



Erasmus+ for Studies in Europe

CALL FOR APPLICATIONS a.y. 2018/2019

Abstract in English

| | |
|--|----|
| GENERAL INFORMATION | 2 |
| FINANCIAL BENEFITS FOR STUDENTS' MOBILITY | 2 |
| ELIGIBILITY CRITERIA – WHO CAN APPLY | 3 |
| GENERAL SELECTION CRITERIA..... | 4 |
| FLOWS AND SELECTION OF THE PARTNER INSTITUTION | 5 |
| APPLICATION FORM | 5 |
| WHEN TO APPLY, RANKING LISTS AND ACCEPTANCE OF THE MOBILITY..... | 6 |
| TO DO LIST | 8 |
| CONTACTS..... | 10 |

GENERAL INFORMATION

The Erasmus+ for studies Programme allows students to spend a study period abroad at a partner higher education institution that has signed an 'inter-institutional agreement' with the University of Padova. At the end of the mobility all the successfully completed activities will be recognised.

Duration of the activity: The same student may participate in mobility periods up to 12 months maximum per each study cycle (Bachelor, Master and Doctoral level), independently of the number and type of mobility activities (E+ for studies and E+ for traineeship). Zero-grant mobility periods are considered as well. In single-cycle degree courses, such as Medicine, students can be mobile for up to 24 months.

Study period Erasmus+ for studies: a consecutive mobility period, from a minimum duration of 3 months (90 days) up to 12 months, between 1st July 2018 and 30th September 2019.

Eligible Activities: attend courses (language course included), seminars, take exams, work on the thesis project, a complementary traineeship period and carried out under the supervision of the host Institution. Traineeship cannot be the only activity in a mobility period for Studies.

FINANCIAL BENEFITS FOR STUDENTS' MOBILITY

Students may benefit of the following funds:

- 1)The **Erasmus scholarship** is a contribution to the travel and subsistence costs offered by the EU during the mobility period. It is not a full funding of your expenses! The amount of the grant depends on the receiving country

| Euro per month | Receiving countries |
|----------------|--|
| 280,00 | Austria, Denmark, Finland, France, Ireland, Liechtenstein, Norway, United Kingdom, Sweden |
| 230,00 | Belgium, Bulgaria, Cyprus, Croatia, Czech Republic, Estonia, former Yugoslav Republic of Macedonia, Germany, Greece, Hungary, Iceland, Latvia, Lithuania, Luxembourg, Malta, Spain, , Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, (Turkey) |

In order to receive the EU contribution it is mandatory to sign the financial agreement before the mobility.

2)Additional funding (*integrazioni alla borsa*): other funds (University of Padova, European Commission, MIUR) if available and based on *Dichiarazione ISEE*

In order to receive the additional funds it is mandatory to:

- sign the financial agreement before the mobility and
- fill in the form “Richiesta di Agevolazioni Economiche Unica” (*Dichiarazione ISEE*) in Uniweb and/or apply for the regional scholarship within the deadlines defined by *Servizio Diritto allo Studio/Fees and Scholarships Office*. Please see: <http://www.unipd.it/en/tuition-fees-scholarships-tax-relief-schemes>

3)Contribution to the travel costs on a lump sum basis and based on the receiving country.

In order to receive the EU contribution it is mandatory to sign the financial agreement before the mobility.

PAY ATTENTION!! Gaining **at least 9 CFU/ECTS** during the mobility period is compulsory. Students not achieving the minimum required amount of ECTS will be considered **zero-grant students** and all funds received will have to be returned.

Erasmus+ grantees must **pay the tuition fees at the University of Padova during the mobility**, while exempt from paying the tuition fees to the host University.

The Erasmus+ scholarship is calculated on a daily basis considering every month of 30 days. The real dates of arrival and departure are stated by the receiving Institution in the Attendance Certificate.

