

dSEA



UNIVERSITÀ
DEGLI STUDI
DI PADOVA

ERASMUS: GUIDELINES

Bando Erasmus 2017-2018

FOUR PARTIES INVOLVED

1. Exchange Student

You!

3. Int Rel Office @ UniPD

- June 22, room E, 2.30 pm: **signature of your Erasmus Agreement**
- At most 10 days after you return: hand in your Erasmus Stay Certificate (Provided by Host Uni)

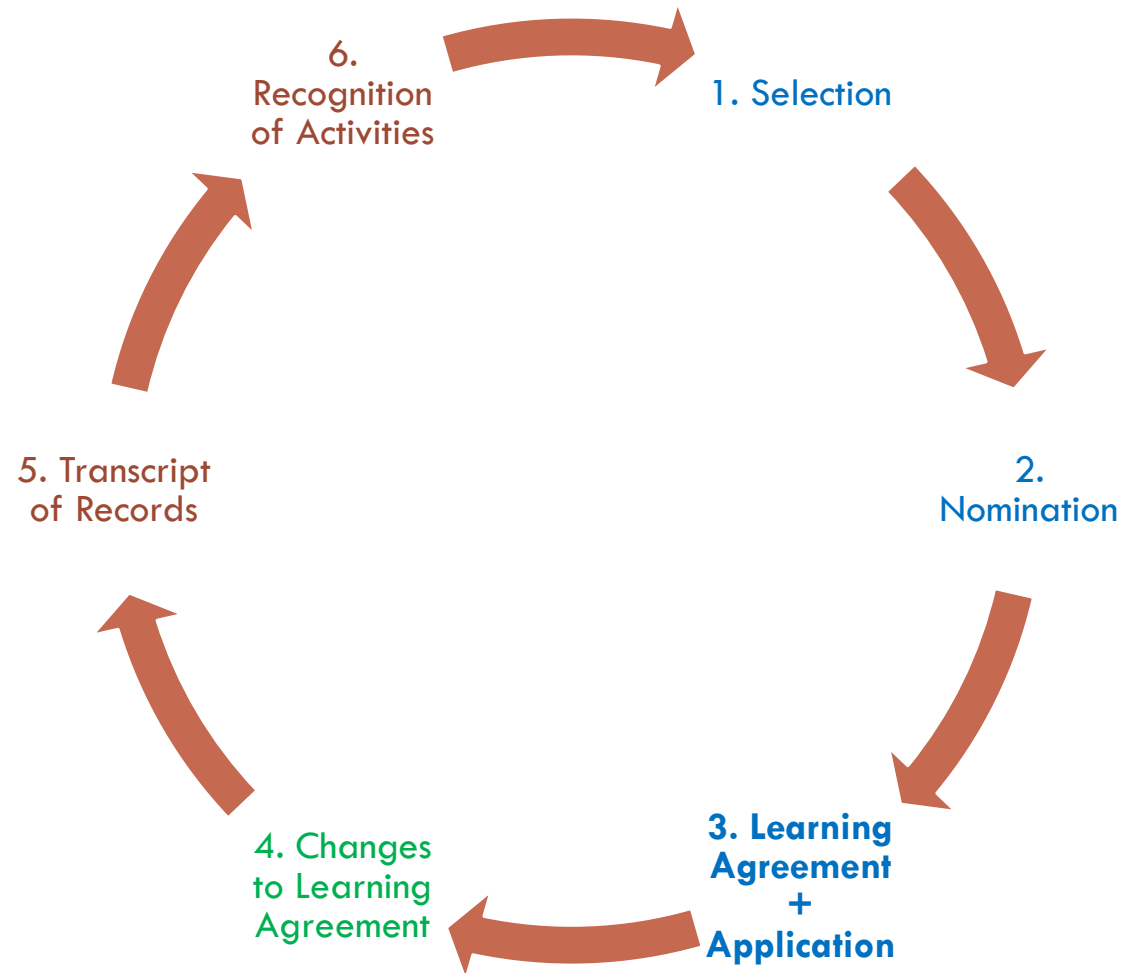
2. Int Rel Office @dSEA

- LA approval
- LA changes

4. Host University

- LA
- Final Transcript of Records

STEP-BY-STEP



LEARNING AGREEMENT - UNIWEB

Your LA represents

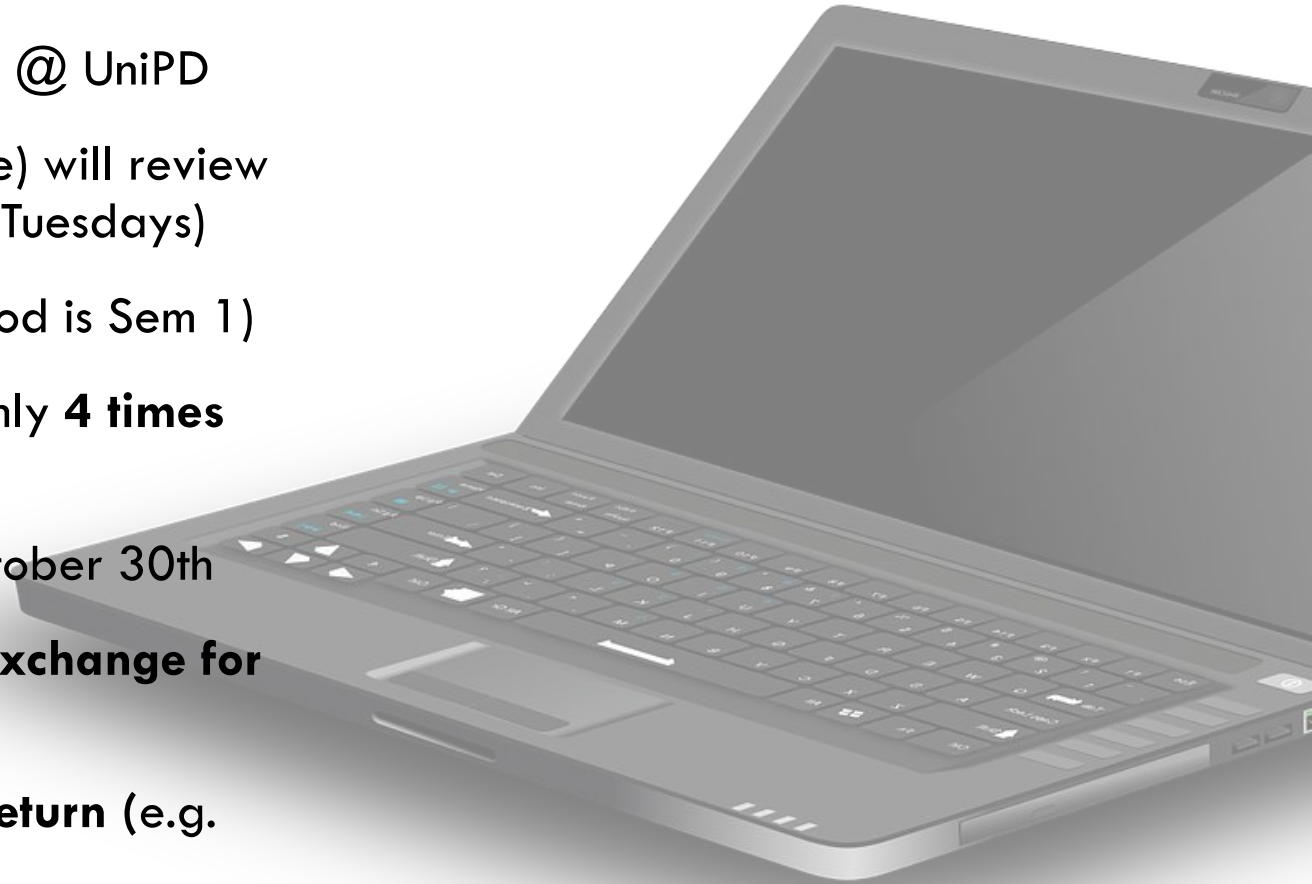
- your study plan during the exchange period &
- defines the recognition of the activities upon your return @ UniPD

It is important and requires attention!

1. Start by becoming acquainted with courses & subjects offered by your Host Institution
2. Check the timing (semester of offer), content and pre-requisites to ensure the subject is feasible
3. Find a suitable match with the courses you would have taken if you stayed in Padova

LEARNING AGREEMENT - UNIWEB

- 1 ECTS at your Host University corresponds to 1 ECTS @ UniPD
- The AD to Int Relations (Prof Lodigiani & Prof Pugliese) will review and approve/reject LAs in Uniweb once per week (on Tuesdays)
- LA must be approved by June 10th (if exchange period is Sem 1)
- You are allowed to edit/change your LA in Uniweb only **4 times from your departure until your return**: be careful!
- You are entitled to one amendment to your LA by October 30th
- **No other change is allowed (except if you are on exchange for a full year)**
- **We will not accept changes to your LA upon your return (e.g. reshuffling of matches)**



LEARNING AGREEMENT - UNIWEB

How to find suitable matches?

