ERASMUS: GUIDELINES

Erasmus Call 2018-2019

DSEA INTERNATIONAL OFFICE

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Where:
via Ugo Bassi 1, 5 Floor
Monday-Friday 10-12
e-mail: international.economia@unipd.it

FOUR PARTIES INVOLVED

1. Exchange Student

You!

3. International Office @ UniPD

- June 2018: **signature of your Erasmus Agreement**
- At most 10 days after you return: <u>hand in your Erasmus Stay Certificate (</u>Provided by Home Uni)
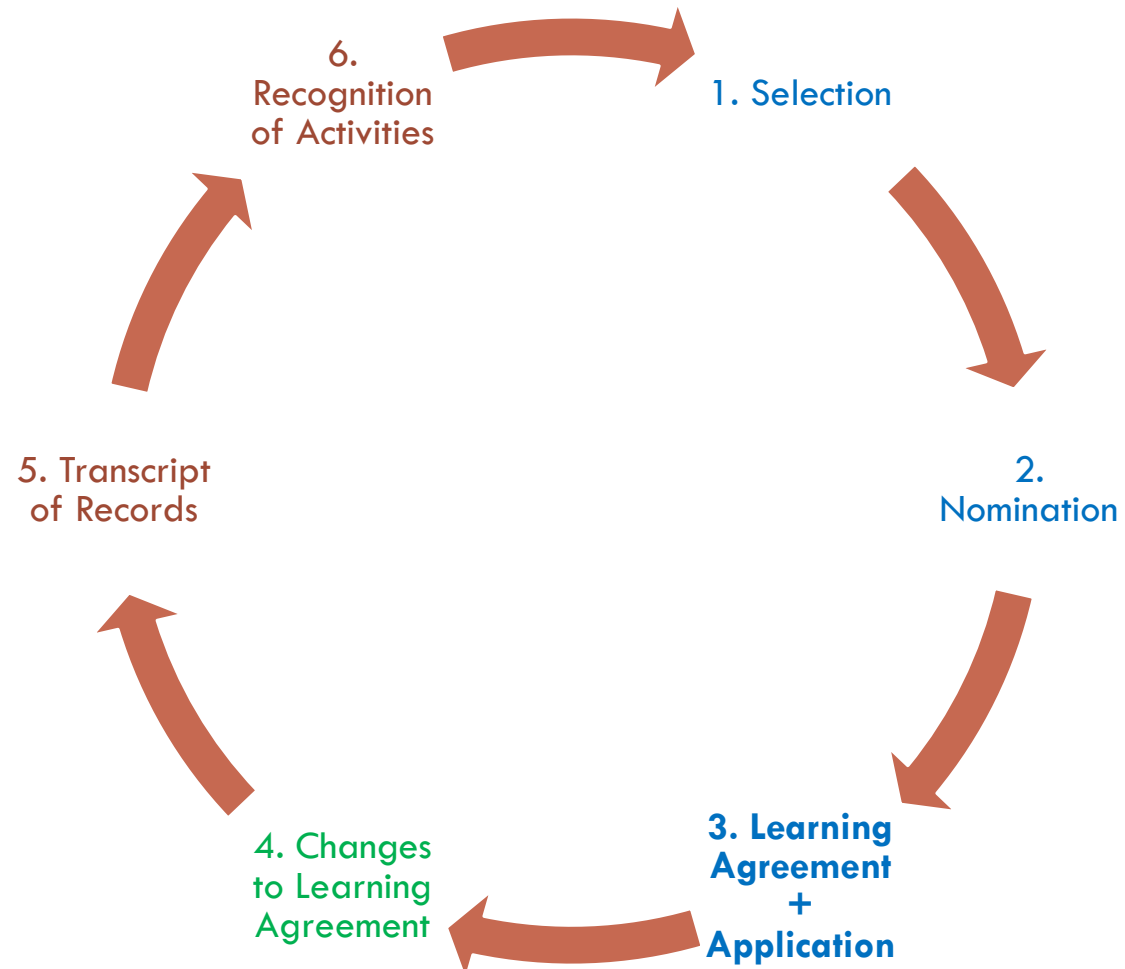
2. International Office @dSEA

