



Vademecum SEMP 2019/20

BEFORE THE MOBILITY

SUMMARY

BEFORE THE MOBILITY

- Submitting the ISEE certificate
- Registration at the University abroad
- Changing the semester
- Learning Agreement before the mobility

DURING THE MOBILITY

- Attendance certificate
- Learning Agreement during the mobility
- Extending the exchange period

AFTER THE MOBILITY

- Hand in the end-of-mobility documents
- Recognition

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;



Learning Agreement submitted on Uniweb and approved by the Academic Coordinator in Padova (once approved the LA is signed electronically);

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 a student if they do not meet all of the requirements within the deadlines!

LEARNING AGREEMENT (LA) "BEFORE THE MOBILITY"

Download the manual for compiling the LA in the section "[Learning Agreement](#)".

In the LA you must indicate both the activity to complete abroad (Table A), as well as that which will be substituted in Padova (Table B). The LA 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 LA must be SUBMITTED on Uniweb:

- by **15th June**

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

- by **15th October**

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 LA, as you will need to upload it with the Attendance Certificate to the link <http://www.unipd.it/reint> (Section: *Mobilità 2019/20 > Upload Documenti di inizio soggiorni*, access with Uniweb credentials) **within 7 days of your arrival.**

Failure to meet the requirements of the LA will lead to the cancellation of the student's SEMP status.

IMPORTANT!

You should regularly check your university email (@studenti.unipd.it), and perhaps set an automatic forward for the communications.

Make sure you are regularly paying your university fees to the Università di Padova before and during the entire mobility

You must communicate to erasmus@unipd.it a any change in your IBAN, using the following form (<https://www.unipd.it/en/duration-contributions-erasmus-out>)

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 (<http://cla.unipd.it/attivita/corsi/erasmus-out/>).

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/>).



SIGNING 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 LA approved on Uniweb (by the Academic Coordinator in Padova)

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

insert the IBAN code for the current account to which you wish to receive the 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.

book an appointment online (<http://www.unipd.it/relint> in Sezione Mobilità

APPLICATIONS FOR REGIONAL SCHOLARSHIP AND/OR ISEE CERTIFICATE (up to €50,000): From 9th to 22 July 2019

To receive the additional funding to the Erasmus+ grant you must submit the ISEE certificate and/or the application for the Regional Scholarship and confirm the "Richiesta di agevolazioni" on Uniweb.

The deadline on 22/07/2019 for submitting the application is the same both for students departing in the first

2019/2020, accessed with your Uniweb credentials. The calendar of appointments will be available at the beginning of June.

You must personally attend the appointment, equipped with an identity document or your university badge.

HEALTHCARE AND INSURANCE

For healthcare cover during the mobility in Switzerland students must subscribe to a private healthcare insurance and in any case, consult their ASL.

For more information on insurance cover from the Università di Padova: <http://www.unipd.it/assicurazione>.

CHANGING 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, section: Mobilità 2019/2020 (using your Uniweb credentials)

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 2020 which marks the end of the Erasmus year 2019-2020).

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 2/3 months before) on the **procedure for gaining the entry visa for the destination country**, directly contacting the embassies/consulates in Italy for the country

CONTACT EX ERASMUS STUDENTS

Only after having accepted the mobility, from mid-April, 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>, accessed with your Uniweb credentials).

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) tel. 049/8273911; email info@esnpadova.it; website: <http://www.esnpadova.it>.

VISIT OUR WEBSITE:

<http://www.unipd.it/en/erasmus-studies-out>


DURING THE MOBILITY

ATTENDANCE CERTIFICATE (AC)

ARRIVAL

Within 7 days of your arrival at the partner university, you must complete the first part of the Attendance Certificate ("Date of arrival", dd/mm/yyyy) and attach it together with the LA before the mobility under the heading "UPLOAD documenti di inizio soggiorno" that you will find through <http://www.unipd.it/relint>, (accessed with your Uniweb credentials).

ATTENTION! If you do not upload the Attendance Certificate and the first Learning Agreement before the mobility as required you will not receive the first installment (50% of additional funding + contribution to travel costs)!

AREA DIDATTICA E SERVIZI AGLI STUDENTI SERVIZIO RELAZIONI INTERNAZIONALI INTERNATIONAL RELATIONS OFFICE		 UNIVERSITÀ DEGLI STUDI DI PADOVA	
Via VIII Febbraio, 2 35122 Padova (Italy) tel: +39 049 837 3061 fax: +39 049 837 2000 email: erasmus@unipd.it CF 8000482021 P.IVA 00762402021		TO WHOM IT MAY CONCERN Attendance Certificate We confirm that Mr/Ms NOME COGNOME born in PLACE OF BIRTH on DATE OF BIRTH COMING from the Università degli Studi di Padova – I PADOVA01 during the academic year 2016 2017 in the framework of the Erasmus + /KA1 Programme	
CONFIRMATION OF ARRIVAL at Universidade Nova de Lisboa - P - LISBOA03 (please fill in at the beginning of the period stay)			
Date of Arrival _____ (day/month/year)			
Signature _____			
Name and function _____			
Date _____ Seal _____			
Attention please: To be sent by fax or e-mail no later than 7 days after the ARRIVAL at host institution			
NO AMENDMENT SHALL BE MADE TO THIS CERTIFICATE			
CONFIRMATION OF DEPARTURE from Universidade Nova de Lisboa - P - LISBOA03 (please fill in at the end of the period stay)			
Date of Departure _____ (day/month/year)			
Signature _____			
Name and function _____			
Date _____ Seal _____			
Attention please: this part of certificate cannot be issued more than one week (7 days) before the departure date			
NO AMENDMENT SHALL BE MADE TO THIS CERTIFICATE			
ATTENZIONE: La prima parte di questo certificato (CONFIRMATION OF ARRIVAL) deve essere firmata dall'Università estera caricato al link indicato nella sezione Durante la mobilità del sito (www.unipd.it/erasmus-studio) - icona Ammissione Certificate Upload (basta una foto fatta con il cellulare perché leggibile) entro 7 giorni dall'arrivo dello studente. Alla FINE del soggiorno lo studente deve accertarsi che il certificato di soggiorno sia compilato correttamente dall'Università estera in TUTTE le sue parti.			