ELIGIBILITY CRITERIA – WHO CAN APPLY

- 1)**Students must be enrolled at the University of Padova and have paid the tuition fees
- 2)**Extra UE students must have a valid Italian residence permit and should apply for visa in advance
- 3)**Students must not benefit of other European grants at the same time
- 4)**Meet the minimum number of CFU credits required as follows:
 - a)Bachelor students and Single cycle degree students enrolled in the first year during the a.y. 2017/18 must comply with the following amount of CFU:

First call (deadline: 17 January 2018 at 1:00 pm): all students enrolled in the a.y. 2017/18 can apply, unless Schools or Departments have defined any additional restrictions

Second call (deadline: 11 April 2018 at 1:00 pm): only students who have at least 15 CFU recorded in Uniweb can apply, unless Schools or Departments have defined any additional restrictions

Before the departure all first-year students must have 40 CFU recorded in Uniweb

b) Bachelor students and Single cycle degree students enrolled before the a.y. 2017/18 must have at least 40 CFU recorded in Uniweb in order to apply.

Master degree and Doctoral students automatically meet the above requirements.

5) Meet the language requirements set by the host Institution: please refer directly to the host Institution website where deadlines and requirements are specified.

Please see the **additional eligibility criteria** defined by your **School/Department**.

Students with special needs: please report your special need in the application form in Uniweb and refer to our *Servizio Disabilità e Dislessia/Disability and Dyslexia Office* (via Portello, 23 tel. 049 8275038 email: serv.disabilita@unipd.it - dislessia@unipd.it).

In the application form you can also declare your willingness to offer support to a disabled student abroad ([Erasmus MATE project](#))

GENERAL SELECTION CRITERIA

The general selection criteria are described below:

- Coherence of the proposed study plan of the activities to be carried out abroad with the Italian study programme
- Language proficiency (a minimum of B1 level is recommended)
- Merit in terms of number of ECTS recorded in Uniweb and the weighted average of grades considering:
 - for the First call (deadline: 17 January 2018 at 1:00 pm): the grades recorded in Uniweb before 30th November 2017
 - for the Second call (deadline: 11 April 2018 at 1:00 pm): the grades recorded in Uniweb before 11th April 2018, unless Schools or Departments have defined different rules
- Students who have never benefited of an Erasmus+ for studies mobility period have the priority.

- Please see the **additional selection criteria** defined by your **School/Department**.

FLOWS AND SELECTION OF THE PARTNER INSTITUTION

Please see the list of the Partner Universities offered by your School/Department which is published along with the call. You can select from 1 to 3 destinations according to your School rules. In order to choose the right destination:

- Check the coherence of the academic offer of the receiving Institution with your study programme;
- Check the host Institution requirements (such as language requirements, application form deadlines, ...)

Mobility to Turkey is suspended.

How to find the right host Institution:

- 1)download the list of flows offered by your School/Department (excel file)
- 2)set a filter for Degree course
- 3)set a filter for language of instruction
- 4)visit the websites of the partner Universities you are interested in (academic offer, exchange students application procedures and language requirements)

APPLICATION FORM

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

Fill in the online application form in Uniweb and upload the following documents:

- 1)PDF copy of your study plan (mandatory): you have to list in the original language of the host Institution the activities you wish to carry out abroad (thesis work and/or exams), using exclusively the form available at the following link: www.unipd.it/erasmus-studio (select *Bando Erasmus+ per la mobilità a.a. 2018/19 > Come fare domanda > Proposta delle attività da fare all'estero*). Please note that in case of thesis work, the form has to be signed by your supervisor or by the Erasmus Coordinator (*Responsabile di flusso*)
- 2)PDF copy of your id card/residence permit (mandatory)
- 3)PDF of a language certificate (only if available, not mandatory)
- 4)PDF self-certification of previous graduation obtained in other Universities

You can only attach PDF files of a maximum size of 5 MB each of a maximum size of 5 MB each
 Instructions about the online **application and acceptance procedures** are available in the guide
 that can be downloaded here: <http://www.unipd.it/servizi/risorse-line/uniweb>