- LA approval
- LA changes

4. Host University

- LA
- Final Transcript of Records

STEP-BY-STEP

1. Selection

2. Nomination

3. Learning Agreement + Application

4. Changes to Learning Agreement

5. Transcript of Records

6. Recognition of Activities

LEARNING AGREEMENT - UNIWEB
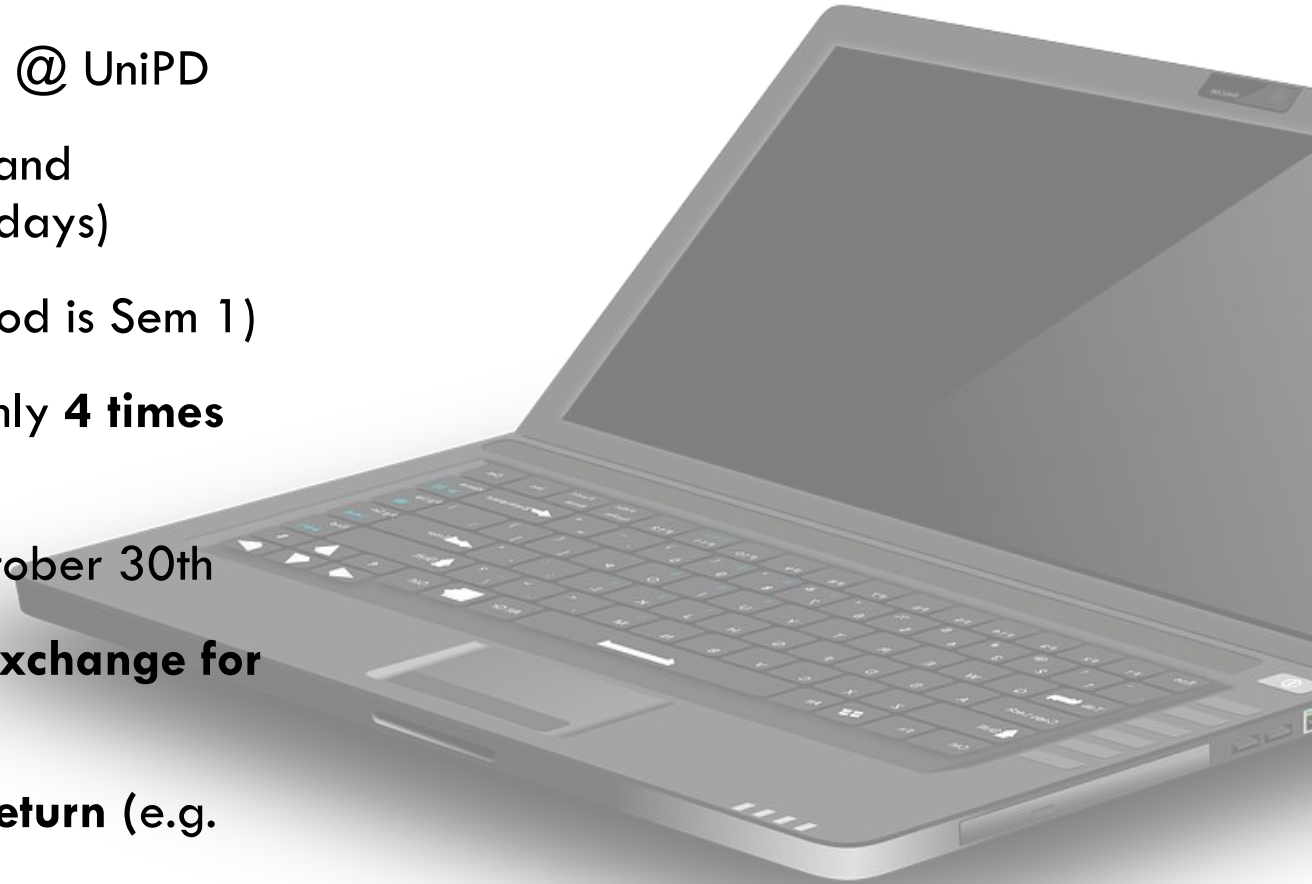
Your LA represents
-your study plan during the exchange period &
- defines the recognition of the activities upon your return @
 UniPD

It is important and it requires precision and attention!

