



UNIVERSITÀ
DEGLI STUDI
DI PADOVA



Erasmus + Key Action 1

For legal purposes refer only to the Italian version of the Call. This translated version is intended only for a better comprehension.

ERASMUS+ FOR STUDIES IN EUROPE CALL

Academic Year 2021/22

First call

Application Submission Deadline:
Tuesday 16th March 2021 at 13:00

Second Call

Application Submission Deadline for Vacant Places:
Tuesday 25th May 2021 at 13:00

1. General Information

- 1.1 [Purpose](#)
- 1.2 [Erasmus+ for studies in Europe](#)
- 1.3 [Erasmus+ for studies Beyond Europe](#)
- 1.4 [Erasmus+ for traineeship](#)
- 1.5 [Duration and period of mobility abroad](#)
- 1.6 [Contributions and financial benefits](#)

2. Admission Pre-requisites and application procedure

- 2.1 [Admission Pre-requisites](#)
- 2.2 [Linguistic pre-requisites](#)
- 2.3 [Students with disabilities and learning difficulties \(DSA\)](#)
- 2.4 [List of destinations and mobility places: choice of destinations](#)
- 2.5 [Applying for Erasmus+ for studies](#)

3. Selection procedures, lists of successful applicants, accepting, declining and reserve places

- 3.1 [Selection criteria and allocation of Erasmus places](#)
- 3.2 [Lists of successful applicants, accepting your place and dates of departure](#)
- 3.3 [Reserve places](#)
- 3.4 [Arqus open mobility](#)
- 3.5 [UK](#)
- 3.6 [Second call: vacant places after first call](#)
- 3.6 [Declining the place](#)

4. Procedures for successful applicants

- 4.1 [Registering at the university abroad \(application form\)](#)
- 4.2 [Completing the Learning Agreement on Uniweb](#)
- 4.3 [Linguistic knowledge: language courses and OLS](#)
- 4.4 [Erasmus+ Grant Agreement](#)
- 4.5 [Healthcare and Insurance](#)
- 4.6 [End-of-mobility documents](#)
- 4.7 [Erasmus+ Grant payments and additional funding](#)
- 4.8 [Recognition of activities carried out abroad](#)

5. Final Provisions

Calendar of Deadlines

Contacts

Web pages

Applying for Erasmus: <https://www.unipd.it/erasmus-studio/fare-domanda-erasmus>

Accepting and declining: <https://www.unipd.it/accettazione-posto-erasmus>

Before the departure: <https://www.unipd.it/prima-partire-lerasmus>

Learning Agreement: <https://www.unipd.it/compilazione-consegna-learning-agreement>

During your mobility: <https://www.unipd.it/durante-soggiorno-erasmus>

At the end of your mobility: <https://www.unipd.it/rientro-dallerasmus>

List of documents available at www.unipd.it/erasmus-studio

1. List of partner universities
2. ISCED codes for areas of study
3. Linguistic knowledge: Common European Framework self-evaluation grid
4. Language certificates: Common European Framework comparison table
5. Additional funding to the Erasmus grant
6. Privacy information
7. Instruction manual for completing the application on Uniweb

1. GENERAL INFORMATION

1.1 Purpose

Erasmus+ is the programme from the European Union for education, training, youth and sport, in effect between 2014 and 2020¹. The seven years from 2021 to 2027 will be ruled by a new Programme whose details are still unknown.

ATTENTION

All contents of this call should be considered approximate and can get modified after the publication of the new programme guide by the European Commission and after the subscription of the Grant Agreement between the Italian Erasmus National Agency and the University of Padua.

1.2 Erasmus+ for studies in Europe

The present Call regulates the activities of **Erasmus+ for studies**, which allows university students enrolled at least in the second year of higher education studies to spend a period of study (between 3 and 12 months) at a higher education institution in one of the participating European countries. Students have the chance to follow courses, take exams, prepare theses, carry out lab or clinical research and internship work, as long as it is accompanied by study activities (it is not possible to carry out internship activities exclusively). It is also possible to take full advantage of the university's facilities and to gain recognition for an activity carried out abroad without paying fees there (it is however still compulsory to pay the fees of your home university).

The exchange of students between two or more partner universities is enabled through an inter-institutional agreement between the two bodies, coordinated from an educational point of view, by an Academic Coordinator from our university and one abroad. Every inter-institutional exchange has a set number of available places.

For the academic year 2020/21, it is possible to participate in the Erasmus+ for studies programme in the universities of the 27 EU member states, as well as of the other countries which adhere to the programme (Iceland, Liechtenstein, Norway, former Yugoslav Republic of Macedonia, Serbia) as mentioned in the destination list.

ACTIVITIES ABROAD.

