Information meeting
Erasmus+ for studies/SEMP
School of Science
**UNIPD PROCEDURES**

**BEFORE**
- Application for additional contribution (ISEE)
- LA deadline
- Grant agreement

**DURING**
- Start of mobility documents
- LA during the mobility
- Extension

**AT THE END**
- End of mobility documents
- Recognition procedures

---

**PARTNER UNIVERSITY PROCEDURES**

**BEFORE**
- application:
  - LA, language
  - certificates (when required),
  - TOR, accomodation, VISA...

**DURING**
- Start of mobility documents
- LA during the mobility
- Extension

**AT THE END**
- End of Mobility documents
- Transcript of records

---

*Email  Web site  Info meetings*
Before the mobility

https://www.unipd.it/en/before-mobility-erasmus-out

✔ Enrol at the host university (Application)
✔ Prepare the Learning Agreement on Uniweb
✔ Complete the procedure for applying for additional contributions to Erasmus/SEMP grants
✔ Sign the Grant Agreement
✔ Attend the language course at CLA (not compulsory)
✔ Inform yourself on healthcare abroad and insurance cover
✔ Find an accommodation
✔ Change semester of departure (if needed)
During the Mobility
https://www.unipd.it/en/during-mobility-erasmus-out

After the Mobility
https://www.unipd.it/en/after-mobility-erasmus-out
NOMINATION

- University of Padova is going to officially present you to the Host University

- Then host Universities are going to give you (by email) all the information about APPLICATION FORM, ACCOMODATION FORM, etc.

- If you do not receive any email from them DON’T PANIC! You can find all the information on their website

- Please notice that they may contact you only after their nomination deadline (check it on their website)
Some info you may need:

❖ Our Erasmus Code: I PADOVA01
❖ Academic Coordinator: He/she is the professor in charge of the Agreement (you find his/her name in the Agreements list)
❖ Institutional Coordinator: prof. Cristina Basso (Vice-rector for International Relations)
❖ If signature and stamp are required, write an email to erasmus.scienze@unipd.it

If the courses you want to take are mentioned in the application and a signature is required, it must be signed by the professor responsible for the agreement.
APPLICATION FORM: Possible attachments required

Other documents are usually requested with the Application Form, including:

- Language certificate
- Learning Agreement
- Transcript of Records
- Accommodation form
- Erasmus student statement
- Insurance

The required attachments vary depending on the partner university!
Application: LANGUAGE CERTIFICATES

✔ It is a student duty to verify the language certificate required by the host university.

✔ If any language level certification is sufficient it is possible to take the test at the Centro Linguistico di Ateneo - CLA during the available dates.

✔ They are free test to get a certification (NON an international official certificate!) for the following languages and levels: English (B1, B2, C1), French (B1, B2), Spanish (A2, B1, B2) and German (A2, B1)

✔ For the dates check: http://cla.unipd.it/test-linguistici/erasmus-out/
CLA

— Students’ Office

Address: Via Venezia, 16 (5th floor) – 35131 Padova

Opening hours:

Monday to Friday 9:30 till 13:00

Tel.: +39 049 827 6185 (only during opening hours)

Fax: +39 049 827 6345

Email: didattica.cla@unipd.it (for inquiries about courses) – testing.cla@unipd.it (for inquiries about language tests)
APPLICATION: Learning Agreement

(More on this later)

- It is the agreement between you, host and home university (3 signatures). It is fundamental for the recognition procedure.

Some universities ask you to fill in their template as well, but the only version of the LA valid for recognition purposes is always and only the one submitted and approved by the Padova professor in Uniweb.
APPLICATION: Transcript of Records

Certificate of exams taken with grade and number of credits

- The official one can issued by the Student Careers Office in English (€16 revenue stamp). To find out how to obtain it: https://www.unipd.it/en/certificates

- As your course is taught in English, you can try downloading the Study Plan from Uniweb and sending that, but it may not be accepted.
ACCOMMODATION FORM

- It is the procedure to request a university accommodation or communicate your living preference
- It is fundamental to meet the deadlines
- Not all the universities give this opportunity (sometimes they provide you information or links to specific websites and agencies)
- For more help you can contact the local Erasmus Student Network section
APPLICATION:

Erasmus statement

Declaration confirming your enrolment at the University of Padova and that we assigned you an Erasmus Mobility place. Write to me if you need it before to sign the Grant Agreement! (erasmus.scienze@unipd.it)

Health assurance /others assurances

Inform yourself on healthcare abroad and insurance cover: is the insurance you’re using here in Italy enough to be covered abroad?

