**SUMMARY**

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- Changing the semester
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- Recognition
- Payments

**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;

- **Online Learning Agreement** submitted on Uniweb and approved by the Academic Coordinator in Padova (once in “approved” status, the OLA is electronically signed);

- **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 you if you do not meet all of the requirements within the deadlines!

**ONLINE LEARNING AGREEMENT (OLA) "BEFORE THE MOBILITY"**
Download the manual for compiling the OLA in the section “Learning Agreement”.

In the OLA you must indicate both the activity to complete abroad (Table A), as well as that which will be substituted in Padova (Table B). The OLA 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 OLA must be SUBMITTED on Uniweb:
- by 9th June
- by 9th October

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

Once approved on Uniweb by the Academic Coordinator in Padova, download the STANDARD EUROPEAN version (not the Summary!) and send it to the Host University for their counter-signature. Keep a record of the countersigned OLA, as you will need to upload it with the Attendance Certificate to the link http://www.unipd.it/relint within 7 days of the start of mobility. Failure to meet the requirements of the OLA will lead to the cancellation of the student’s Erasmus status.

**TIP:** register your trip on the portal of the Ministry of Foreign Affairs and International Cooperation: https://www.dovesiamonelmondo.it/home.html

**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 (Erasmus OUT – test di livello e attestati | Centro linguistico di Ateneo (unipd.it) ). 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, Portugese, Romanian, Slovenian, Slovakian, Spanish, Swedish and Hungarian.
DIGITAL SIGNING OF THE GRANT AGREEMENT (compulsory)

You can sign the Grant Agreement only if:
1) you are enrolled at the Università di Padova and up to date with the payment of your university fees.

Those who gained their Erasmus mobility during their Bachelor’s Degree and depart in their Master’s Degree can sign the Grant Agreement only if they are already enrolled on their Master’s degree course. In the event they are not enrolled, it will eventually be necessary to move the departure from the first to the second semester. Once enrolled on their Master’s degree course, they can simply send an email with the subject "cambio matricola" to erasmus@unipd.it.

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

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

4) you have successfully passed the OFA

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

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

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

- fill in the online form (http://www.unipd.it/relint) when available (you will receive further details via email)

HEALTHCARE AND INSURANCE

For healthcare cover for mobilities in EU countries, ask your ASL for information. In general it is sufficient to bring with you your European Health Insurance Card (EHIC), issued by the Ministry of Health. For AELS countries, or non-EU countries, (Switzerland and Turkey), it is necessary to purchase private insurance though you must consult your ASL all the same.

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Healthcare cover is available at the following link: http://www.unipd.it/assicurazione.

If requested by the partner university, it is possible to access the text of the insurance policy in English by downloading it.

CHANGEING SEMESTER

If you postpone your departure from the first to the second semester, inform the partner university and complete the online form “Cambio semestre” from the page www.unipd.it/relint.

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

DURATION OF THE MOBILITY

If you successfully gain a ‘year-long’ mobility (9 months or more) and you depart only for exams in the second semester, the grant will automatically be reduced so as to cover only the period of lessons and exams (generally until the end of July). Students who carry out thesis/internship work are excluded from this automatic curtailment (subject to the condition that the mobility does not exceed 30th September 2023 which marks the end of the Erasmus year 2022/23). If you do not leave within 30 days of the date that has been indicated you will be considered as having renounced your place and eliminated from the list of students in the programme.

FOR NON-EU STUDENTS

If you do not have a European citizenship, you must inform yourself well in advance (at least 4 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.

Don’t let you Italian residence permit expire during your mobility!

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CONTACT EX ERASMUS STUDENTS

Only after having accepted the mobility, from mid-March, 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

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); email info@esn-padova.it; website: http://www.esn-padova.it

VISIT OUR WEBSITE:
http://www.unipd.it/en/erasmus-studies-out

To receive the ADDITIONAL FUNDING to the Erasmus/SEMP grant:
1) request the calculation of your ISEE Parificato to the appropriate CAF (for ISEE up to €50,000) (active from 1st June)
2) fill in the APPLICATION FOR BENEFITS on Uniweb (active from early July)

Deadline: 22 July 2022

Please note, the deadline is the same for students departing in both the 1st and 2nd semesters.

INFO: https://www.unipd.it/en/during-mobility-erasmus-out
**ATTENDANCE CERTIFICATE (AC)**

**ARRIVAL**

Within 7 days of your arrival at the partner university, you must complete the first part of the AC – Start of Physical Mobility ("Date of arrival", dd/mm/yyyy) or Start of Virtual Mobility and attach it together with the OLA before the mobility under the heading Start of Physical or Start of Virtual Mobility that you will find through http://www.unipd.it/relint.

