

ERASMUS+ FOR STUDIES AND SEMP APPLICATION AND ACCEPTANCE INSTRUCTIONS IN UNIWEB

Before starting to fill in the application form in Uniweb, we recommend reading carefully the call for applications and the list of the Partner Universities available referring to the following link:

- Erasmus+ for Studies Programme (both Europe and beyond Europe): <http://www.unipd.it/erasmus-studio>
- SEMP Programme: <http://www.unipd.it/servizi/esperienze-internazionali/studiare-allestero/swiss-european-mobility-programme>

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, specifying name, surname, registration number and degree course. Bear in mind that the helpdesk is available during office hours on working days.

You can start to fill in the application form only after having decided the Partner University (or Universities if multiple choice is allowed) you wish to apply for. The information required are:

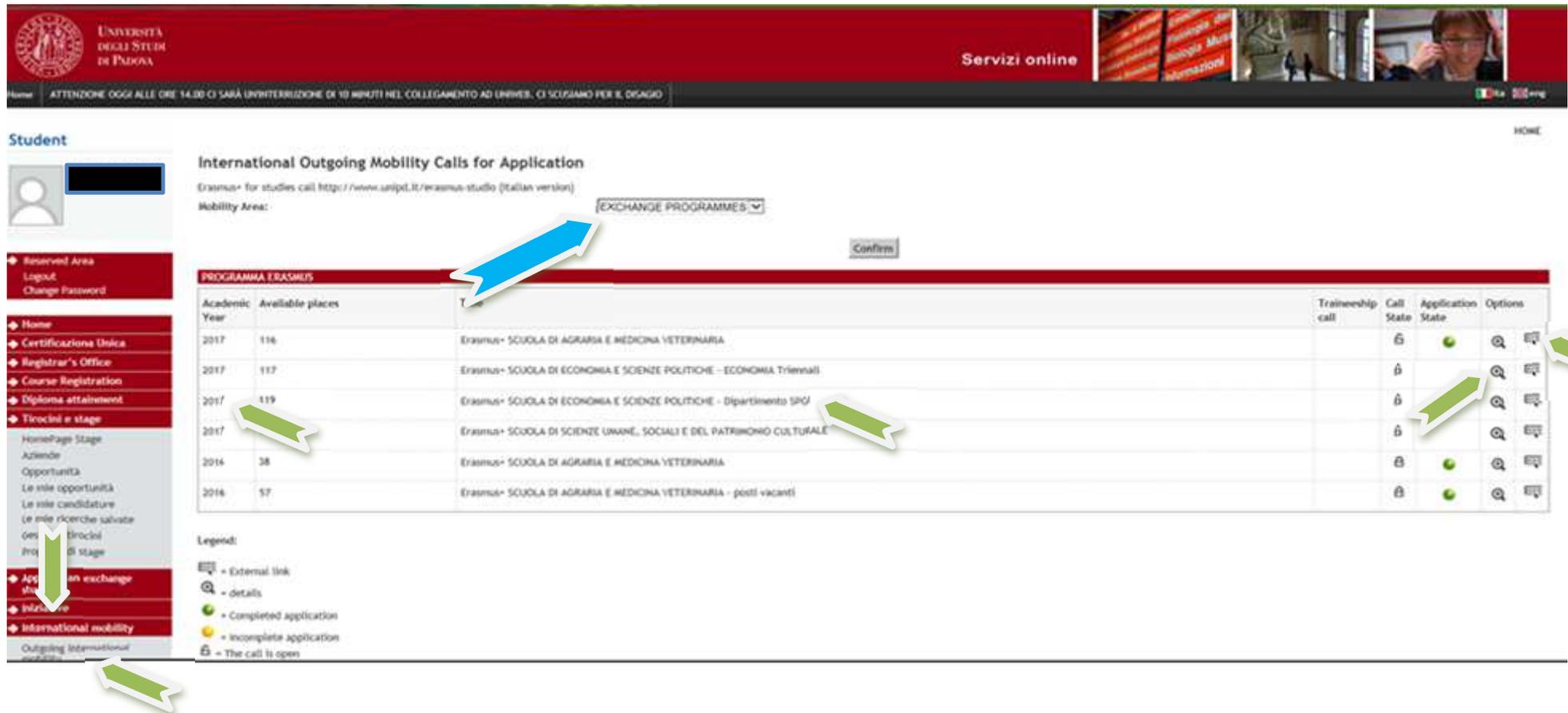
- 1) the **Erasmus code** of the Partner University
- 2) the **Field of study** (ex. 0311 - Economics)
- 3) the Surname of the **Italian Erasmus Coordinator** (so-called *Responsabile di flusso*)

You can only apply for the list of Partner Universities of your School / Department (for example, students attending a Bachelor degree in Statistics for Economics and Business can choose among the Partner Universities offered by the Department of Statistical Sciences of the School of Science).

