSHIP AND/OR ISEE CERTIFICATE (up to €50,000):

From 9th to 22 July 2019

To receive the additional funding to the Erasmus+ grant you must submit the ISEE certificate and/or the application for the Regional Scholarship and confirm the "Richiesta di agevolazioni" on Uniweb.

The **deadline** on 22/07/2019 for submitting the application **is the same both for students departing in the**

Uniweb credentials. The calendar of appointments will be available at the beginning of June.

You must personally attend the appointment, equipped with an identity document or your university badge.

HEALTHCARE, INSURANCE AND VISA

For healthcare cover for mobilities in extra EU countries, it is necessary to purchase private insurance though you must consult your ASL all the same.

Inform yourself well in advance (at least 2/3 months before) on the **procedure for gaining the entry visa for the destination country**, directly contacting the embassies/consulates in Italy for the country in which your Erasmus mobility will take place.

All students regularly enrolled are insured; the insurance cover is available at the following link <http://www.unipd.it/assicurazione>.

CHANGING SEMESTER

If you postpone your departure from the first to the second semester, inform the partner university and complete the online form "Cambio semestre" from the page www.unipd.it/relink, section: Mobilità 2019/2020 (using your Uniweb credentials)

It is NOT possible TO BRING FORWARD the departure from the second semester to the first.



VISIT OUR WEBSITE:

<http://www.unipd.it/en/erasmus-studies-out>

DURATION OF THE MOBILITY

If you successfully gain a 'year-long' mobility (9 months or more) and you depart only for exams in the second semester, the grant will automatically be reduced so as to cover only the period of lessons and exams (generally until the end of July).

Students who carry out thesis/internship work are excluded from this automatic curtailment.

If you do not leave within 30 days of the date that has been indicated you will be considered as having renounced your place and eliminated from the list of students in the programme.

DURING THE MOBILITY

ATTENDANCE CERTIFICATE (AC)

ARRIVAL

Within 7 days of your arrival at the partner university, you must complete the first part of the Attendance Certificate ("Date of arrival", dd/mm/yyyy) and attach it together with the LA before the mobility under the heading "UPLOAD documenti di inizio soggiorno" that you will find through <http://www.unipd.it/rehint>, (accessed with your Uniweb credentials).

ATTENTION! If you do not upload the Attendance Certificate and the first Learning Agreement before the mobility as required you will not receive the first installment (worth 70-80% of the grant + 50% of any additional funding + contribution to travel costs)!

DEPARTURE

Within 7 days before your departure, you must get the host university to complete the second part of the Attendance Certificate (Date of Departure, dd/mm/yyyy).

The form is titled 'TO WHOM IT MAY CONCERN Attendance Certificate'. It contains two main sections: 'CONFIRMATION OF ARRIVAL at Universidade Nova de Lisboa - P - LISBOA03' and 'CONFIRMATION OF DEPARTURE from Universidade Nova de Lisboa - P - LISBOA03'. Each section has fields for 'Date of Arrival' or 'Date of Departure' (day/month/year), 'Signature', 'Name and function', and 'Date'. There are also 'Seal' fields. Between the sections, there are 'Attention please' notes: 'To be sent by fax or e-mail no later than 7 days after the ARRIVAL at host institution' and 'this part of certificate cannot be issued more than one week (7 days) before the departure date'. At the bottom, there is a small 'ATTENZIONE' section with a warning in Italian about the importance of the certificate and the need to upload it correctly.

"If you do not upload the Attendance Certificate and the LA before the mobility as required you will not receive the first payment."

ATTENTION!

The dates indicated in the Attendance Certificate will be used for the calculation of the Erasmus grant and therefore must be originally stamped and signed with no corrections.

Furthermore, it must also declare at least 90 consecutive days of mobility, without which the student will lose their Erasmus status and risk the complete repayment of any payments already received!

LEARNING AGREEMENT (LA) "DURING THE MOBILITY"

If necessary, you can **change the LA within 30 days of the beginning of the semester at the Host University**, according to the indications outlined by the Erasmus Office at your School, submitting a new LA on Uniweb up to a **maximum of 4 times**. Once approved on Uniweb by the Academic Coordinator in Padova, you can download the version "STANDARD EUROPEAN" (not the Summary!) complete with electronic signatures and get it countersigned by the university abroad.

The last version of the LA, complete with signatures, must be uploaded to the link: <http://www.unipd.it/rehint> (Section: Mobilità 2019/20 > Appuntamento per consegnare documenti di fine soggiorno e upload LA).

EXTENSIONS

If you wish to **extend the mobility**, send the signed extension request to the partner university (form available here <http://www.unipd.it/durante-soggiorno-erasmus> under the heading "Prolungamento") at least 30 days before the previously outlined departure date, given in the finance contract (and no later than 15th July).

In addition, your Academic Coordinator must send an email to serena.scattolin@unipd.it authorising the extension.

Pay close attention to the visa and the residence permit regulations of the Host country.

BECOME A TUTOR BUDDY

A Buddy is a student enrolled on a master's course at the Università di Padova that, after adequate training, is given the task of following a small group of foreign students that are carrying out a period of study at our university, thanks to various exchange programmes (Erasmus+ for Studies, Bilateral Agreements, SEMP, etc.).