1. Start by becoming acquainted with courses & subjects offered by the 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 Erasmus Coordinator (Prof Lodigiani) will review and approve/reject LAs in Uniweb once per week (on Tuesdays)

- LA must be approved by May 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)

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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	Course @ UniPD
Business/ Management	-> Business/ Management
Finance / Economics	-> Finance/ Business/ Eco
Economics/ Quantitative	-> Economics
Statistics/ Maths / Quant	-> 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

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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
Please, use the box dedicated to annotations

LA – COMMON MISTAKES

Language courses or Induction/Welcome Courses* can only be matched to **'attivita' 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
*cannot be recognized among the 12 elective courses needed to get the final diploma

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)

Application Window

Group	Countries	Application Window
Group 1	Sweden, Finland, Norway, Belgium, UK, Lithuania	26/3 - 3/4
Group 2	Germany, France, Austria, The Netherlands, Luxemburg	9/4- 23/4
Group 3	Portugal, Spain, Poland, Slovakia, Croatia, Czech Republic	30/4 - 7/5

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 Ifree intensive courses (French, English, Portuguese, Spanish, German) for outgoing Erasmus students (30hrs)

Enrollment deadline: to be defined

CLA also offers the opportunity to do a test in order to get a language level certificate (March 22 first intake).

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

ERASMUS CONTRACT

WHEN? WHERE?

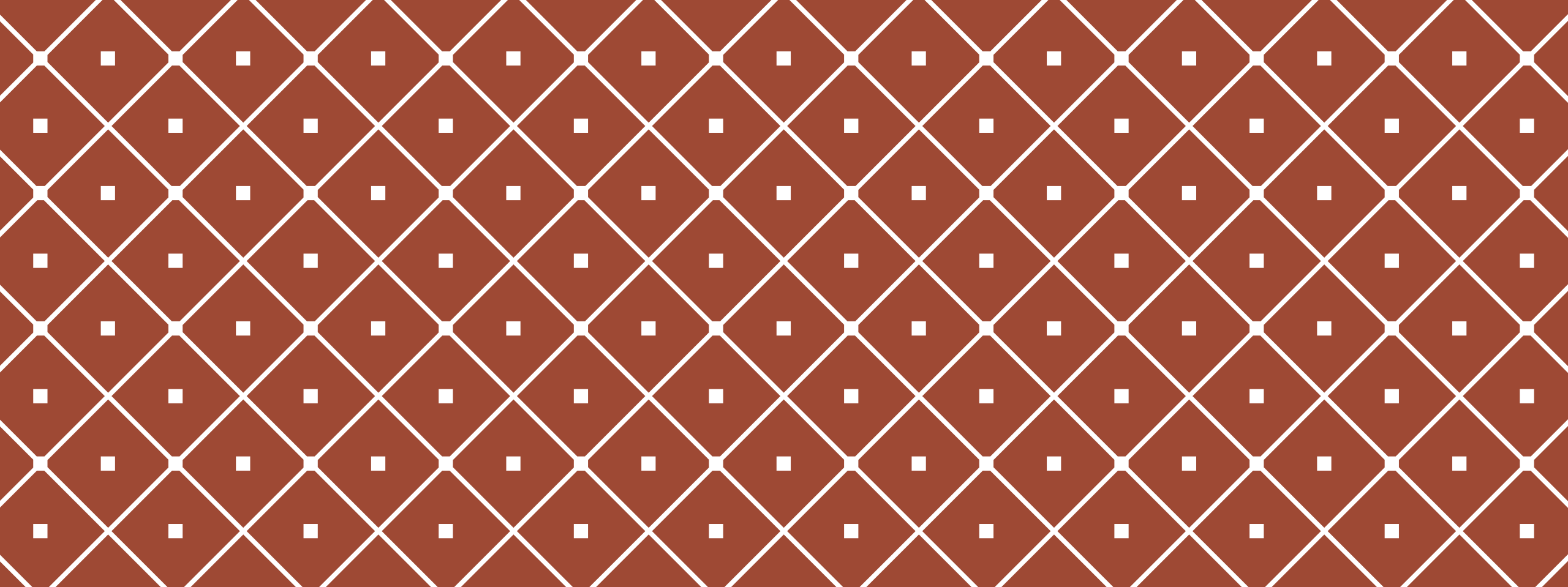June 2018 (date&location to be defined)

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: international.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

THANKS FOR YOUR ATTENTION!

DSEA International Office Staff