Places are allocated exclusively for the following activities, in accordance with the Learning Agreement:

1. full-time study in first, second or third cycle courses, comprising of the achievement of an officially recognised diploma or degree;
2. period of internship, as part of a single period of study on the following conditions:
 - a. the internship must be authorised and carried out under the supervision of the same **hosting** institution. In the event that the internship takes place, for example in a hospital, in a laboratory, in an institution or business outside of the university abroad, the attestation must still be issued by the university.
 - b. the two activities (study and internship) must take place in a consecutive or simultaneous manner, in the same academic year and the period of study (seminars, lessons, language exams) must be certified by the university abroad.

An internship by itself is not permitted and will not be recognised. Any funds given will have to be reimbursed.

At the end of the mobility period a full recognition of all activities is guaranteed, on the condition that they achieved a successful result and were previously agreed in the Learning Agreement, based on art. 19 of the university's educational regulations, according to the Academic Senate's approval

¹ The Erasmus+ Programme was established by Decision no. 1288/2013 by Parliament and the EU Council, the Regulation was published in the Official Journal of the EU on 20/12/2013

of the Erasmus Policy Statement (EPS) and their decision to recognise activities carried out abroad (13/04/2015) and about grade conversion (15/12/2020) and the ECTS guide (version 2012)².

1.3 Erasmus+ for studies Beyond Europe

For more information refer to the current specific Call, available at: www.unipd.it/en/erasmus-studies-out

1.4 Erasmus+ for traineeship

The relative calls for the Erasmus+ for traineeship (traineeship/internship activity only), at the University of Padua, **are managed** by the Career Service, for more information: <http://www.unipd.it/servizi/esperienze-internazionali/stage-tirocini-alleestero?target=Studenti>.

1.5 Duration and period of mobility abroad

The duration of the period abroad is predetermined for every Erasmus exchange, on the basis of the underlined agreements of the participating countries.

The period of mobility can take place from 1st July 2021 and must be terminated by **30th September 2022**.

The period of study abroad must last at least 3 months (it must not be less than 90 days) and can only last up to a maximum of 12 months. Extensions and reductions of the period are permitted, only for proven educational purposes however and one must keep in mind that the complete duration of residency at the partner institution must be **continuous and not fragmented**.

For successful students who receive a place for the duration of a whole year (e.g. for 9 months or more) whose date of return is set in the second semester, the period will automatically be reduced so that it covers only the period of lessons and exams (generally until the end of July). This reduction is not apply to students departing for thesis or internship work, for whom the period will be defined according to specific requirements.

The Erasmus+ Programme allows students to spend a period of mobility, for studies and internship, up to a maximum of 12 months for every cycle of study (1st cycle: Bachelor's, 2nd cycle: Master's, 3rd cycle: doctorate)³

For example: it is possible to spend 6 months with Erasmus+ for studies in the second year of the bachelor's course, then 6 months of Erasmus+ for traineeship in the third year of the bachelor's (equal to 12 months in total) and then nine months of Erasmus+ in the master's course.

Within the course of study it would therefore be possible to combine different types of mobility (study and traineeship) up to a maximum of 12 months.

Students enrolled on single-cycle degree courses can carry out a mobility period of up to 24 months within the cycle, with a maximum of 12 months per call.

NOTICE

In the event of being awarded a grant for Erasmus+ for studies Beyond Europe in the same academic year, the student may only carry out one type of mobility and therefore will be required to give up one of their assigned places.

Previous mobility experiences that were facilitated through precocious editions of the Programme will be counted in the months of mobility, so as to ensure that a student does not exceed the 12 months allowed for each cycle (or the 24 months for a single-cycle).

² Educational Regulation of the University, decided by the Academic Senate's approval of the Erasmus Policy Statement (EPS) on 6/05/2013 Prot. n. 27621/2013, decided by the Academic Senate's recognition of activities carried out abroad on 13/04/2015 Prot. n. 110307/2015: documents available at: <https://www.unipd.it/verbalisenato-accademico>; new ECTS Guide (2012 version) available at: <http://ec.europa.eu/education/ects/users-guide/en.htm>

³ The single cycle degrees match with the first or second cycle on the basis of the student enrollment year.

For those who intend to request the additional semester, it is not possible to carry out the mobility in the academic year of the first “fuori corso” enrollment.

1.6 Contributions and financial benefits

The Erasmus mobility grants should be considered rather as a contribution to the major expenses linked to living abroad.

There are three types of contributions and economic benefits:

1. **Mobility grant** (Erasmus Grant as it is known) funded by the European Commission, that is calculated based on the destination country. The exact amount will be determined by the next Programme, in the previous one it was about 250/300 euros per month.

To be able to benefit from the mobility grant it is necessary to sign, before departing, the Grant Agreement through the Projects and Mobility Office – Mobility Unit and comply with the points outlined in section 4.4.

2. **Additional funding to the mobility grant**, funded by various sources, including: Università di Padova, European Commission, the Ministry of Education, Universities and Research (MIUR) and Veneto Region. 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.