In order to apply, you must have paid the tuition fees, otherwise you will not be able to fill in the application form.

1) Log in with your Uniweb username and password and click on “International Outgoing Mobility Calls for Applications” under the heading “International Mobility” (menu on your left); the calls available are the ones unlocked referring to the a.y. 2017. Once you are in the system, make sure that “Exchange Programs” has been selected into the “Mobilty Area” window (in the upper left).

At this stage, the available calls will be displayed. The icon  connects directly to the webpage containing the call general information and the list of the available Partner Universities (you should have consulted this information before starting the online application procedure). Click on the icon  to start filling in the application form.



Student

International Outgoing Mobility Calls for Application

Erasmus+ for studies call <http://www.unipd.it/erasmus-studio> (Italian version)

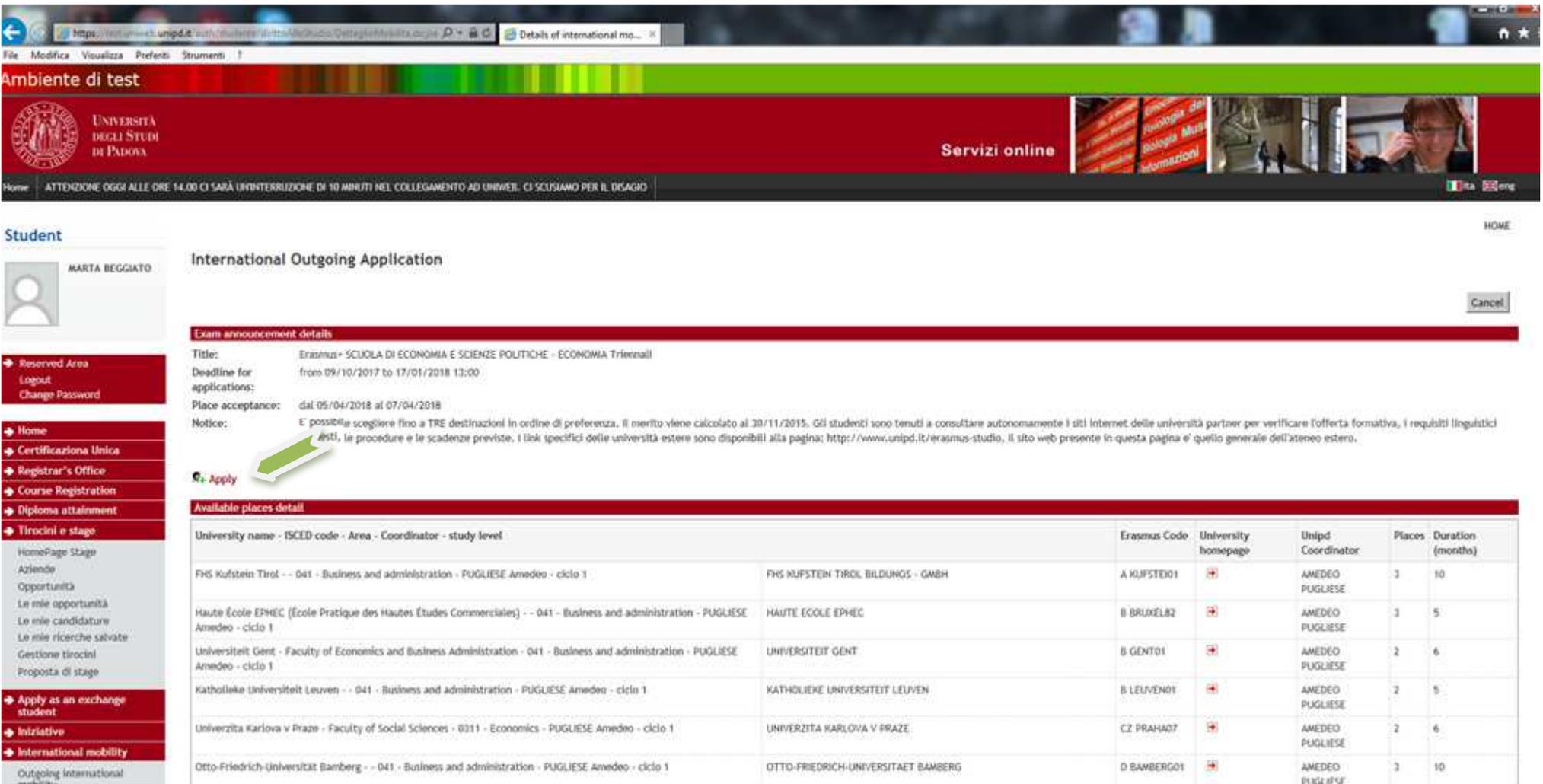
Mobility Area: **EXCHANGE PROGRAMMES**

PROGRAMMA ERASMUS			Traineeship call	Call State	Application State	Options
Academic Year	Available places					
2017	116	Erasmus+ SCUOLA DI AGRARIA E MEDICINA VETERINARIA				
2017	117	Erasmus+ SCUOLA DI ECONOMIA E SCIENZE POLITICHE - ECONOMIA Triennale				
2017	119	Erasmus+ SCUOLA DI ECONOMIA E SCIENZE POLITICHE - Dipartimento SPOI				
2017		Erasmus+ SCUOLA DI SCIENZE UMANE, SOCIALI E DEL PATRIMONIO CULTURALE				
2014	38	Erasmus+ SCUOLA DI AGRARIA E MEDICINA VETERINARIA				
2016	57	Erasmus+ SCUOLA DI AGRARIA E MEDICINA VETERINARIA - posti vacanti				

Legend:

- = External link
- = details
- = Completed application
- = Incomplete application
- = The call is open

2) You will now have the complete list of the Partner Universities. For each one of them, the name of the Italian Erasmus Coordinator (*Responsabile di flusso*), the number of scholarships available, the number of months of the study period and the link to the Partner University main website are provided. Nevertheless, you are kindly invited to consult all this information before applying (refer to: <http://www.unipd.it/erasmus-studio>). Click on “Apply”.