Partner Universities may ask you also to upload other kinds of insurances. Partner universities may ask you to take out other types of insurance. Please note that as a Unipd student you are covered by accident and civil liability insurance (during teaching activities on University premises) which is guaranteed with the payment of university fees. It will be valid at the same conditions also abroad (but it is necessary to check if it will be sufficient for the partner university). It can be downloaded in English from Uniweb (self-certification section).
UNIPD procedure: how to require ADDITIONAL funding to the Erasmus scholarship

The Erasmus grant and additional contributions amounts for the academic year 2022/23 are not yet known. You can find an estimation (past year amounts) at:

https://www.unipd.it/en/duration-contributions-erasmus-out

Erasmus grant
+
Additional funding (must be required in Uniweb + must apply for ISEE 2019 certificate)
+
Flat-rate reimbursement of travel expenses
UNIPD procedure: how to require ADDITIONAL funding to the Erasmus scholarship

Follow the procedure described here:

https://www.unipd.it/en/duration-contributions-erasmus-out

1. apply for the ISEE certificate

2. fill in and confirm the Application for Benefits on Uniweb in July (beginning of July until 22nd July)

In your reserved area on Uniweb under "Right to study, disability/dyslexia certification, summer courses"
Unipd procedure: GRANT AGREEMENT

- **MANDATORY**: it must be signed from you and University of Padova **BEFORE** your departure

- You will receive detailed information by email (from erasmus@unipd.it). Keep your institutional account monitored! You will have to book two appointments:
  - Mandatory info meeting
  - Appointment to sign the agreement online

- You must have the Learning Agreement on Uniweb **approved** by the “Referente Erasmus”

- Mandatory also for SEMP students
Unipd procedure: GRANT AGREEMENT

The procedure will be completely online, with digital signature. In order to be ready we advise to:

✔ check that the CI and TEAM (for students with Italian citizenship) or the passport for students with other citizenship have not expired!

✔ check that you have entered a valid identity document in Uniweb and update it if necessary (is it expired?)

✔ enter the IBAN (of YOUR bank account or co-owned bank account) on which you wish to receive contributions in Uniweb (Didactics/personal data/reimbursement data)

✔ check and, if necessary, update your address ("residenza") in Uniweb
DEPARTURE DATE

- You can change the date you indicated at the time of ACCEPTING the Erasmus place when you will book the appointment for the Financial Agreement (you will receive an email from International Office – erasmus@unipd.it)

- If you want to postpone you departure from the first to the second semester YOU MUST COMMUNICATE THE CHANGE TO
  a) Host University
  b) International Office @ Palazzo BO filling in a specific form in our online platform www.unipd.it/relint

- It is not possible to anticipate the date from the 2nd to the 1st semester
DEPARTURE DATE

- You can reduce your permanence abroad (e.g. if you won a 10 month scholarship and you want to spend only a semester at the Host University) in two ways:

  a) **BEFORE YOUR DEPARTURE**: when you book the appointment for the Grant Agreement

     -> if you want to ask for an extension of your Erasmus mobility it will **not be financed**

  b) **AFTER YOUR DEPARTURE**: you can simply return before the end of the Mobility

     -> in this case it is possible that you will have to return part of the financial contributions you received during your mobility
LEARNING AGREEMENT

• It is the agreement between you, host and home university (3 signatures). It is fundamental for the recognition procedure.

• DEADLINES for UNIPD: I semester: 15 June - II semester: 15 October.

• DEADLINES for Host University: you have to find out!

• You will have to complete it in Uniweb - Our university only recognize Uniweb LA (there is a Handbook about it!).

https://www.unipd.it/en/learning-agreement-erasmus-out
GENERAL FUNDAMENTAL RULES:

- You can download a Summary of the LA in order to check if everything is ok.
- Once the LA will be approved, you **MUST DOWNLOAD AND PRINT** the **EUROPEAN STANDARD VERSION** AND YOU WILL HAVE TO ASK TO THE PARTNER UNIVERSITY TO SIGN IT.

**Important:** Every University has its own rules about what an Erasmus incoming student can choose or not. Some of them are very strict, some not… and those kind of rules can change every year.

**SO you are invited to verify what you can take or not (from now) and in the same time be ready to change your plans when you will be there.**

(Learning Agreement Changes)
CHANGES in LA

- Within 30 days from your arrival or the start of the new semester
- You can change your LA in Uniweb for max. 4 times
- Do not forget to attach the updated «tabella delle corrispondenze» (even without signatures)
- After the «referente Erasmus» approval you have to print your LA and collect the Host University signature
TO DO LIST (do not forget to):

a) **Pay University fees** at University of Padova

b) Be informed about the procedures concerning the **residence permit** in Italy and in the country where you will carry out the Erasmus mobility

c) **Application form, Accommodation form, Learning Agreement, Language requirements, Grant Agreement** (pay attention to the deadlines!)
TO DO LIST (do not forget to):

d) APPLICATIONS FOR REGIONAL SCHOLARSHIP AND/OR ISEE CERTIFICATE (up to €50,000): From early July to 22 July To receive the additional funding to the Erasmus+ grant - you must submit the ISEE certificate and confirm the “Richiesta di agevolazioni” on Uniweb. The deadline on 22/07 for submitting the application is the same both for students departing in the first and second semester… so ASK FOR ISEE at CAAF as soon as possible!

e) Remember to complete and update your study plan in Uniweb during the mobility
AT YOUR ARRIVAL

Within 7 days you must upload in our online platform ([www.unipd.it/relint](http://www.unipd.it/relint))

- **Attendance Certificate**
- **Learning Agreement Before the Mobility**

Both signed by the host University.

