



# Swiss European Mobility Programme SEMP CALL FOR APPLICATIONS a.y. 2019/2020 Abstract in English

GENERAL INFORMATION .....	2
FINANCIAL BENEFITS FOR STUDENTS' MOBILITIES .....	2
ELIGIBILITY CRITERIA – WHO CAN APPLY .....	3
SELECTION CRITERIA.....	4
EXCHANGES AND SELECTION OF THE PARTNER INSTITUTION.....	5
APPLICATION FORM .....	5
APPLICATION PROCEDURE, LIST OF SUCCESSFUL STUDENTS AND ACCEPTING THE PLACE .....	6
PROCEDURE FOR SUCCESSFUL APPLICANTS .....	7
CONTACTS.....	8

## GENERAL INFORMATION

The Swiss European Mobility Programme allows students to spend a study period in Switzerland at a partner higher education institution that has signed an 'inter-institutional agreement' with the University of Padova. At the end of the mobility all the successfully completed activities carried out abroad will be recognised.

**Study period SEMP:** a consecutive mobility period, from a minimum duration of 3 months (90 days) up to 12 months, between 1<sup>st</sup> July 2019 and 30<sup>th</sup> September 2020, according to the bilateral agreement with the Partner Institution.

**Eligible Activities:** it is possible to attend courses (language course included), seminars, to take exams, to work on the thesis project, to take part in an internship under the supervision of the Host Institution. An internship by itself is not permitted and will not be recognized. Any funds given will have to be reimbursed.

## FINANCIAL BENEFITS FOR STUDENTS' MOBILITIES

Students may benefit from the following funds:

- 1) The **SEMP mobility grant** is a contribution to the travel and living costs funded by the Swiss Government during the mobility period. It is not a full funding of your expenses! The amount of the grant is around 360,00 Swiss Francs per month.
- 2) **Additional funding** (*integrazioni alla borsa*): to the mobility grant, funded by various sources, including: Università di Padova, the Ministry of Education, Universities and Research (MIUR). Such funding comes from time to time, based on the availability of funds and following precise rules, laid out by law and decided by the Consiglio di Amministrazione of the University, based on merit (defined in the list of students for the regional study scholarship) and the ISEE/ISEU declaration.  
From the a.y. 2019/20, according to MIUR guidelines, the University of Padova has increased the additional funding for mobility, that ranges from a minimum of €200 monthly to a maximum of €500 monthly, for a period of mobility no longer than 10 months.

For any information regarding the additional funding, students must consult the webpage: [www.unipd.it/en/erasmus-studies-out](http://www.unipd.it/en/erasmus-studies-out)

In order to be able to benefit from such funding, students must:

- **Submit the application for the regional study scholarship and/or the ISEE declaration to the Student Service Office** (up to €50,000), for the academic year 2019/2020 between **9th and 22nd July 2019**. For more information refer to:

Student Service Office,

Via Portello, 25-31

35129 Padova

Email: [benefici.studenti@unipd.it](mailto:benefici.studenti@unipd.it)

Tel. 049 827 3131,

<http://www.unipd.it/diritto-studio>

- sign the Grant Agreement before the mobility,
- hand in the C and C1 forms duly signed (one per each calendar year)

3) **Contribution to the travel expenses** in flat-rate measures. The amount is around 105,00 euros.

In order to receive the funding, students must sign the Grant Agreement before the mobility and hand in the C and C1 forms duly signed (one per each calendar year)

## ELIGIBILITY CRITERIA – WHO CAN APPLY

- 1) Students must be registered at the University of Padova and must have paid the tuition fees
- 2) Non-EU students must have a valid Italian residence permit and should apply for the visa in advance
- 3) Students must not benefit from other European grants at the same time
- 4) All students in Bachelor's and single-cycle Master's courses must meet the minimum number of credits required as follows:

- a) All Bachelor students and Single cycle degree students enrolled in the first year during the a.y. 2018/19 can apply, unless there are specific restrictions laid out by their Schools or Departments.

It is necessary for all first year students to have achieved at least 40 registered credits before the departure

- b) For students in all other years it is necessary to have gained 40 registered credits on Uniweb at the time of application.

**ATTENTION:** students enrolled on specialist, Master's and doctoral courses automatically satisfy this requirement, having already completed the Bachelor's and/or Master's degree

- 5) students must check the linguistic knowledge required by the Host Institution: it is suggested that students refer directly to the Host Institution's website where deadlines and requirements are specified.

Students must check the **additional eligibility criteria** defined by their **School/Department**.

### **Students with special needs**

Students with disabilities and learning difficulties (DSA) who intend to participate in the SEMP programme can highlight this on Uniweb during the application submission process and refer themselves to the Student Service Office

Student Service Office – Inclusion Unit

via Portello, 23

35125 PADOVA

Email: [inclusionone.studenti@unipd.it](mailto:inclusionone.studenti@unipd.it)

Tel: 049 8275038

## **SELECTION CRITERIA**

The general selection criteria is described below:

- Consistency of activities submitted in the “proposal of activities” with the student's path of study, educational courses offered by the institution abroad
- Linguistic knowledge of the host country's language (a minimum of B1 level is highly recommended)
- Weighted average and number of credits registered on Uniweb by 30/11/2018

Students must check the **additional selection criteria** defined by their **School/Department**.