You can become a Tutor Buddy in this call!
Find out how at:

<http://www.unipd.it/servizi/supporto-studio/tutorato/tutorato-progetto-buddy-erasmus>

"Without the final version of the LA, complete with all signatures, you will not be able to complete the recognition and you will not receive the balance of the grant and any additional funding."

AFTER THE MOBILITY

1. SENDING THE END OF MOBILITY DOCUMENTS

Within 10 days of the **Date of Departure on the Attendance Certificate** you must hand in the following documents by prior appointment (booked online via) <http://www.unipd.it/reint>:

1) Attendance Certificate: certification of duration of the mobility, completed by the Host University, it must be original and without corrections.

ATTENTION! The mobility is calculated on the basis of **number of days spent**; for the calculation of the grant the dates used are those given ("Date of Arrival" and "Date of Departure") in the Attendance Certificate by the Host University (according to their criteria); the dates can differ from those outlined in the Grant Agreement. For clarifications on calculations of the grant: <https://www.unipd.it/en/duration-contributions-erasmus-out>

2) ONLY IF AVAILABLE Transcript of Records (ToR):

The certification of activities carried out abroad (exams, thesis, placement) with the number of credits and assessment, issued by the Host University at the end of the mobility. This document is crucial in order to carry out the recognition. **Placement activities carried out exclusively are non permitted.**

If the ToR is not available at the end of the mobility, ask the Host University to forward it via email directly to erasmus@unipd.it and to send the original to the following address:

Università degli Studi di Padova
International Office
Via VIII Febbraio 2
35122 Padova – ITALY

If it has a certified digital signature (in general this involves an alphanumeric code that allows the signature to be verified) you can send it via email directly to erasmus@unipd.it.

TRANSCRIPT OF RECORDS

You must gain at least 9 credits, otherwise the mobility will be considered **"zero grant"** and the grant payments will have to be reimbursed. In the event that the thesis certificate does not provide the number of credits, those recognised by the Italian Supervisor will be considered.

This rule does not apply to doctoral students.

credits for thesis work carried out abroad, establishing the number of credits that the Italian supervisor wants to recognise for the work carried out (only for thesis work). **Relevant only if** the supervisor who carries out the recognition is not your Italian supervisor and if the Supervisor abroad does not recognise any credits. (Templates available here: <https://www.unipd.it/en/after-mobility-erasmus-out> > End of mobility documents)

4) original Boarding Pass of both outbound and return flights

If you cannot send your documents within 10 days, you can advance them via email to erasmus@unipd.it within the same deadline! Remember though that you can only proceed with the recognition of activities abroad only after having handed in the originals! In any case all end of mobility documents must be handed in **by and no later than 10th October 2020.**

3) In cases of thesis activities and/or placement work not certified in the ToR:

- 1) **"Short evaluation report** for thesis work/traineeship" original copy, signed by the supervisor abroad and stamped by the Host University
- 2) **Proposal for the recognition of**

GRADUATING

If you intend to graduate straight after the Erasmus period you must send all the documents **at least 30 days before the beginning of the graduation session.**

2. COMPLETE THE ONLINE END OF MOBILITY QUESTIONNAIRE

Compulsory, prepared by the European Commission (EU Survey) after having received the email invite.

The questionnaire can be divided into two sections if at the time of completion you have not yet completed your recognition.

3. TO COMPLETE THE RECOGNITION of the activities carried out abroad (**compulsory also for thesis work**) within 15 days of when you receive the ToR/letter for thesis and/or placement and only after having sent the end-of-mobility documents to the International Office at Palazzo Bo.

For the **recognition** students must:

- 1) **have uploaded the last LA** on Uniweb,

redefined on the basis of the ToR and approved by the Academic Coordinator in Padova (the activities present in the LA must be identical to those given in the ToR, both in their description and number of credits);

- 2) having received from the [Erasmus Office at your School/Department](#) **information** on the procedure of recognition and the **protected PDF of the ToR** (and/or letters of thesis or internship) to upload on Uniweb (section *Compilazione LA*).

PAYMENTS (<https://www.unipd.it/en/duration-contributions-erasmus-out>)

You receive a **down-payment** of around 70-80% of the grant, 50% of any additional funding and the **contribution to travel costs** around two months after having uploaded the Attendance Certificate as required.

You receive any other **balance** of the Erasmus grant and **any additional funding** (for entitled students), based on the funds available, after returning to Italy and only after:

- 1) **The confirmation of all end of mobility documents, correct and completed**
- 2) **Having completed the EU Survey**
- 3) **Having recognised on Uniweb the activities completed within 45 days of receiving the end-of-mobility documents and IN ANY CASE BY AND NO LATER THAN 31ST OCTOBER 2020. FAILURE TO MEET THIS REQUIREMENT WILL LEAD TO A COMPLETE REIMBURSEMENT OF ANY ADDITIONAL FUNDS ALREADY RECEIVED.**

For the entire mobility period, you can refer to the following link
<http://www.unipd.it/reint>
(section: *Mobilità 2019/20*)

for:

- **Uploading all required documents (AC e LA) and**
- **Booking appointments online using your Uniweb credentials**