“If you do not upload the Attendance Certificate and the LA before the mobility as required you will not receive the reimbursement for travel costs or any additional funding.”

ATTENZIONE!!!

The dates in the Attendance Certificate must certify **at least go consecutive days of mobility**, without which the student will lose their SEMP status and risk the complete repayment of any payments already received!

DEPARTURE

Within 7 days before your departure, you must get the host university to complete the second part of the Attendance Certificate (Date of Departure, dd/mm/yyyy).

LEARNING AGREEMENT (LA) “DURING THE MOBILITY”

If necessary, you can change the LA within 30 days of the beginning of the semester at the Host University, according to the indications outlined by the Erasmus Office at your School, submitting a new LA 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.

The last version of the LA, complete with signatures, must be uploaded to the link: <http://www.unipd.it/relint> (when you book the appointment to hand in the end of mobility (Section: Mobilità 2019 2020 > Appuntamento per consegna documenti e upload LA).

EXTENSIONS

If you wish to extend the mobility, send the signed extension request to the partner university (form available here <http://www.unipd.it/durante-soggiorno-erasmus> 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).

“Without the final version of the LA, complete with all signatures, you will not be able to complete the recognition and you will not receive any

At the same time, your Academic Coordinator must send an email to serena.scattolin@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, Bilateral Agreements, SEMP, etc.).

You can become a Tutor Buddy in this call! Find out how at:

<http://www.unipd.it/servizi/supporto-studio/tutorato/tutorato-progetto-buddy-erasmus>

AFTER THE MOBILITY

1. SENDING THE END OF MOBILITY DOCUMENTS

Within 10 days of the **Date of Departure on the Attendance Certificate** you must hand in the following documents by prior appointment (booked online via <http://www.unipd.it/relint>):

1) Attendance Certificate: certification of duration of the mobility, completed by the Host University, it must be original and without corrections.

2) ONLY IF AVAILABLE Transcript of Records (ToR):

The certification of activities carried out abroad (exams, thesis, placement) 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. **Placement activities carried out exclusively are not permitted.**

If the ToR is not available at the end of the mobility, ask the host university to forward it via email

directly to erasmus@unipd.it and to send the original to the following address:

Università degli Studi di Padova
International Office
Via VIII Febbraio 2
35122 Padova – ITALY

If it 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.

3) In cases of thesis activities and/or placement work not certified in the ToR:

1) "Short evaluation report for thesis work/traineeship" original copy, signed by the supervisor abroad and stamped by the Host University

2) Proposal for the recognition of credits for thesis work carried out abroad, establishing the number of credits that the Italian supervisor

If you cannot send your documents within 10 days, you can advance them via email to erasmus@unipd.it within the same deadline! Remember though that you can only proceed with the recognition of activities abroad only after having handed in the originals! In any case all end of mobility documents must be handed in **by and no later than 10th October 2020.**

wants to recognise for the work carried out (only for thesis work). **Relevant only** if the supervisor who carries out the recognition is not your Italian supervisor and if the Supervisor abroad does not recognise any credits (zero credit).

The templates are available here "<http://www.unipd.it/documenti-fine-soggiorno-erasmus-out>."

TRANSCRIPT OF RECORDS

You must gain at least 9 credits, without which the student risks additional funding and travel cost contributions, and the reimbursement of any amounts already paid. Where thesis or internship work is not assigned credits, those credits registered will be taken into account. **This rule does not apply to doctoral students.**

GRADUATING

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.**

2. TO 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 placement and only after having sent the end-of-mobility documents to the International Office at Palazzo Bo.

For the **recognition** students must:

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

2) having received from the **Erasmus Office at your School/Department information** on the procedure of recognition and the **protected PDF of the ToR** (and/or letters of thesis or internship) to upload on Uniweb (section *Compilazione LA*).

For the entire mobility period, you can refer to the following link

<http://www.unipd.it/relint>

(section: *Mobilità 2019/20*)

for:

→ **Uploading all required documents (AC e LA)** and

→ **Booking appointments online** using your Uniweb credentials

PAYMENTS (<https://www.unipd.it/durata-mobilita-contributi>)

The SEMP mobility grant is paid by the Host University and financed by funds from the Swiss government. Indicatively, the monthly amount should be equal to around 30 Swiss Francs, but this is to be confirmed by the Host University. You receive an amount equal to around **50% of any additional funding (for entitled students)** and the **reimbursement of travel costs** around 2 months after having uploaded the Attendance Certificate and LA before the mobility as required.

You receive **any balance of additional funding** (for entitled students), on the basis of available funds, after the return to Italy and in any case, only after:

- 1) the verification of the correct and complete handing in of all end of mobility documents
- 2) the recognition of activities on Uniweb within 45 days of having received the end of mobility documents **AND IN ANY CASE BY AND NO LATER THAN 31ST OCTOBER 2020 . FAILURE TO MEET THIS DEADLINE RISKS THE REIMBURSEMENT OF ANY ADDITIONAL FUNDING PAID.**