## EXCHANGES AND SELECTION OF THE PARTNER INSTITUTION

Please see the list of the Partner Universities offered by your School/Department which is published along with the call. Students can choose 1 destination, paying attention to the educational courses on offer at the institution abroad and of their compatibility with the respective course of study, language pre-requisites, deadline for the application form and any necessary entry and residence requirements in the foreign country

How to find the right Host Institution:

- 1)download the list of destinations 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 (academic offer, exchange students application procedures and language requirements)

## APPLICATION FORM

Before applying, inquire about the admission requirements and selection criteria of your School/Department.

Fill in the online application form on Uniweb and upload the following documents, only in PDF form:

- 1) copy of your activity proposal (mandatory) – use exclusively the form available at the following link: <http://www.unipd.it/servizi/esperienze-internazionali/studiare-allestero/swiss-european-mobility-programme> (select *Swiss European Mobility Programme* > *Come fare domanda* > *Elenco delle attività da fare all'estero*)
- 2)copy of your id card/residence permit (mandatory)
- 3)copy of the language certificate (only if available, not mandatory)
- 4)self-certification attesting the mark and name of any exam taken at a foreign institution

Students must attach any necessary files only in PDF format, and no larger than the maximum size of 5 MB each

Instructions about the online **application and acceptance procedures** are available in the guide that can be downloaded here: <http://www.unipd.it/servizi/risorse-line/uniweb>

## APPLICATION PROCEDURE, LIST OF SUCCESSFUL STUDENTS AND ACCEPTING THE PLACE

	1 <sup>st</sup> call	Key information
<b>When to apply</b>	From 15/11/18 to <b>16/01/19 at 1 pm</b>	An automatic email confirming your application will be sent to your institutional email address ( <a href="mailto:name.surname@studenti.unipd.it">name.surname@studenti.unipd.it</a> )  Should you have any problems with the application procedure or not receive the email, please email <a href="mailto:domanda.erasmus@unipd.it">domanda.erasmus@unipd.it</a> before the deadline (note that it is available only on working days)!
<b>Successful students list</b>	From 07/02/19	The list of successful students will be published only on the website <a href="http://www.unipd.it/servizi/esperienze-internazionali/studiare-allestero/swiss-european-mobility-programme">http://www.unipd.it/servizi/esperienze-internazionali/studiare-allestero/swiss-european-mobility-programme</a>
<b>Accepting the SEMP mobility (mandatory)</b>	From 07/02/19 to <b>12/02/19 at 1 pm</b>	<b>Students awarded with the SEMP scholarship must accept the SEMP places on Uniweb.</b>  In the online acceptance form you will have to specify the <b>expected date of departure</b> (day/month/year). Be aware that you can postpone the departure from the first to the second semester but you cannot bring it forward from the second to the first.  An automatic email confirming your acceptance will be sent to your institutional email address ( <a href="mailto:name.surname@studenti.unipd.it">name.surname@studenti.unipd.it</a> ) Should you have any problem or not receive the email, please write to <a href="mailto:domanda.erasmus@unipd.it">domanda.erasmus@unipd.it</a> before the deadline (available only on working days)!  <b>If you do not accept the SEMP place or if you do not meet the deadline, the SEMP place will be awarded to the next student in the list of successful students.</b>
<b>Reserve places</b>	From 14/02/19	The list of successful reserve place students will be published on the website <a href="http://www.unipd.it/graduatorie-erasmus">http://www.unipd.it/graduatorie-erasmus</a>
<b>Accepting the reserve places(mandatory)</b>	From 14/02/19 to <b>15/02/19 at 1 pm</b>	Please see the <b>Application and acceptance instructions on Uniweb - Erasmus+ for Studies and SEMP</b>

### Renounce the SEMP place:

If students decide to renounce their place, they must fill out the online form “Rinuncia online” (<http://www.unipd.it/accettazione-posto-erasmus>).