Student
MARTA BEGGIATO

International Outgoing Application

Exam announcement details

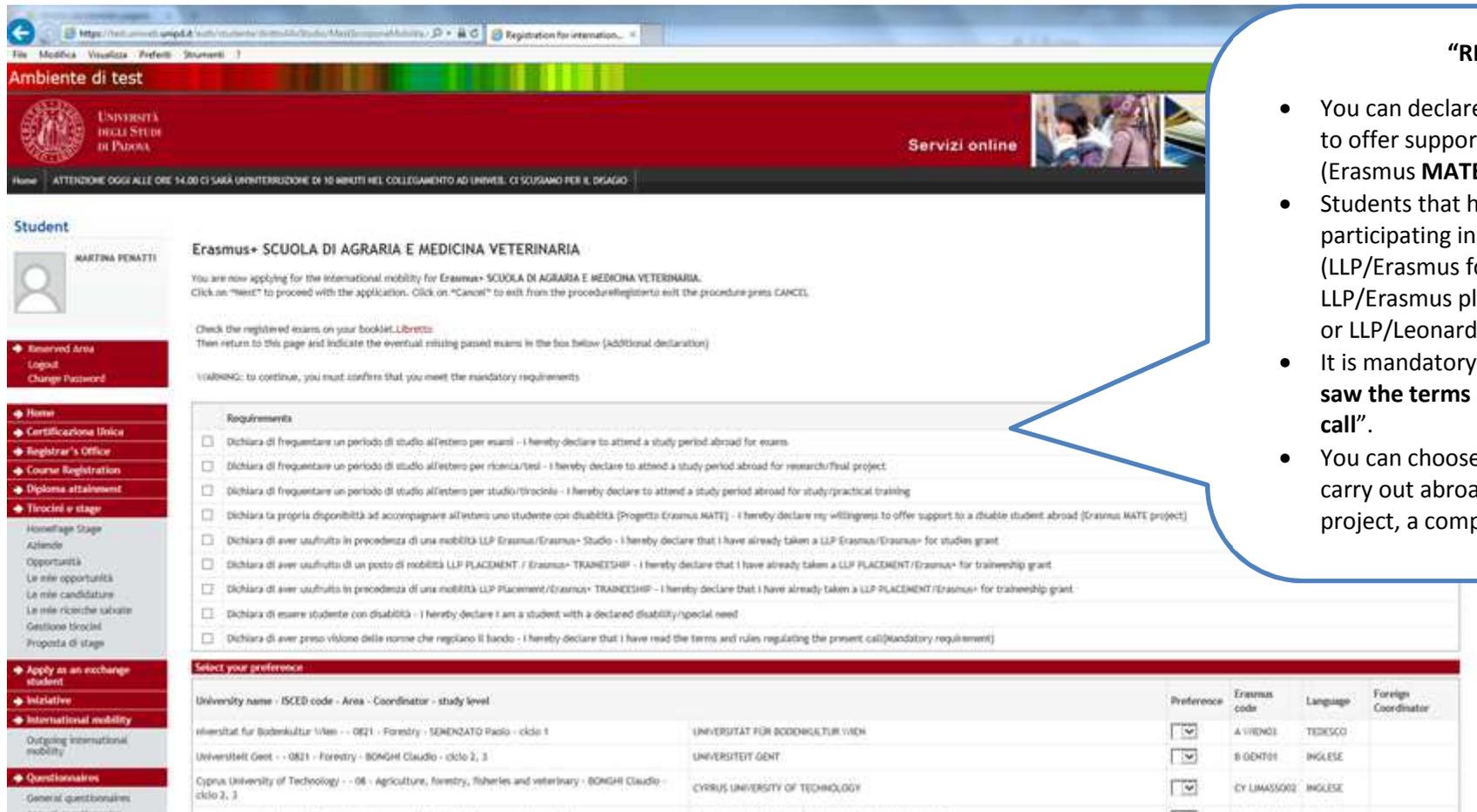
Title: Erasmus+ SCUOLA DI ECONOMIA E SCIENZE POLITICHE - ECONOMIA Triennale
 Deadline for applications: from 09/10/2017 to 17/01/2018 13:00
 Place acceptance: dal 05/04/2018 al 07/04/2018
 Notice: E' possibile scegliere fino a TRE destinazioni in ordine di preferenza. Il merito viene calcolato al 30/11/2015. Gli studenti sono tenuti a consultare autonomamente i siti Internet delle università partner per verificare l'offerta formativa, i requisiti linguistici ed altri, le procedure e le scadenze previste. I link specifici delle università estere sono disponibili alla pagina: <http://www.unipd.it/erasmus-studio>, il sito web presente in questa pagina e' quello generale dell'ateneo estero.

Apply

Available places detail

University name - ISCED code - Area - Coordinator - study level	Erasmus Code	University homepage	Unipd Coordinator	Places	Duration (months)