For more information and updates on the new amounts visit: <http://www.unipd.it/erasmus-studio>

In order to benefit from these integrations it is necessary:

- a) Submit the Dichiarazione Unica Sostitutiva (DSU) electronically directly to INPS or to a Centro di Assistenza Fiscale (CAF) and obtain the ISEE/ISEEU indicator (compliant) for subsidized benefits for the Diritto allo studio by 22/07/2021.
- b) Fill in the Request for Benefits in Uniweb, available from the beginning of July, no later than 22/07/2021.

For information contact the Student Services Office, Via Portello, 25-31 - 35129 Padova - Call Centre Tel. 049 8273131, <http://www.unipd.it/diritto-studio>;

Students enrolled no later than the first year fuori corso can benefit from the integrations.

3. **Contributions for travel expenses**: this is an all-encompassing contribution that is provided exclusively in flat-rate measures, the calculation of which is based on the geographic area of the destination; to be able to benefit from these supplements students must sign the Grant Agreement through the International Office before departing, as well as comply with the points outlined in section 4.4.

To be able to receive all the planned financial contributions one must complete all the processes foreseen by the programme as mentioned in the vademecum (<https://www.unipd.it/prima-partire-lerasmus>).

ATTENTION

Students that do not manage to achieve at least 12 CFU will, as a result, be recognised as ‘zero-grant’ and will be asked for the reimbursement of any sums already given and will renounce to those not already issued. Less credits will be accepted for bachelor thesis mobilities in accordance to the value in credits of the thesis work in the study plan.

For students who travel abroad for internships and thesis work in which the activity undertaken does not assign credits, registered credits will be taken into consideration.

Doctorate students are exempt from this rule.

For disabled students, specific contributions are provided based on the National Erasmus+ Agency indications.

All students that successfully gain an Erasmus place **must** still continue to pay their fees to the Università di Padova even during their period of mobility and *they are exempt from paying the fees of the partner university abroad* (apart from some contributions for services that are sometimes required, particularly in Germany). They will continue to benefit from any study scholarships from which they benefit, as long as they are **not** financed with European funds.

Students that have already benefitted in the past from a Erasmus (or any of its previous programmes) period of mobility within the same cycle can benefit from the Erasmus+ grant only according to the community funds available.

2. ADMISSION PRE-REQUISITES AND APPLICATION PROCEDURE

2.1 Admission Pre-requisites

- 1) **Students must be registered at the Università degli Studi di Padova** in a degree course (ex DM 509/99 o 270/2004), bachelor's course, master's course, single-cycle master's course, doctorate⁴, or specialization course⁵ (excluding medical areas), for a first or second level master as long as the mobility takes place before the end of the same course. It is necessary to be registered at the time of the application's submission and before departure; as well as being registered in the academic year of the mobility abroad, and in accordance with the payment of fees; (availability laid out in point 4)

Those registered on a **bachelor's course** that expect to **graduate before** the Erasmus departure date, therefore applying to spend the **first year of their master's course** abroad, must prepare a proposal of activities to carry out abroad, and a Learning Agreement relative to the master's course of study⁶. **The period of study abroad can only take place after the enrollment in the master's course.** At the time of the departure students must therefore be registered for a master's course, without which, the Erasmus status is void. If this occurs, the departure must be delayed until the second semester.

Non-EU citizens, other than being properly registered at the Università degli Studi di Padova, must also be in possession of a residency permit, if currently living in Italy. Students should also be aware that, in the event they successfully gain an Erasmus place, their departure is always subject to the issuing of a visa in the destination country (a procedure that must be followed up personally and far in advance of the departure). Please note that in some countries, students are required to provide a proof of their financial resources in order to apply for the visa. The minimum amount is variable and is sometimes higher than the overall amount of the mobility contributions.

ATTENTION

It is not possible to graduate before having finished the period of study abroad

- 2) Students must not take advantage of other financial grants from the European Union at the same time (a.y. 2021/2022) as the study abroad period
- 3) One must respect the following additional criteria, relative to meeting a minimum credit threshold:
 - a) **STUDENTS who are in their FIRST YEAR in the academic year 2020/2021** : one must have achieved **at least 15 (registered) credits at the time of applying**, unless there are specific restrictions laid out by their School or Department.

⁴ Doctoral students who are granted an Erasmus for studies place and are in their third year of study must finish their mobility period by 31/12/2020.

⁵ Specialist students may only apply in the first three years of enrolment.

⁶ It is recommended therefore to give preference to destinations where grants are available for semester-long durations (3-6 months), to take advantage of in the second semester.

It is necessary for all first-year students to have achieved **at least 40 (registered) credits before the departure**, without which the mobility cannot take place.

Students must successfully pass the OFA “obblighi formativi aggiuntivi” before their departure, without which, the Erasmus status is void.

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

Students enrolled on specialist, master’s and doctoral courses automatically satisfy this requirement, having already completed the bachelor’s and/or master’s degree.