The grant is calculated based on the dates provided by the partner in the attendance certificate, even if they are different from those provided in the Grant Agreement.
PAYMENTS

- 70% Erasmus Grant + 50% additional funding + contribution to travel costs around two months after handing uploaded the attendance certificate
- You will receive any other balance of the Erasmus Grant and any additional funding (for entitled students) after returning to Italy and after the confirmation of all end of mobility documents + OLS test + EU Survey
- In case of early return you will be required to return the excess amount
- If you do not get at least 12 ECTS and you return before 90 days have passed, you will have to return the ENTIRE SUM
- Additional funding to the Erasmus Grant will be based on the funds available and on the ISEE certificate you submitted
- More info: https://www.unipd.it/en/duration-contributions-erasmus-out
EXTENSIONS

- Only for Academic reasons (exams, thesis, …)
- Submit your request at least a month before the end of the mobility indicated in the Grant Agreement
- PROCEDURE described here, at point 4: https://www.unipd.it/en/during-mobility-erasmus-out
  - You will not receive any grant/fund for the extension
  - It is only possible to have one extension and a period of interruption is not allowed
DOCUMENTS NEEDED after the mobility

You will have to upload:

- Attendance certificate
- Final Learning Agreement

Partner University will have to send the


via email directly to erasmus@unipd.it (not through the student).
RECOGNITION OF THE ACTIVITIES CARRIED OUT ABROAD

• The procedure starts only once you UPLOAD the necessary documents at the end of your Mobility (Final Learning Agreement, Attendance certificate, ToR)

• In order to complete the procedure you will receive an email by the Erasmus Officer at the School of Science in which you are asked to upload the Transcript of records to Uniweb and to make any changes to the Learning Agreement, if needed

• **You will have to update your Study Plan, if needed** (NOT the «free elective» credits)

• In order to convert your grades the «Responsabile di flusso» may use the ECTS tables for courses of study at the University of Padova
RECOGNITION OF THE ACTIVITIES CARRIED OUT ABROAD

If you want to graduate during the graduation session immediately following your return CONSIDER THAT:

- You must have registered in your booklet the 120/180 credits you need at least 15 days before the graduation session starts
- The recognition procedure can NOT start before you upload the documents needed at the end of your mobility
- The recognition procedure can take some weeks (and more time if we have to recognize also your thesis work)
RECOGNITION OF THE ACTIVITIES CARRIED OUT ABROAD: deadlines

Your grades must be registered in your booklet:

• Before 10th August **ONLY** if you are asking for an ESU ACCOMMODATION

• Before 30th September **ONLY** if you are asking for the REGIONE VENETO SCHOLARSHIP

• Before 31st October in all the other cases
WITHDRAWAL

In case of withdrawal it is necessary to:

- Inform:
  - Your Department Coordinator (prof. responsible for the agreement),
  - the Host university and
  - Erasmus office (erasmus@unipd.it)

- Complete the form in our website before 15 July (1° semester) or 15 November (II semester)
  www.unipd.it/relint

- It is possible to withdraw even if your Erasmus Mobility already started. Remember that your mobility must last at least 90 day, otherwise you will have to return the whole scholarship.
● Before the mobility
https://www.unipd.it/en/before-mobility-erasmus-out
● During the mobility
https://www.unipd.it/en/during-mobility-erasmus-out
● After the mobility
https://www.unipd.it/en/after-mobility-erasmus-out

● Learning Agreement
https://www.unipd.it/en/learning-agreement-erasmus-out
- Language courses for Erasmus students (outgoing)
  https://www.unipd.it/en/language-courses-erasmus-out

- End of mobility documents
  https://www.unipd.it/en/node/5293

- Contacts
  https://www.unipd.it/en/contacts-erasmus-out

- Erasmus+: School of Science
  https://www.unipd.it/en/erasmus-science
Ufficio Erasmus
Alessandra Miola
School of Science
Via G. Jappelli, 1 (2nd floor)
tel. 049 827 5758
erasmus.scienze@unipd.it

Opening Hours
by appointment (using zoom):
To be agreed via email
GRAZIE!
Alessandra Miola
PROJECTS AND MOBILITY OFFICE