FHS Kufstein Tirol -- 041 - Business and administration - PUGLIESE Amedeo - ciclo 1	A KUFSTE01	FHS KUFSTEIN TIROL BILDUNGS - GMBH	AMEDEO PUGLIESE	3	10
Haute École EPHEC (École Pratique des Hautes Études Commerciales) -- 041 - Business and administration - PUGLIESE Amedeo - ciclo 1	B BRUXEL82	HAUTE ECOLE EPHEC	AMEDEO PUGLIESE	3	5
Universiteit Gent - Faculty of Economics and Business Administration - 041 - Business and administration - PUGLIESE Amedeo - ciclo 1	B GENT01	UNIVERSITEIT GENT	AMEDEO PUGLIESE	2	6
Katholieke Universiteit Leuven -- 041 - Business and administration - PUGLIESE Amedeo - ciclo 1	B LEUVEN01	KATHOLIEKE UNIVERSITEIT LEUVEN	AMEDEO PUGLIESE	2	5
Univerzita Karlova v Praze - Faculty of Social Sciences - 0311 - Economics - PUGLIESE Amedeo - ciclo 1	CZ PRAH07	UNIVERZITA KARLOVA V PRAZE	AMEDEO PUGLIESE	2	6
Otto-Friedrich-Universität Bamberg -- 041 - Business and administration - PUGLIESE Amedeo - ciclo 1	D BAMBERG01	OTTO-FRIEDRICH-UNIVERSITAET BAMBERG	AMEDEO PUGLIESE	3	10

3) Fill in the “Requirements” section, select and eventually rank your favourite Partner Institutions and state your language proficiency.