- 4) Linguistic knowledge in the destination country (see the appropriate section)

Other pre-requisites for admission decided by the Departments or Schools make up an integral part of the current call and are published exclusively on the web page for Mobility Unit Desks within Schools/Departments:

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

2.2 Linguistic pre-requisites

According to the provisions of the European Commission’s ‘Guide to the Erasmus+ Programme’⁷, it is recommended to have an **adequate** knowledge of **the host country’s language**, and it is a preferential requirement in order to participate in the Erasmus+ mobility.

For many destinations it is now a specific **request/necessity** to have a good (certified) knowledge of the language (without which the mobility cannot take place); in many cases this is requested at the time of submission of the application form, therefore a few months before the departure. **The student is required to carefully check the online information of the universities abroad regarding the specific language requirements.** Even if it is not expressly required at the time of application, it is a good idea for the student to depart with a linguistic knowledge of at least B1 – the threshold level⁸.

The University Language Centre (CLA) will provide tests for students without a language certificate who wish to participate in the call for applications, but whose degree course does not require a TAL (language proficiency certificate). The result of these tests will be valid only for the ranking and the Erasmus mobility. More information will be provided by the Mobility Unit Desks at the Schools/Departments.

Selected students are offered the possibility to attend a free language course at the CLA or other structures identified by the University according to the modalities that will be announced later and published at <http://www.unipd.it/erasmus-studio> and to follow a free online course also provided by the European Commission for different languages.

Selected students who need a language level certificate can use the language tests offered by the CLA or other structures indicated. If specific "language certifications" are required, students must make their own arrangements.

All selected students are required to take an Online Linguistic Support (OLS) test provided by the European Commission. (see point 4.3).

2.3 Students with disabilities and learning difficulties

Students with disabilities and learning difficulties (DSA) who intend to participate in the Erasmus+ programme can highlight this on Uniweb during the application submission process and refer

⁷ <http://www.erasmusplus.it/>

⁸ Self-evaluation grid from The Common European Framework of Reference for Languages, link: www.unipd.it/en/erasmus-studies-out

themselves to the Student Service Office – Inclusion Unit, to be supported with the organisation of the international mobility.

The selection criteria is the same for all students. In regards to assessment criteria, students with disabilities assessed to be higher than 66% will be evaluated according to art. 14 DPCM 9th April 2001.

Students with disabilities who successfully gain the Erasmus grant can also receive a financial contribution that is additionally given, on assessment, by the National Erasmus+ Agency (Agenzia Nazionale Erasmus+). To make a request students should refer to the Student Service Office – Inclusion Unit, which, in collaboration with the Projects and Mobility Office, will provide all the information and gather all the necessary documentation, according to the indications and deadlines regarding the distributions of community funds designated for students and academic staff with disabilities who are involved in the mobility, reachable through the Erasmus+ National Agency site (<http://www.erasmusplus.it/universita/partecipanti-con-bisogni-speciali>).

It is suggested that you advise yourself, in advance of the call's deadline, on the presence of adequate disability services at the chosen university abroad: for this you may request support from the Student Service Office – Inclusion Unit.

Incomplete applications will not be taken into consideration, nor those received after the deadlines.

Contacts:

Student Service Office – Inclusion Unit

Via Portello, 23

35129 Padova

e-mail: inclusione.studenti@unipd.it

tel. 049 8275038

2.4 List of destinations and mobility places: choice of destinations

The Università di Padova has arranged mobility exchanges with around 800 universities abroad in 27 European countries and EFTA/SEE countries.

ATTENTION

All of the institutions indicated in the present Call and the number of respective places of mobility, as well as the linguistic pre-requisites and application form deadlines, are to be considered indicative and as possibly subject to change, as dictated by decisions of the institution abroad and by the Erasmus Charter for Higher Education (ECHE) of the partner universities; decisions which are not yet taken into account in the present Call.

The effective departure of successful applicants is always therefore subject to the acceptance of the hosting institution.

Students can choose destinations depending on their respective School and the number of choices can vary between one and three, based on the indications given by the School or Department; some destinations are available only for certain courses of study.

The complete list of exchanges in which the Università di Padova participates is available in the section “Apply to Erasmus” on the following webpage:

www.unipd.it/en/erasmus-studies-out

The list also makes up an integral part of the Call.

ATTENTION

In the choice of destinations it is recommended to **pay close attention** to the educational courses on offer at the institution abroad and of their compatibility with your respective course of study, language pre-requisites, deadlines for the application form and any necessary entry and residence requirements in the foreign country; these aspects can often prevent the departure.

For students enrolled in a **bachelor's degree** that have direct access to a **master's degree** through a School different from that of their bachelor's course who want to depart with an exchange with the master's course may submit an application by requesting the form directly to the Projects and Mobility Office.

2.5 Applying for an Erasmus+ for studies place

Students that want to apply for an Erasmus+ for studies place must consult (in advance) the list of available destinations and the pre-requisites of admission, as well as selection criteria.