WHEN TO APPLY, RANKING LISTS AND ACCEPTANCE OF THE MOBILITY

| | 1 st call | 2 nd call | Key information |
|----------------------|---|--|---|
| When to apply | From 15/11/17 to 17/01/18 at 1 pm | From 27/03/18 to 11/04/18 at 1 pm Departure during the first Semester are not guaranteed (it depends on the host Institution nomination deadlines) | An automatic email confirming your application will be sent to your institutional email address (name.surname@studenti.unipd.it) Should you have any problem with the application procedure or not receive the confirmation email, please write to domanda.erasmus@unipd.it before the deadline (available only during working days)! |
| Ranking lists | From 22/02/18 | From 8/05/18 | The ranking lists will be published only on the website http://www.unipd.it/graduatorie-erasmus |

| | | | |
|--|---|---|---|
| <p>Acceptance of the mobility (mandatory)</p> | <p>From 22/02/18 to 27/02/18 at 1 pm</p> | <p>From 8/05/18 to 11/05/18 at 1 pm</p> | <p>Students awarded with the Erasmus+ for studies scholarship must fill in the online acceptance form in Uniweb.</p> <p>In the online acceptance form you will have to specify the expected date of departure (day/month/year). Be aware that you can postpone the departure from the first to the second semester but you cannot shift it from the second to the first.</p> <p>An automatic email confirming your acceptance will be sent to your institutional email address name.surname@studenti.unipd.it</p> <p>Should you have any problem or not receive the confirmation email, please write to domanda.erasmus@unipd.it before the deadline (available only during working days)!</p> <p>If you do not accept the scholarship or if you do not meet the deadline, the scholarship will be awarded to the first student in the raking list.</p> |
| <p>Vacant places</p> | <p>From 1/03/18</p> | <p>From 14/05/18</p> | <p>The list of candidates entitled to cover vacant places will be published on the website http://www.unipd.it/graduatorie-erasmus</p> |
| <p>Acceptance of the mobility – Vacant places (mandatory)</p> | <p>From 1/03/18 to 2/03/18 at 1 pm</p> | <p>From 14/05/18 to 15/05/18 at 1 pm</p> | <p>Please see the Acceptance of the mobility Key information</p> |

Renounce to the Erasmus+ for studies scholarship:

If you are awarded a scholarship and you have already accepted it but you decide to withdraw your participation in the Programme, you have to fill in the online form “Rinuncia online” (<http://www.unipd.it/accettazione-posto-erasmus>):

- within 15th July 2018 if the departure is foreseen during the first semester

- within 15th November 2018 if the departure is foreseen during the second semester

TO DO LIST

BEFORE THE MOBILITY

1) Meet all the requests of the Partner University (Application Form, Accomodation Form, Language certificate, Transcript of records, ...)

The University Language Centre CLA offers to all Erasmus+ students a free language course (30 hours) in English, Spanish, French and German.

If your host University asks for any CEFR language proficiency statement you can take the test at CLA for free.

Should a specific language proficiency certificate (IELTS, TOEFL...) be required, you need to obtain it autonomously.

2) Fill in the Learning Agreement in Uniweb meeting the deadlines:

- by 15th June for departures during the first semester or
- by 15th October for departures during the second semester.

Once approved by the Erasmus Coordinator of Padova (the so-called *Responsabile di flusso*), you have to print the European Standard form and send it to your host Institution for the approval. Only when it has been signed by all, please upload it at the following link: <http://www.unipd.it/relint> (you have to log in with your Uniweb username and password, select first Mobilità 2018/19 and then Upload Primo Learning Agreement)

3) Make an appointment (online) to sign the financial agreement

You can sign the financial agreement only if you:

- Have 40 CFU recorded in Uniweb
- Have paid the tuition fees at UniPD
- Your LA in Uniweb has been approved by the Italian professor

4) Take the mandatory test of language competences Online Linguistic Support (OLS) – the deadline is 15 days from when you receive an email to your unipd account.