## PROCEDURE FOR SUCCESSFUL APPLICANTS

### PLEASE REFER TO THE ERAMUS+ FOR STUDIES IN EUROPE CALL FOR THE PROCEDURES FOR SUCCESSFUL STUDENTS (SECTION 4, POINTS FROM 4.1 TO 4.8)

#### BEFORE THE MOBILITY

- 1) Meet all partner university requirements (Application Form, Accomodation Form, Language certificate, Transcript of records, ...)  
**The University Language Centre CLA** offers to 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 declaration you can take the test at the CLA for free.  
Should a specific language proficiency certificate (IELTS, TOEFL...) be required, you need to obtain it independently.
- 2) Fill out the Learning Agreement on Uniweb. Once approved by the Academic Coordinator in Padova (the *Responsabile di flusso*), you must print the European Standard form and send it by email to your host Institution for the final approval. Only once it has been signed by all, please upload it with the Attendance Certificate at the following link: <http://www.unipd.it/relint> (you have to log in with your Uniweb username and password, select Mobilità 2019/20 and “Upload documenti di inizio soggiorno”)
- 3) Make an appointment (online) to sign the grant agreement  
You can sign the grant agreement only if you:
  - Have 40 CFU registered on Uniweb
  - Have paid the tuition fees at UniPD
  - Your LA on Uniweb has been approved by the Academic Coordinator

#### DURING THE MOBILITY

- 1) Get the Attendance certificate signed by the Partner University
- 2) Change the Learning Agreement on Uniweb (if needed)
- 3) Apply for an extension of the mobility period (if needed)

## AT THE END OF YOUR STAY

- 1) Hand in the original documents (Attendance Certificate, Transcript of records and Short Evaluation Report for Thesis Work) to the International Office (Palazzo Bo) by appointment
- 2) Complete the recognition procedure of the activities carried out abroad

## CONTACTS

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

For any other information or administrative issues, please refer to the website  
[www.unipd.it/en/erasmus-studies-out](http://www.unipd.it/en/erasmus-studies-out) (Section: International Office/Erasmus-at schools\_departments)

### **School of Agricultural Sciences and Veterinary Medicine:**

Susanne Kloehn

Campus di Agripolis – Edificio Ca' Gialla – Il piano (Legnaro, PD)

Tel. 049 827 2538, Fax 049 827 2529

E-mail: [erasmus.agripolis@unipd.it](mailto:erasmus.agripolis@unipd.it)

### **School of Economics and Political Science - Department of Economics and Management**

Enrico Soncin

Dipartimento di Scienze economiche e aziendali "Marco Fanno" – via U. Bassi, 1 - V piano

Tel. +39 049 827 1290/1271, Fax +39 049 827 1225

E-mail: [international.economia@unipd.it](mailto:international.economia@unipd.it)

### **School of Economics and Political Science - Department of Political Science, Law, and International Studies**

Anna Gottardo

Dipartimento di Scienze Politiche, giuridiche e studi internazionali SPGI – via del Santo, 28 – Padova

Tel. 049 8274085, Fax 049 8274207

e-mail: [erasmus.spgi@unipd.it](mailto:erasmus.spgi@unipd.it)



### **School of Law**

Giulia Marini  
International Office Palazzo Bo  
Tel. 049 8273597  
e-mail: [erasmus.giurisprudenza@unipd.it](mailto:erasmus.giurisprudenza@unipd.it)

### **School of Engineering**

Stefania Maso  
Ex Dip. di Fisica tecnica - Via Marzolo, 9  
(ingresso dalla scala di ferro)  
Tel. +39 049 827 5804, Fax +39 049 827 3060  
E-mail: [stefania.maso@unipd.it](mailto:stefania.maso@unipd.it)

### **School of Medicine – Medicine field**

Giuseppe Scarsi  
Presidenza della Scuola di Medicina e chirurgia – via Giustiniani, 2 - 35128 Padova  
Tel. 049 821 7834, Fax 049 821 8680  
E-mail [erasmus.medicinachirurgia@unipd.it](mailto:erasmus.medicinachirurgia@unipd.it)

### **School of Medicine – Department of Pharmaceutical and Pharmacological Sciences**

Silvia Boscolo  
Ufficio Erasmus Decentrato – Via F. Marzolo, 9  
Tel. +39 049 827 5840, Fax +39 049 827 5334  
E-mail: [silvia.boscolo@unipd.it](mailto:silvia.boscolo@unipd.it)

### **School of Psychology**

Sara Pellegrini  
via Venezia, 12 - primo piano (di fianco alla segreteria didattica)  
Tel. +39 049 827 6163, Fax +39 049 827 6489  
E-mail: [erasmus.psicologia@unipd.it](mailto:erasmus.psicologia@unipd.it)

### **School of Science**

Alessandra Miola  
Via Jappelli, 1  
Tel. +39 049 827 5758  
E-mail: [erasmus.scienze@unipd.it](mailto:erasmus.scienze@unipd.it)

**School of Science - Department of Statistical Sciences**

Alessandra Miola

Dipartimento di Scienze statistiche – Via C. Battisti, 241 - 35121 Padova

Tel. +39 049 827 4179, Fax +39 049 827 4120

E-mail: [erasmus@stat.unipd.it](mailto:erasmus@stat.unipd.it)

**School of Human and Social Sciences and Cultural Heritage**

Veronica Costa

Palazzo Maldura – Piano terra – Dipartimento Studi Linguistici e Letterari, piazzetta Folena 1

Tel. 049 8274910

E-mail [erasmus.scienzeumane@unipd.it](mailto:erasmus.scienzeumane@unipd.it)