With the application one must attach, only in PDF form, the following documents:

- 1) Proposal of activities to carry out abroad, with the appropriate original course names in the foreign language and with their relative credits and/or a letter from the thesis supervisor/internship tutor (COMPULSORY) using the form available on the site:
<http://www.unipd.it/en/erasmus-studies-out>
- 2) Certificates of linguistic knowledge or self-certification attesting the mark of the language exam taken in an institution other than the Università di Padova;
- 3) Self-certification attesting the mark and name of any exam taken in a foreign institution.

Students who wish to take part in the Erasmus+ for studies programme must submit their application **through Uniweb, from 2nd March and BY AND ABSOLUTELY NO LATER THAN 16TH MARCH 2021 AT 13:00.**

After the confirmation of the application an email will be sent to the student's university email address (name.surname@studenti.unipd.it), to notify them that the application has been correctly received.

More precise instructions on the procedure are available at the following link: <http://www.unipd.it/en/erasmus-studies-out> > Applying to Erasmus).

For all the initial phases of the application on Uniweb, the helpdesk service is available (during working days and hours, mon-fri from 9 to 15): domanda.erasmus@unipd.it

3. Selection procedures, lists of successful students, accepting, declining and reserve places

3.1 Selection criteria and assignment of Erasmus places

General criteria for the formulation of lists of successful students and assignment of places:

- consistency of activities submitted in 'proposal of activities' with the student's path of study, educational courses offered by the institution abroad and with the duration of the residency period;
- weighted average and number of credits achieved by the date of submission of the application for the first call, and by 30/04/2021 for the second call unless indicated otherwise by the School or Department;
- linguistic knowledge of the host country's language, assessed through the submitted certificate.

In the list of successful students, priority will be given to those who have not previously taken part in the Erasmus programme in the same study cycle.

The selection criteria defined by Schools and Departments are an integral part of the Call and are published on the site: <http://www.unipd.it/en/erasmus-studies/out>

3.2 Lists of successful students, accepting the place and date of departure

The lists of successful students relative to single destinations will be published from **Thursday 8th April 2021 EXCLUSIVELY** on the webpage:

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

These are the **only means of publication**. There will not be any personal written or telephone communications to notify students.

For all the initial phases of the application on Uniweb, the helpdesk service is available (during working days and hours, Mon-Fri from 9 to 15): **domanda.erasmus@unipd.it**

Successful students must declare that they are accepting their place from **8th April AND NO LATER THAN 13TH APRIL 2021 AT 13:00**, confirming only online through **Uniweb**. After accepting the place the student should receive a confirmation email to their university email account (name.surname@studenti.unipd.it).

ATTENTION

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.

Students that renounce their place will no longer be able to take part in the Erasmus+ Programme for the academic year 2021/2022.

The list of successful students of the first call will be suspended during second call selections, therefore places will not be reassigned from 25/05/2021 to 24/06/2021.

Date of departure: at the time of accepting the place a provisional date of departure will be required, which should indicate the start of the mobility. It should be decided based on the academic calendar of the university abroad (start of courses, 'welcome week' etc.) the indicated date will be considered the **official date of departure**, and it is based on this date that the Mobility Unit Desks within Schools/Departments will send the '*nomination*' to the institution abroad.

Any student that moves their departure from the first semester to the second must fill in the online form by accessing the reserved area of the Projects and Mobility Office page (www.unipd.it/reliint), selecting the relative mobility for the a.y. 2021/22 and the heading "Change Semester". Students must also inform their Academic Coordinator and the hosting institution.

While it is possible to move a departure from the first to the second semester, it is **not possible to bring forward a departure from the second to the first**.

After the process of accepting, the Mobility Unit Desks within Schools/Departments will organise informative meetings for students, to give them practical information on the mobility abroad (see also the dedicated pages).

3.3 Reserve places

Places that are not accepted by successful students will be assigned to those next in line on the list. Nominations for **reserve places** will be published after **15TH April 2021 EXCLUSIVELY** on the following page:

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

This will be the only mode of publication. There will not be any personally written or verbal communications with students.

Students with reserve places must declare between **15TH April AND 16TH APRIL 2021 AT 13:00**, (**absolutely no later than this deadline**) to accept their mobility place, which must be done online through **Uniweb**. After accepting the place an automated email response will be sent to the student's university email (name.surname@studenti.unipd.it) in order to confirm.

For reserve-place students the same procedures outlined in paragraphs 3.2 are also valid.

ATTENTION

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.

Students that renounce their place will no longer be able to take part in the Erasmus+ for studies programme for the academic year 2021/2022.

3.4 Arqus open mobility:

The University of Padua is part of an Alliance of European Universities called Arqus (<https://www.arqus-alliance.eu/node/33>) which includes six other universities: the universities of Bergen, Granada, Graz, Leipzig, Lyon and Vilnius.⁹ The Alliance is working to develop a shared, European approach to higher education, which includes several actions as joint projects at all levels of university activity and shared initiatives for global engagement. Among its goals, Arqus aims to develop a broader, more flexible mobility scheme called Open Arqus Mobility.