Please note, in case of blended mobility, the AC must be uploaded twice: at the start of the virtual mobility and at the start of the physical mobility in the appropriate section.

**ATTENTION!** Only physical mobility is funded! If you do not upload the start of mobility documents (AC+OLA) 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 AC (End of Physical and/or End of Virtual mobility).

**ONLINE LEARNING AGREEMENT (OLA) “DURING THE MOBILITY”**

If necessary, you can change the OLA within 30 days of the beginning of the semester at the Host University, according to the indications outlined by the Mobility Desk at your School/Department, submitting a new OLA 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.

“Without the final version of the OLA, complete with all signatures, you will not be able to complete the recognition and you will not receive the balance of the mobility funding.”

**EXTENSIONS**

If you wish to extend the mobility, send the signed extension request to the partner university (form available here https://www.unipd.it/en/during-mobility-erasmus-out 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 Unipd academic coordinator must send an email to serena.tozzo@unipd.it authorising the extension.

**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, Ulisse, SEMP, etc.).

You can become a Tutor Buddy in this call! Find out how at: http://www.unipd.it/buddy

**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!
1. UPLOAD THE END OF MOBILITY DOCUMENTS
Within 10 days of the end of mobility set on the Attendance Certificate you must upload the following documents (http://www.unipd.it/relint):

1) Attendance Certificate: certification of duration of the mobility, completed, signed and stamped by the Host University, without any corrections.

ATTENTION! The mobility is calculated on the basis of number of days spent, as well as the destination country (€250, €300 or €350 a month); for the calculation of the grant the dates used are those given for physical mobility in the AC by the Host University (according to their criteria); 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) last Online Learning Agreement (if modified) signed by all parties.

2. SUBMIT THE TRANSCRIPT OF RECORDS (TOR):
the certification of activities carried out abroad (exams, thesis, internship) 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. Internship work alone is not permitted.

Ask the Host University to email the ToR directly to erasmus@unipd.it as soon as it is available.

If the ToR 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.

In case of thesis and/or internship work (if not certified in the ToR):

1) “Short evaluation report for thesis work/traineeship” signed by the supervisor abroad and stamped by the Host University

2) Proposal for the recognition of credits for thesis work establishing the number of credits that the Unipd supervisor wants to recognise for the work carried out (only for thesis work). Relevant only if the academic who carries out the recognition is not your Unipd supervisor and if the supervisor abroad does not recognise any credits. (Templates available here: https://www.unipd.it/en/node/5293)

3. COMPLETE THE ONLINE EU SURVEY
Compulsory, prepared by the European Commission, after having received the email invite.

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

All the end-of-mobility documents must be submitted as soon as possible and in any case by and no later than 10th October 2023.

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

4. 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 traineeship and only after uploading the end-of-mobility documents.

For the recognition you must:

1) have uploaded the last OLA on Uniweb approved by the Academic Coordinator in Padova (the activities present in the OLA must be identical to those given in the ToR, both in their description and number of credits);

2) wait for indications from the Mobility Desk at your School/Department.

N.B. during the recognition phase you will receive an automatic email from Uniweb to confirm your votes and you will have 7 days to send any remarks to your Mobility Desk.

TRANSCRIPT OF RECORDS

You must gain at least 12 credits, otherwise the mobility will be considered “zero grant” and the grant payments will have to be reimbursed. Less credits can be accepted for thesis mobilities in accordance to the maximum value in credits of the thesis work in the study plan.

This rule does not apply to doctoral students.

PAYMENTS (https://www.unipd.it/en/duration-contributions-erasmus-out)
You receive a down-payment of around 70-80% of the grant, 50% of any additional funding and the contribution to travel costs around two months after having uploaded the Attendance Certificate as required.

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

1) The confirmation of all end of mobility documents, correct and completed
2) Having sat both OLS tests
3) Having completed the EU Survey
4) Having recognised on Uniweb the activities completed within 45 days of receiving the end-of-mobility documents and IN ANY CASE BY AND NO LATER THAN 31ST OCTOBER 2023. FAILURE TO MEET THIS REQUIREMENT WILL LEAD TO A COMPLETE REIMBURSEMENT OF ANY ADDITIONAL FUNDS ALREADY RECEIVED.

LANGUAGE - After the mobility
ONLINE LINGUISTIC SUPPORT (OLS) TEST - Compulsory
You must sit the end of mobility OLS language test.

For the entire mobility period, please refer to the following link http://www.unipd.it/relint
(access with SSO at the top right > MENU > Area studenti Erasmus > sezione Mobilità 2022/23) for:

→ Uploading all required documents (start and end of mobility AC and OLA)
→ Fill in the online forms for Change of semester, Renounce and Grant Agreement
→ Download contact details of former Erasmus/SEMP students