Before the Mobility

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 9th June
  If you are leaving in the first semester
- by 9th 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 countersignature. 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/relint (Section: Mobilità 2020/21 > 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.

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.

Language Course Offered by the CLA (optional)
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/).

Online Linguistic Support (OLS) Test - Before the Departure (compulsory)
This involves a compulsory language test, required by the European Commission, though the result has no effect on the mobility. You must sit it within 15 days of the date you first receive the email that we will send to you (to your university email @studenti.unipd.it) a few weeks after the signing of the Grant Agreement.

You will sit the test in the language of your destination country for the following: English, French, Portuguese, Spanish, German. You will sit the test in English for countries of minority languages. Upon request, the test is available in: Bulgarian, Czech, Croatian, Danish, Dutch, English, Estonian, French, Finnish, German, Greek, Latvian, Polish, Portuguese, Romanian, Slovenian, Slovakian, Spanish, Swedish and Hungarian.
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.
2) you have at least 40 credits

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.

FOR NON-EU STUDENTS

If you do not have a European citizenship, you must 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.

CONTACT EX ERASMUS STUDENTS

Only after having accepted the mobility, from mid-April, you can find the email addresses of students who went to the same destination in the previous academic year (link http://www.unipd.it/relint, accessed with your Uniweb credentials).

The Associazione Erasmus Padova (AEP) – Erasmus Student Network (ESN) is a European association, made up of ex-Erasmus students, available to give news and advice on the universities abroad to students getting ready to depart. It is based in Galleria Tito Livio, 7 (Padova) tel. 049/8273911; email info@esnpadova.it; website: http://www.esnpadova.it

APPLICATIONS FOR REGIONAL SCHOLARSHIP AND/OR ISEE CERTIFICATE

( up to €50,000): From 9th to 22 July 2020

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 22/07/2020 for submitting the application is the same both for students departing in the first and the second semester.

www.unipd.it/relint in Sezione Mobilità 2020/21 accessed with your Uniweb credentials. The calendar of appointments will be available at the beginning of June.

You must personally attend the appointment,
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/relint, (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 ask the host university to complete the second part of the Attendance Certificate (Date of Departure, dd/mm/yyyy).

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/relint (Section: Mobilità 2020/21 > 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.

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 (3 months), without which the student will lose their Erasmus status and risk the complete repayment of any payments already received!

“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.”

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

LANGUAGE - During the mobility

ONLINE LINGUISTIC SUPPORT (OLS) COURSE

The European Commission offers a free online language course (OLS) in the same language in which you sat the test. You will receive an email to your university account (@studenti.unipd.it) inviting you to the course around 15 days after having sat the first test. From when you receive the email, you have 30 days to carry out the first access. If you are not interested, simply ignore the email!

“If you do not upload the Attendance Certificate and the LA before the mobility as required you will not receive the first payment.”
MOBILITY QUESTIONNAIRE

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/relint:

   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, as well as the destination country (€250 or €300 a month); 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.
      The certification of activities carried out abroad must be re-imbursed. 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.

   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 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).

   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 2021.

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).

   For the entire mobility period, you can refer to the following link http://www.unipd.it/relint (section: Mobilità 2020/21) for:
   → Uploading all required documents (AC e LA) and
   → Booking appointments online using your Uniweb credentials.