Among the destinations available to participants will be Arqus partners, some of which place no limit on numbers to students from Padua. However, candidates will have to comply with the minimum selection criteria and language requirements imposed by the partner institutions.

Candidates who are eligible but not selected after the second call will be offered any remaining positions within the consortium.

3.5 UK

Despite the exit of the United Kingdom from the European Union, according to article 138 of the withdrawal agreement, exchanges with UK partners will be possible also for the a.y. 21/22, but they will respect the rules of the old Erasmus+ program 2014-20.

Students will be able to apply for UK destinations present in the destination list. The selected students will receive a European mobility grant of 300 euros per month and will be subject to the rules of the old program. The minimum period of mobility must be 90 days. For more information visit the page: www.unipd.it/erasmus-studio

Please note that as of January 1, 2021, a passport, entry visa, health care and other additional procedures¹⁰ will be required to stay in the UK. Costs and administration of these practices are entirely responsibility of the student. Please consult the websites of the foreign offices and British diplomatic representations on Italian territory.

3.6 Second call: remaining places after the first call

On **11TH MAY 2021** a list of remaining vacant places will be published on the site: <http://www.unipd.it/en/erasmus-studies/out> . Mobilities offered in this call can take place in the second semester ONLY.

For students interested in applying in this second allocation of places, the same rules given in the previous sections still apply.

ATTENTION

Students who have accepted or renounced places in the first call are not able to apply for places in the second call.

Students must apply **exclusively through Uniweb BY AND ABSOLUTELY NO LATER THAN 25th MAY 2021 AT 13:00.**

⁹ The Erasmus codes of the universities: N BERGEN01, E GRANADA01, A GRAZ01, D LEIPZIG01, F ST-ETIE01, F LYON01, F LYON 03, LT VILNIUS01

¹⁰ Residence permit, health surcharge, additional language and academic certifications, etc. These practices require additional costs.

After the definite confirmation of the application an email will be sent to the student's university email address (name.surname@studenti.unipd.it), to notify them that the application has been correctly received.

For help with all stages of the application on Uniweb, the *helpdesk* service is available (during working days and hours, Mon-Fri 9-15): domanda.erasmus@unipd.it

The lists of successful students relative to single destinations will be published after the **16th JUNE 2021 EXCLUSIVELY** on the following page:

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

This will be the only mode of publication. There will not be any personally written or verbal communications with students.

Successful students must declare between **16th JUNE and 22nd JUNE 2021 AT 13:00** to have accepted their mobility place, confirming this **ONLY** online through **Uniweb**. After accepting the place an automated email will be sent to the student's university account (name.surname@studenti.unipd.it).

The nominations of any **reserve students** will be published after **23rd JUNE 2021 EXCLUSIVELY** on the following page:

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

This will be the **only mode of publication**. There will not be any personally written or verbal communications with students.

Reserve students must declare between **23rd JUNE and 24TH JUNE 2021 13:00** to accept their mobility place, confirming this **ONLY** online through **UNIWEB**. After having accepted the place an automated email confirmation will be sent to the student's university email address (name.surname@studenti.unipd.it).

ATTENTION

In the event that the place is not accepted within the deadlines given, the student will be considered 'rejected' and the place will be assigned to the next student in line on the list or remain unassigned.

The lists of successful students are considered valid to cover any remaining places that are renounced by initially successful students up until 01/10/2021. According to the list of successful students, the available places will be assigned to the next student in line by and not later than 01/10/2020. Email Notifications will be sent to the reserve students' email address only. (name.surname@studenti.unipd.it).

3.6 Declining the place

Students that decide to renounce their Erasmus mobility after the stages of accepting places and nominations to the universities abroad must use the online procedure available on the webpage: www.unipd.it/erasmus-studio section: 'Accettazione e rinuncia posto Erasmus' **by 1st September 2021**

Students who renounce their place must also communicate their decision to:

- their Academic Coordinator;
- the university abroad

4. Procedures for successful students

The procedures for successful students could undergo various changes from those outlined in this Call, based on the new procedures implemented by the European Commission and/or the National Erasmus+ Agency.

All the steps that the selected students will have to take to realize the mobility are explained in detail in the Vademecum, in the website pages (<http://www.unipd.it/erasmus-studio>) and will be illustrated during the meetings for the selected students.

Participants who fail to comply with the indications and deadlines published on the pages indicated or communicated by the Mobility Unit may lose the opportunity of mobility abroad.

Participants are reminded to constantly check their institutional email address to which information regarding the rules of the new seven-year program and further instructions for the implementation of mobility will be sent as soon as available.

4.1 Registering at the university abroad (application form)

It is the selected student's responsibility to check the website of the foreign host university and collect all the information regarding the deadlines and the Application procedures (registration at the foreign institution as an Erasmus student).

It is necessary to fill out and send the forms abroad: **pay close attention to the deadlines set out by the partner university**. In the event that the deadlines are not abided by, the university has the right to refuse a student.