Host Universities will not necessarily offer courses that are exact matches of what it is in your **current study plan @ UniPD**

We allow some degree of freedom, but please ensure that:

Course @ Host

Business/ Management
Finance / Economics
Economics/ Quantitative
Statistics/ Maths / Quant

Course @ UniPD

-> Business/ Management
-> Finance/ Business/ Eco
-> Economics
-> Stats / Math / Quant

LEARNING AGREEMENT - UNIWEB

Instruction manual – user guide available at the following link:

<http://www.unipd.it/compilazione-consegna-learning-agreement>

LEARNING AGREEMENT -

- You can match multiple courses/subjects at the Host Uni to one subject @ UniPD

Match	Exam Host University	ECTS	Exam in UniPD	ECTS
1	Intermediate Financial Accounting	6	Advanced Financial Accounting	12
	Advanced Financial Accounting	6		

- You can match one course/subject at the Host Uni to multiple subjects @ UniPD

Match	Exam Partner University	ECTS	Exam in UniPD	ECTS
2	Banking and Finance	12	Economia Intemediari Finanziari	6
			Money and Banking	6

LA – COMMON MISTAKES

Match	Exam Partner University	ECTS	Exam in UniPD	ECTS
1	Intermediate Financial Accounting	6	Advanced Financial Accounting	12
1	Advanced Financial Accounting	4		
2	International Taxation Law	9	International Financial Markets	9

LA – COMMON MISTAKES

Match	Exam Partner University	ECTS	Exam in UniPD	ECTS
1	Marketing Methods	5	Advanced Corporate Finance	9
1	Financial Markers	4		

Content mis-match:

Finance + Marketing does not equate Advanced Corporate Finance

Match	Exam Partner University	ECTS	Exam in UniPD	ECTS
1	Quantitative Methods in Financial Industries	5	Advanced Corporate Finance	9
1	Financial Markers	4		

OK!

LA – COMMON MISTAKES

Match	Exam Partner University	ECTS	Exam in UniPD	ECTS
1	Intermediate Financial Accounting	6	Advanced Financial Accounting	12
	Advanced Financial Accounting	4		
	International Taxation Law	9	International Financial Markets	9
	Advanced Marketing	8	Advanced Marketing	6

Total amount of ECTS is the same but matches are not clearly expressed

LA – COMMON MISTAKES

Language courses or Induction/Welcome Courses can only be matched to **'attività libere'** not to **compulsory courses in UniPD**

Excess credits at the Host Institution must not be associated to any subject @ UniPD

→ PAY ATTENTION!

TAF D = crediti liberi non associabili

LA – YOUR BENCHMARK... TO MAKE US HAPPY!

Match	Exam Partner University	ECTS	Exam in UniPD	ECTS
1	Intermediate Financial Accounting	6	Advanced Financial Accounting	12
1	Advanced Financial Accounting	4		
2	International Taxation Law	9	International Taxation Law	9
3	Advanced Marketing	8	Advanced Marketing	6
4	Advanced Corporate Finance	10	Advanced Corporate Finance	8
	Dutch Language	2		
	TOT	39	TOT	35 + 4

Notes:

#1 I intend to use 2 ECTS in excess from association 4 to integrate association 1

#2 I intend to use 2 ECTS in excess from association 3 as free credits

#3 I intend to use 2 ECTS of Dutch language as free credits

RECOGNITION OF ACTIVITIES AND MARKS

ECTS Conversion Table

ECTS	UniPD
A	30
B	28-29
C	25-27
D	22-24
E	18-21
Fail	Fail

CALENDAR: UPLOAD YOUR LA IN UNIWEB (1ST SEMESTER DEPARTURES)

	BA	MSc	Application Window
Group 1	Sweden	2	18/4 - 23/4
	Finland	6	
	Norway	3	
	Belgium	6	
	UK	13	
Group 2	Germany	11	26/4- 30/4
	France	11	
	Austria	7	
	The Netherlands	3	
Group 3	Portugal	9	3/5 - 7/5
	Spain	16	
	Hungary	2	
	Poland	5	
	Romania	2	
	Croatia	2	
	Czech Republic	2	
Turkey			

Please do not upload your LA on Uniweb prior or after the application window.

The process is designed to ensure accuracy and speed in the evaluation and approval of LA prior to your application to the Host University

CLA: UNIPD LINGUISTIC CENTRE

CLA offers 30h language free intensive courses (French, English, Portuguese, Spanish, German) for outgoing Erasmus students.

Enrollment deadline: May 15th

CLA also offers the opportunity to do a test in order to get a language level certificate.

For more information: <http://cla.unipd.it/attivita/corsi/erasmus-out/>

ERASMUS CONTRACT

WHEN? WHERE?

Thursday June 22, 14.30, room E

WHAT?

Signature of the Erasmus+ contract in order to obtain the Erasmus+ status & scholarship.