DURING THE MOBILITY

- 1)**Get the Attendance certificate signed and stamped by the Partner University
- 2)**Fill in the changes to the first Learning Agreement in Uniweb
- 3)**Apply for an extension of the mobility period (if needed)
- 4)**Possibility to attend a language course Online Linguistic Support (OLS) (not compulsory)

AT THE END OF YOUR STAY

- 1)**Hand in the original documents (Attendance Certificate, Transcript of records and Short Evaluation Report for Thesis Work) to the International Relations Office (Palazzo Bo)
- 2)**Take the mandatory test of language competences Online Linguistic Support (OLS) after the mobility
- 3)**Fill in the online EU Survey
- 4)**Recognition procedure of the activities carried out abroad

CONTACTS

For technical problems with the on-line application and acceptance, please refer to:

domanda.erasmus@unipd.it

For any other information or administrative issues, please refer to the International Relations Office of your School/Department:

School of Agricultural Sciences and Veterinary Medicine:

Susanne Kloehn

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

Tel. 049 827 2538, Fax 049 827 2529

E-mail: erasmus.agripolis@unipd.it

Opening hours: Tuesdays and Thursdays, from 9.30 to 12.30

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

Elisabetta Zanaga

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

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

E-mail: international.economia@unipd.it

Opening hours: from Mondays to Fridays, from 10 to 12

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

Veronica Costa

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

Tel. 049 8274085, Fax 049 8274207

e-mail: erasmus.spgi@unipd.it

Opening hours: Tuesdays from 10 am to 1 pm and from 3 to 5 pm; Wednesdays from 10 am to 1 pm

School of Law

Giulia Marini

International Relations Office Palazzo Bo

Tel. 049 8273597

e-mail: erasmus.giurisprudenza@unipd.it

Opening hours: Mondays and Thursdays from 10 am to 1 pm

School of Engineering

Stefania Maso

Ex Dip. di Fisica tecnica - Via Marzolo, 9

(ingresso dalla scala di ferro)

Tel. +39 049 827 5804, Fax +39 049 827 3060

E-mail: stefania.maso@unipd.it

Opening hours: Mondays and Wednesdays, from 9.30 to 12.30.

School of Medicine – Medicine field

Giuseppe Scarsi

Presidenza della Scuola di Medicina e chirurgia – via Giustiniani, 2 - 35128 Padova

Tel. 049 821 7834, Fax 049 821 8680

E-mail erasmus.medicinachirurgia@unipd.it

Opening hours: from Mondays to Fridays, from 10 to 12; Tuesdays and Thursdays from 3 to 4:30 pm

School of Medicine – Department of Pharmaceutical and Pharmacological Sciences

Silvia Boscolo

Ufficio Erasmus Decentrato – Via F. Marzolo, 9

Tel. +39 049 827 5840, Fax +39 049 827 5334

E-mail: silvia.boscolo@unipd.it

Opening hours: from Mondays to Fridays, from 10 am to 1 pm

School of Psychology

Sara Pellegrini

via Venezia, 12 - primo piano (di fianco alla segreteria didattica)

Tel. +39 049 827 6163, Fax +39 049 827 6489

E-mail: erasmus.psicologia@unipd.it

Opening hours: from Mondays to Thursdays, from 10 am to 1 pm e Mondays and Wednesdays also from 3 to 4:30 pm - only with appointment (write an email)

School of Science

Stefania Maso

Via Marzolo, 9

Tel. +39 049 827 5804, Fax +39 049 827 3060

E-mail: stefania.maso@unipd.it

Opening hours: Mondays and Wednesdays, from 9.30 to 12.30

School of Science - Department of Statistical Sciences

Veronica Costa

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

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

E-mail: erasmus@stat.unipd.it

Opening hours: Thursdays from 10 am to 1 pm

School of Human and Social Sciences and Cultural Heritage

Alessandra Miola

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

Tel. 049 8274910

E-mail alessandra.miola@unipd.it

Opening hours: Mondays, Tuesdays and Wednesdays, from 10 am to 1 pm