“REQUIREMENTS”

- You can declare your **disability** or your willingness to offer support to a disabled student abroad (Erasmus **MATE project**).
- Students that have already participated or are participating in a mobility Programme (LLP/Erasmus for studies, Erasmus+ for Studies, LLP/Erasmus placement or Erasmus+/Traineeship or LLP/Leonardo) must state it .
- It is mandatory to check **“Declares that he/she saw the terms and rules regulating the present call”**.
- You can choose among more **types of activities** to carry out abroad (exams, work on the thesis project, a complementary traineeship)

Requirements

Dichiaro di frequentare un periodo di studio all'estero per esami - I hereby declare to attend a study period abroad for exams.

Dichiaro di frequentare un periodo di studio all'estero per ricerca/tesi - I hereby declare to attend a study period abroad for research/thesis project.

Dichiaro di frequentare un periodo di studio all'estero per studio/stage - I hereby declare to attend a study period abroad for study/practical training.

Dichiaro la propria disponibilità ad accompagnare all'estero uno studente con disabilità (Progetto Erasmus MATE) - I hereby declare my willingness to offer support to a disabled student abroad (Erasmus MATE project).

Dichiaro di aver usufruito in precedenza di una mobilità LLP Erasmus/Erasmus+ Studio - I hereby declare that I have already taken a LLP Erasmus/Erasmus+ for studies grant.

Dichiaro di aver usufruito di un posto di mobilità LLP PLACEMENT / Erasmus+ TRAINEESHIP - I hereby declare that I have already taken a LLP PLACEMENT/Erasmus+ for traineeship grant.

Dichiaro di aver usufruito in precedenza di una mobilità LLP Placement/Erasmus+ TRAINEESHIP - I hereby declare that I have already taken a LLP PLACEMENT/Erasmus+ for traineeship grant.

Dichiaro di essere studente con disabilità - I hereby declare I am a student with a declared disability/special need.

Dichiaro di aver preso visione delle norme che regolano il bando - I hereby declare that I have read the terms and rules regulating the present call (mandatory requirement).

Select your preference

University name - ISCED code - Area - Coordinator - study level	Preference	Erasmus code	Language	Foreign Coordinator
Universität für Bodenkultur Wien - - 0821 - Forestry - SENEGATO Paolo - ciclo 1	▼	A19EN01	TEDESCO	
Universität Gent - - 0821 - Forestry - BONGHI Claudio - ciclo 2, 3	▼	B19EN01	INGLESE	
Cyprus University of Technology - - 08 - Agriculture, Forestry, fisheries and veterinary - BONGHI Claudio - ciclo 2, 3	▼	CY19MAS002	INGLESE	

Selezionare le preferenze per le destinazioni

University name – ISCED code – Area – Coordinator – study level	Pref.	Cod. Erasmus	Lingua	Referer Est.
KARL-FRANZENS-UNIVERSITAET GRAZ Karl-Franzens-Universität Graz - Main site - 8.1 - FILOSOFIA - TOMASI Gabriele - livello IA	1	A GRAZ01	TEDESCO	
LESSIUS HOGESCHOOL Lessius Hogeschool - 9.4 - TRADUZIONE, INTERPRETARIATO - MASIERO Federica e MERTENS Maria Helena - livello I		B ANTWERP60	TEDESCO	
JIHOCESKA UNIVERZITA V CESKYCH BUDEJOVICICH Jihočeská univerzita v Českých Budejovicích - Main Site - 9.0 - LINGUE E FILOLOGIA - CORTELAZZO Michele - livello I		CZ CESKE01	INGLESE	
RHEINISCHE FRIEDRICH-WILHELMS-UNIVERSITAET BONN Rheinische Friedrich-Wilhelms-Universität Bonn - Main Site - 8.4 - ARCHEOLOGIA - SALVADORI Monica - livello IAD		D BONN01	TEDESCO	
UNIVERSIDAD COMPLUTENSE DE MADRID Univer.Complutense Madrid - Main Site - 9.0 - LINGUE E FILOLOGIA - CASTILLO PENA Carmen - livello IA	2	E MADRID03	SPAGNOLO	

Trova: graz Precedente Avanti Opzioni 3 corrispondenze

“SELECT YOUR PREFERENCE”

You are now required to rank the Partner Institution in order of preference, up to 2 or 3 only if foreseen by your School / Department. It is not mandatory to choose 2 or 3 Partner Institutions.