4.2 Learning Agreement: completing on Uniweb

In accordance with community regulations, **ALL** Erasmus students must prepare, before the departure, the **Learning Agreement** which indicates both the activities that will be carried out abroad (Table A) as well as those carried out in Padova (Table B). The LA must be approved both by capable academic authorities and by the University abroad.

All successful students, after having accepted their place, must submit the Learning Agreement on Uniweb:

- **By 15th June 2021** for students departing in the **first semester**
- **From 1st August to 15th October 2021** for students departing in the **second semester**

Students that are going abroad to **complete thesis activities or doctorate work** must attach to their Learning Agreement on Uniweb a signed letter from their supervisor in Padova or tutor of their doctorate course, in which their supervisor/tutor abroad must also be named.

All versions of the Learning Agreement must be approved by both institutions and submitted to the Projects and Mobility Office - Mobility Sector as indicated.

For instructions on how to fill out the form, on the documentation to be attached and on the procedures for approving and sending the Learning Agreement signed by the foreign institution, please refer to the section "Learning Agreement" on the following page:

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

4.3 Linguistic knowledge: OLS

All successful students must sit an online test (**Online Linguistic Support - OLS**) provided by the European Commission for the following languages: Bulgarian, Czech, Croatian, Danish, Dutch, English, Estonian, French, Finnish, German, Greek, Latvian, Polish, Portuguese, Romanian, Slovenian, Slovakian, Spanish, Swedish and Hungarian, both of which take place before departure and after the return.

4.4 Erasmus+ Grant Agreement

Before the departure students **must** sign the *Erasmus Grant Agreement* during the dates indicated by the Projects and Mobility Office – Mobility Unit.

Since 2020, the grant agreements have been signed digitally. Selected students will receive instructions for booking and carrying out the signature to their institutional email address

It is not possible to sign the grant Agreement if the Learning Agreement has not been approved in Uniweb.

Students enrolled in a **bachelor's degree** that expect to **graduate before** the Erasmus departure date, to spend the first part of the **first year of their master's degree**, can depart **only** after the **formal enrollment in the master's degree**. **In the event that the formal registration has not taken place it will be necessary to move the departure from the first to the second semester.**

Students enrolled in the academic year 2020/2021 in the first year of a bachelor's degree, or single-cycle master's degree can sign the Grant Agreement only if they have **at least 40 credits registered on Uniweb** and have successfully passed the OFA.

4.5 Healthcare and insurance

For **health insurance cover** during the mobility in countries outside of the EU, Iceland, Liechtenstein, Norway it is generally sufficient to bring with you your EHIC card, issued by the Ministry of Health. For Serbia one must take out a private insurance (e.g. Europe Assistance etc.). **One should ask their Ulss/ASL for information.**

Non-EU students registered to the SSN (National Health System) cannot use the EHIC in Iceland, Norway and Liechtenstein according to EC 859/2003. Students should in every case contact their Ulss/ASL

In the university fees students pay, an accident insurance and liability insurance is included, which is valid also for those who go abroad. For more information on insurance cover abroad, one can consult the university website: <http://www.unipd.it/target/studenti/segreteria-e-tasse>.

The abovementioned insurance regards only accidents that occur during educational activities and/or those of internship work. It is therefore advisable to take out a private insurance which covers accidents unrelated to study activities.

It does not cover claims related to medical practice or healthcare systems. Therefore, students of medical areas will be independently responsible for the procurement of such insurances.

4.6 End of mobility documents

At the end of the mobility period, the following documents must be handed in, according to the procedures indicated:

1) original **Attendance Certificate**, the official declaration issued by the university abroad attesting the exact dates (day/month/year) of the start and end of the Erasmus mobility (N.B. the date of issue must not be more than 7 days prior to the end of mobility date).

Students should remember that failure to submit these documents of mobility will result in cancellation of the Erasmus status and the complete reimbursement of the Erasmus Grant and any additional funding already received.

2) the original **Transcript of Records**, which is the certificate attesting the exams (with a successful result) taken abroad; in the event that the student carried out thesis work of the bachelor's degree/master's degree/single cycle degree/phd cycle, the Transcript of Records can be substituted by a '*Short evaluation report for thesis work*', meaning a letter on headed paper, signed and stamped by the supervisor abroad who has followed the student, naming the activities carried out and any credits gained (the fac-simile is available for download on the site: <http://www.unipd.it/en/erasmus-studies-out>). Any internship carried out alongside the exams and/or the thesis research, if NOT mentioned in the Transcript of Records, must be certified by adequate, official documentation, issued by the hosting university. Students should remember that with any internship work, study activities must also be attested.

The Transcript of Records can be sent digitally from the host institution to erasmus@unipd.it, mailed by the host institution to the Projects and Mobility Office, or delivered in original by the student.

Other than the documentation indicated by points 1 and 2, the student is required to:

- a) sit the end of mobility **OLS language test**
- b) Submit any changes to the initial Learning Agreement.