GOLDEN RULES

- The email address for every queries is international.economia@unipd.it
- For issues related to study plan and learning agreements: internationalcoordinator.economia@unipd.it
- Do not expect responses to emails sent to personal addresses
- Last-minute emails will be treated as any other email: pre-plan according to the deadlines

Attività	Chi è Conivolto	Deadlines	
Bando	URI / IRO	7 March	
Selezione Studenti – Pubblicazione Graduatoria	IRO / AD	31 March	Uniweb
Accettazione Borsa di Studio	Student	4 April	Uniweb
Accettazione Subentri	Student	7 April	Uniweb
Nomination presso Uni Partner	IRO	Seconda Deadlines Uni Partner	
Incontro Studenti	IRO / AD / Student	18 April	
Definizione LA	IRO / AD / Student	Meetings con studenti per destinazione	Uniweb
Invio LA e Application Forms a Uni Partner	Student	Secondo Deadlines Uni Partner	
Deadline LA		10 June	Uniweb
Firma Contratto Erasmus	URI / Student	22 June	URI UniPD
Consegna TOR e dichiarazione Erasmus	URI / Student	Entro 10 gg dal rientro	
Registrazione Attivita' Svolte	IRO / Student	Entro 45 gg dal rientro	Setmore per prenotare appuntamento con IRO

SERVIZIO RELAZIONI INTERNAZIONALI

Dott.ssa Elisabetta Zanaga

– Int Rel Senior Officer

Dott.ssa Giovanna De Angelis

– Int Rel Coordinator

Dott.ssa Greta Pesce

– Int Rel Officer

Dr Elisabetta Lodigiani

- Deputy Dean to Erasmus Exchanges

Dr Amedeo Pugliese

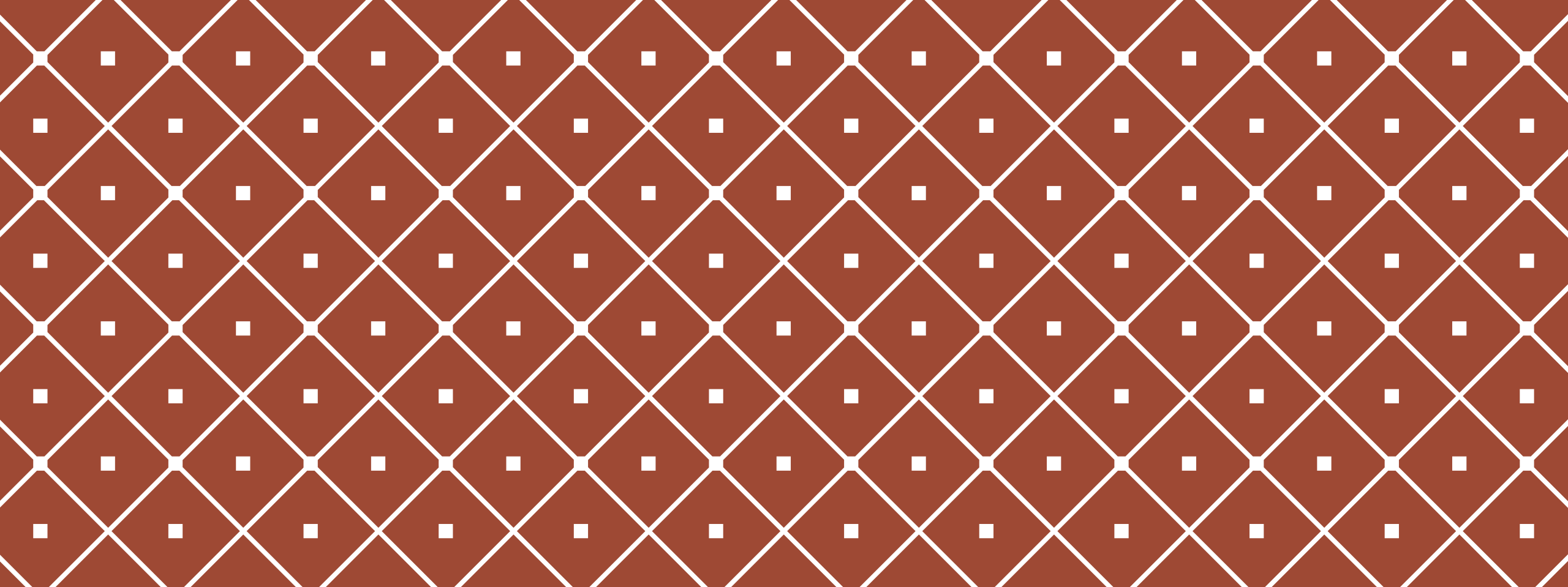
– AD to Int Rel

Where:

via Ugo Bassi 1, 5 Floor

Monday-Friday 10-12

e-mail: international.economia@unipd.it



GRAZIE PER L'ATTENZIONE

International Relations Staff