The Ctrl+F command will help you to find your favourite Partner Institution.

Number of preferences

Erasmus+ for Studies in Europe call:

School of Human and Social Sciences and Cultural Heritage call: you can only choose ONE Partner Institution

Department of Economics and Management call: you can choose up to THREE Partner Institutions

All other calls: you can choose up to TWO Partner Institutions

Erasmus+ for Studies Beyond Europe and SEMP calls: you can **only** choose **ONE** Partner Institution, regardless of your School / Department

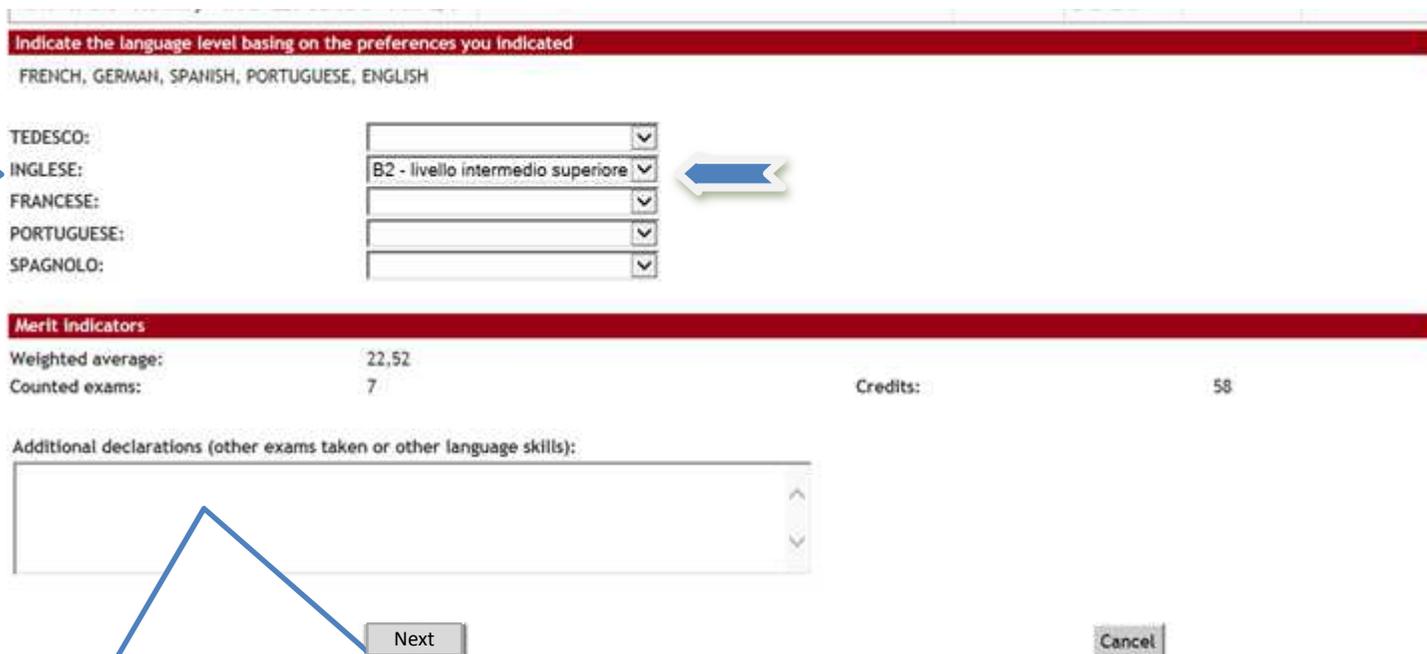
“LANGUAGE PROFICIENCY”

In the same screen it is **mandatory** to state your language proficiency, on the basis of the Common European Framework of Reference for Languages: Learning, Teaching, Assessment (**CEFR**).

The language required by the Partner Institution is specified in the column “*Lingua*” (language).