- c) fill out, after the documentation has been sent, the online **EU Survey**, provided by the European Commission.
- d) Recognise the activities carried out abroad (including thesis work) within 15 days from the receipt of the protected Transcript of Records from the Projects and Mobility Office in Padova, according to point 4.8

Once the activities are recognised on Uniweb, the balance of the Erasmus Grant and any additional funding will be paid. Failure to complete the recognition process within the deadlines will lead to the complete reimbursement of any funds already paid.

4.7 Erasmus+ Grant payments and additional funding

Given the legislation (D.L. 06/12/2011, n. 201, art. 12) concerning the traceability of any payments from public administration, it is **ONLY** possible to receive the Erasmus mobility grant through an Italian current bank account or post account, therefore including prepaid cards, for which the student must be the named account holder/co-holder.

The details of the account must be provided in the appropriate section of Uniweb, before booking the appointment to sign the Grant Agreement. Students enrolled in the a.y. 2018/19 in their first year of Bachelor's degree or of a single-cycle Master's degree who want to receive the mobility contributions on the multi-functional badge, may activate yjeir Flash UP for studies. All information is available in the section "Flash UP for studies" on the page www.unipd.it/cartaflash.

The payment of the grant generally takes place in two stages: the first about two months after the sending of the certificate of arrival, the taking of the OLS test and the sending of the signed Learning Agreement by the partner university; the second arrives after the end of the Erasmus period and only after the verification of the correct and complete sending of the end of mobility documents.

Additional funding will be paid by the Projects and Mobility Office – Mobility Unit to students who submitted the ISEE/ISEU declaration or the application for the regional scholarship by 22nd July 2021. ISEE certificate submitted after the 22nd July 2021 and with irregularities will be not considered valid.

The amounts will be paid in two parts:

- a) The first, equal to around half of the total amount, calculated according to the duration outlined in the Grant Agreement (paid at the start of the mobility, once having uploaded the start-of-mobility documents)
- b) The second, paid only after the recognition on Uniweb of the activities carried out abroad (which must be **completed by and no later than 31st October 2021**).

Students from the second-year "*fuori corso*" will not receive any additional funding.

All payments will take place only after the verification of financial security and up until the available funds are exhausted.

4.8 Recognition of activities carried out abroad

Only after the Projects and Mobility Office – Mobility Unit has received all of the end-of mobility-documents indicated in section 4.6, will the student be able to register the activities carried out abroad.

For the recognition of the activities carried out abroad the student must attach to the Learning Agreement (approved on Uniweb) the following documents **within 15 days** of receiving them:

- 1) Scan in PDF form of the Transcript of Records and/or letter on thesis and/or internship work issued by the Projects and Mobility Office – Mobility Unit (**COMPULSORY**);
- 2) Proposal of credits to be recognised by the Academic Coordinator in Padova, only in the case of thesis work, where the supervisor is different from the professor that carries out the recognition.

ATTENTION

the registration of thesis work is also compulsory at the end of the mobility period.
Only activities submitted in the approved Learning Agreement can be recognised on Uniweb.

In the event that the student does not pass some of the activities given in the Learning Agreement or the activities are worded differently than they are in the Transcript of Records, the student must submit a *redefined Learning Agreement* that contains only the activities that were passed with success, and that appear as they do in the Transcript of Records. This *redefined Learning Agreement*, after the period of mobility, must be approved by the Academic Coordinator in Padova but not by the university abroad.

In the event that the transcript of records issued by the host institution doesn't specify the ECTS grades (A-B-C-D-E) or the grades statical distribution, the ECTS tables published on the following site (<https://www.unipd.it/erasmus-studio>) are considered valid for the recognition.

For the procedure for recognising activities abroad, one should consult the pages of Mobility Unit Desks within Schools/Departments, available on the site: <http://www.unipd.it/en/erasmus-studies/out>

The recognition of activities must be completed **by and no later than 31st October 2022**.

5. FINAL PROVISIONS

ATTENTION

THE CONTENTS OF THIS CALL ARE TO BE CONSIDERED INDICATIVE AND MAY BE SUBJECT TO CHANGE FOLLOWING THE PUBLICATION OF THE GUIDE TO THE NEW ERASMUS PROGRAM BY THE EUROPEAN COMMISSION. ALL ACTIVITIES AND RELATED FUNDING PROVIDED BY THIS CALL ARE ALSO SUBJECT TO THE SIGNING OF THE FINANCIAL AGREEMENT ERASMUS+ - MOBILITY FOR STUDY - KA103 - A.Y. 2021/22 BETWEEN THE ERASMUS+ NATIONAL AGENCY INDIRE AND THE UNIVERSITY OF PADUA, THEREFORE THE PUBLICATION OF THIS NOTICE IS INTENDED AS CONDITIONAL.

Another integral part of the call is all the detailed information given for each Department or School and for the partner universities, available in the section Mobility Unit Desks at your School/Department, on the webpage:

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

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