In this section you can state the second and the third language only if you are allowed to select more Partner Institutions

SEMP call: it is not mandatory to state your language proficiency



Indicate the language level basing on the preferences you indicated
FRENCH, GERMAN, SPANISH, PORTUGUESE, ENGLISH

TEDESCO:

INGLESE: B2 - livello intermedio superiore

FRANCESE:

PORTUGUESE:

SPAGNOLO:

Merit Indicators

Weighted average:	22,52	Credits:	58
Counted exams:	7		

Additional declarations (other exams taken or other language skills):

Next Cancel

“ADDITIONAL DECLARATIONS”

Psychology call only: you have to specify the favourite Partner Institution in the box “Additional declarations”

In the free text box you can write:

- the rationale for the choice of the Partner Institution
- any additional language proficiency (for example: if you choose a Spanish Partner Institution you have to declare your Spanish proficiency above, but you can also state your English proficiency in this box).
- your degree grade (if not recorded yet when applying)

At the end, click on “**Next**”.

4) ATTACHMENTS SECTION: upload the following documents (only the ones related to the application form):

- PDF copy of your **study plan proposal** (mandatory) – use exclusively the form available here: www.unipd.it/erasmus-studio (select Bando Erasmus+ per la mobilità a.a. 2017/18 > Come fare domanda > Proposta delle attività da fare all'estero)
- PDF copy of your **id card or residence permit for extra EU students** (mandatory)
- PDF of a language certificate (only if available, not mandatory)
- PDF self-certification of previous graduation obtained in other Universities - use exclusively the form available here: <http://www.unipd.it/erasmus-studio> (click on “Bandi e selezioni” and then on “Come fare domanda” which means “how to apply”).

Please note that **ONLY PDF FILES of a maximum size of 5 MB each are accepted**. To convert a file to PDF see the paragraph at the end of this guide.

Available places detail

University name - ISCED code - Area - Coordinator - study level	Erasmus Code	University homepage	Unipd Coordinator	Places	Duration (months)
Universiteit Gent - - 0821 - Forestry - BONGHI Claudio - ciclo 2, 3	B GENT01		CLAUDIO BONGHI	2	6

Attachments summary

This site only allows uploads of PDF files. For the PDF print please refer to the instructions. For the Learning agreement draft, it's mandatory to use the template available on <http://www.unipd.it/erasmus-studio>

The Application confirmation is permitted only after the mandatory attachments upload.

8 Upload a new document

Purpose	Titolo	Tipo	Azioni		
Application	Proposta delle attività da fare all'estero e/o lettera per tesi/tirocinio	Mandatory			
Application	Copia di un documento di identità o permesso di soggiorno (per studenti NON UE)	Mandatory			
Application	Autocertificazione esame di lingua e/o titolo di studio	Optional			
Application	Certificati di lingua	Optional			
Agreement					
Learning Agreement	Programma attività estere	Optional			
Learning Agreement	Transcript of Records/lettera tesi (allegare alla fine del periodo di mobilità)	 Mandatory			

Application International Outgoing Application Attachment upload

Call details

Titolo: Erasmus+ SCUOLA DI AGRARIA E MEDICINA VETERINARIA

Attachment details

Default attachment

Free attachment

Description

Attachment (Max 5MByte, only PDF format allowed)

Upload

Back

Proposta delle attività da fare all'estero e/o lettera per tesi/tirocinio
Copia di un documento di identità o permesso di soggiorno (per studenti NON UE)
Certificati di lingua
Autocertificazione esame di lingua e/o titolo di studio

Sfoglia...

You can add or replace the attachments required before confirming the application form . The description of the attachment is in Italian:

Proposta delle attività da fare all'estero e/ lettera tesi/tirocinio is the **study plan proposal**

Copia di un documento di identità o permesso di soggiorno (per studenti NON UE) is the copy of **id card or residence permit for extra EU students**

Certificati di lingua means any language certificate with reference to the host Institution

Autocertificazioni esame di lingua e/o titolo di studio means the self-certification of previous graduation obtained in other Universities

Allegati

Gli allegati per la partecipazione al bando devono essere inseriti **SOLO in formato pdf**. Sarà possibile confermare l'iscrizione solo quando saranno stati caricati tutti gli allegati obbligatori.

 [Inserisci un nuovo allegato](#)

Titolo	Tipo	Azioni		
Proposta delle attività da fare all'estero e/o lettera per tesi/tirocinio	Obbligatorio			
Copia di un documento di identità o permesso di soggiorno (per studenti NON UE)	Obbligatorio			
Certificati di lingua	Opzionale			

You will be able to confirm the application form only once uploaded the mandatory attachments.

5) In the last screen, you can cancel your application form by clicking **“Cancel the application”**, verify the application state by clicking on **“Print the application summary”** and confirm definitely your application by clicking on **“Confirm your application (DEFINITIVE – Italian version only)(the application data will no longer be changeable)”**. Application data won’t be editable after clicking on **“Confirm your application (DEFINITIVE)”**, therefore we strongly recommend to print the summary and check if there are any mistake before confirming the application.

Exam announcement details

Title: Erasmus+ SCUOLA DI AGRARIA E MEDICINA VETERINARIA
 Deadline for applications: from 09/10/2017 to 17/01/2018 13:00
 Place acceptance: from 31/10/2017 to 14/12/2017 10:00
 Notice: E' possibile scegliere fino a DUE destinazioni in ordine di preferenza. Gli studenti sono tenuti a consultare autonomamente i siti internet delle università partner per verificare l'offerta formativa, i requisiti linguistici richiesti, le procedure e le scadenze previste. I link specifici delle università estere sono disponibili alla pagina: <http://www.unipd.it/erasmus-studio>, il sito web presente in questa pagina è quello generale dell'ateneo estero. - It is possible to choose up to TWO places in order of preference. Students are required to check autonomously the Partner Universities websites, educational offer, language requirements, procedures and deadlines. Partner Universities websites are available on <http://www.unipd.it/erasmus-studio>. Link on the table below corresponds to the Partner University homepage.







Iscrizione

Cancel the application
 Print the application summary (not definitive- ITALIAN VERSION ONLY)
 Confirm your application (DEFINITIVE – ITALIAN VERSION ONLY)(the application data will no longer be changeable)

Available places detail

University name - ISCED code - Area - Coordinator - study level	Erasmus Code	University homepage	Unipd Coordinator	Places	Duration (months)
Universiteit Gent - - 0821 - Forestry - BONGHI Claudio - ciclo 2, 3	UNIVERSITEIT GENT	B_GENT01	CLAUDIO BONGHI	2	6

Attachments summary

This site only allows uploads of PDF files. For the PDF print please refer to the instructions. For the Learning agreement draft, it's mandatory to use the template available on <http://www.unipd.it/erasmus-studio>
 The Application confirmation is permitted only after the mandatory attachments upload.

[Upload a new document](#)

Purpose	Titolo	Tipo	Azioni		
Application	Copia di un documento di identità o permesso di soggiorno (per studenti NON UE)	Mandatory			
Application	Proposta delle attività da fare all'estero e/o lettera per tesi/tirocinio	Mandatory			
		Optional			

6) Last step to complete the procedure!

Conferma iscrizione al bando

Warning!
ATTENZIONE: Per CONFERMARE la domanda cliccare sul pulsante 'conferma', per annullare l'operazione cliccare sul pulsante 'Annulla'. Si ricorda che confermando l'operazione i dati dell'iscrizione non saranno più modificabili.

Click on **"Confirm"** to complete the procedure, or on **"Back"** if you want to go back to the previous screen. An automatic email confirming your application will be sent to your institutional email address (name.surname@studenti.unipd.it).

2014	1095	Erasmus+ SCUOLA DI SCIENZE UMANE, SOCIALI E DEL PATRIMONIO CULTURALE	🔒	●	🔍	🌐
2014	1100	Erasmus+ OLTRE L'EUROPA	🔒		🔍	🌐

The green spot confirms that the application procedure has been successfully completed.

HOW TO CREATE A PDF FILE

You can only attach PDF files of a maximum size of 5 MB each.

How to create a PDF file:

- 1) scan the document
- 2) convert the file to PDF, by using a proper conversion program.

DO NOT:

- a. modify the file extension!
 - b. protect the file or set any password to limit the access
- 3) by using the commands “Save as...PDF or XPS” or “Print” PDF of the word processor installed in your computer (Mac and Windows).
 - 4) by using free programs, such as <http://www.pdfforge.org/pdfcreator> (Windows) or <https://www.sodapdf.com/word-to-pdf/> .
 - 5) JPEG, TIFF, BMP, GIF files can be converted to PDF format through websites that do not require the installation, such as <http://www.apowersoft.it/immagine-a-pdf-gratis-online>, <http://www.convertimagetopdf.net>, <http://jpg.smallpdf.com/it> .