

Vademecum SEMP 2023/2024

BEFORE THE MOBILITY

SUMMARY

BEFORE THE MOBILITY

- Submitting the ISEE
Parificato certificate by
22/07/2023
- Registration at the Host
University
- Changing the semester
- Online Learning
Agreement *before the
mobility*

DURING THE MOBILITY

- Attendance Certificate
- Online Learning
Agreement *during the
mobility*

AFTER THE MOBILITY

- Submitting the end-of-
mobility documents
- Recognition
- Payments

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 a SEMP student at the Host University;



Accommodation Form:

Form to request accommodation, where available;

Online Learning Agreement

submitted on Uniweb and approved by the Academic Coordinator in Padova (once in "approved" status, the OLA is electronically signed);

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 you if you do not meet all of the requirements within the deadlines!

ONLINE LEARNING AGREEMENT (OLA) "BEFORE THE MOBILITY"

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

In the OLA you must indicate both the activity to complete abroad (Table A), as well as that which will be substituted in Padova (Table B). The OLA 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 OLA 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 OLA, as you will need to upload it with the Attendance Certificate to the link <http://www.unipd.it/reliant> **within 7 days of the start of mobility.**

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

Do you want to give your **accommodation in Padua** to an incoming student? Contact buddy.advising@gmail.com! Unipd Buddy Tutors and ESN Padova volunteers will help you promote your ad on their social channels!

TIP: register your trip on the portal of the Ministry of Foreign Affairs and International Cooperation: <https://www.dovesiamonelmondo.it/home.html>

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 any change to your IBAN

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 ([Erasmus OUT – test di livello e attestati | Centro linguistico di Ateneo \(unipd.it\)](#)).

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/>).



DIGITAL SIGNING OF 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 SEMP 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 OLA approved on Uniweb (by the Academic Coordinator in Padova)

- 4) you have successfully passed the OFA

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

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

→ fill in the online form (<http://www.unipd.it/relint>) when available (you will receive further details via email)

To receive the **ADDITIONAL FUNDING** to the mobility grant:

- 1) request the calculation of your ISEE Parificato to the appropriate CAF (for ISEE up to €50,000)

- 2) fill in the **APPLICATION FORM BENEFITS** on Uniweb

Deadline: 22 July 2023

Please note, the deadline is the same for students departing in both the 1st and 2nd semesters.

FOR INFO AND DEADLINES:

<https://www.unipd.it/en/during-mobility-erasmus-out>

HEALTHCARE AND INSURANCE

For healthcare cover for mobilities in EU countries, ask your ASL for information. In general it is sufficient to bring with you your European Health Insurance Card (EHIC), issued by the Ministry of Health. For AELS countries, or non-EU countries, (Switzerland and Turkey), it is necessary to purchase private insurance though you must consult your ASL all the same.

All students regularly enrolled are insured; the insurance cover is available at the following link <http://www.unipd.it/assicurazione>.

If requested by the partner university, it is possible to access the text of the insurance policy in English by downloading the form on Uniweb.

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.

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 2024** which marks the end of the 2023/24 Erasmus year). 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 4 months before) on the **procedure for gaining the entry visa for the destination country**, directly contacting the embassies/consulates in Italy for the country in which your Erasmus mobility will take place.

Don't let your Italian residence permit expire during your mobility!

CONTACT EX ERASMUS STUDENTS

Only after having accepted the mobility, from mid-March, 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>)

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 Via Galileo Galilei, 42 (Padova); 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 AC – **Start of Mobility** (“Date of arrival”, dd/mm/yyyy) and upload it together with the *OLA before the mobility* under the heading “Start of mobility Documents” that you will find through <http://www.unipd.it/relint>.

ATTENTION! If you do not upload the start of mobility documents (AC+OLA) as required **you will not receive the first installment** (worth 50% of any additional funding + contribution to travel costs)!

DEPARTURE

Within 7 days before your departure, you must ask the host university to complete the second part of the AC (**End of Mobility** -Date of Departure).

ONLINE LEARNING AGREEMENT (OLA) “DURING THE MOBILITY”

If necessary, you can **change the OLA** within 30 days of the beginning of the semester at the Host University, according to the indications outlined by the Mobility Desk at your School/Department, submitting a new OLA 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.

EXTENSION

If you wish to **extend the mobility**, send

AMMINISTRAZIONE CENTRALE
AREA RELAZIONI INTERNAZIONALI
UFFICIO PROJECTS AND MOBILITY



TO WHOM IT MAY CONCERN

Attendance Certificate

We confirm that NOME COGNOME
born in LUOGO NASCITA on DATA NASCITA
coming from the Università degli Studi di Padova – I PADOVA01
during the academic year 2023/2024 in the framework of the Erasmus + /KA1 Programme

CONFIRMATION OF ARRIVAL at UNIVERSITÀ OSPITANTE (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 uploaded within 7 days after the ARRIVAL at the host institution

NO AMENDMENT SHALL BE MADE TO THIS CERTIFICATE

CONFIRMATION OF DEPARTURE from UNIVERSITÀ OSPITANTE
(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

the signed extension request to the partner university (form available here <https://www.unipd.it/en/during-mobility-erasmus-out> 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). In addition, your academic coordinator must send an email to serena.tozzo@unipd.it authorising the extension.

“If you do not upload the Attendance Certificate and the OLA before the mobility as required you will not receive the reimbursement of travel costs and any additional funding, if applicable”

ATTENTION!

The dates indicated in the Attendance Certificate will be used for the calculation of the additional funding and therefore must be originally stamped and signed with no corrections. Start and end dates are set by the partner according to its own criteria.

Furthermore, it must also declare at least 60 consecutive days of physical mobility (2 months), without which students will lose their Erasmus status and risk the complete repayment of any payments already received!

“Without the final version of the OLA, complete with all signatures, you will not be able to complete the recognition and you will not receive the balance of any additional funding”

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, Ulisse, SEMP, etc.).

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

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

AFTER THE MOBILITY

1. UPLOAD THE END OF MOBILITY DOCUMENTS

Within 10 days of the end of mobility set on the Attendance Certificate you must upload the following documents (<http://www.unipd.it/relint>):

1) Attendance Certificate:

certification of duration of the mobility, completed, signed and stamped by the Host University, without any corrections.

ATTENTION! The mobility is calculated on the basis of number of days spent, as well as the destination country (€250, €300 or €350 a month); for the calculation of the grant the dates used are those given for physical mobility in the AC by the Host University (according to their criteria); dates can differ from those outlined in the Grant Agreement. For clarifications on calculations of the grant: <https://www.unipd.it/en/duration-contributions-erasmus-out>

2) last Online Learning Agreement (if modified) signed by all parties.

2. SUBMIT THE TRANSCRIPT OF RECORDS (TOR):

the certification of activities carried out abroad (exams, thesis, internship) 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. **Internship work alone is not permitted.**

Ask the Host University to email the ToR directly to erasmus@unipd.it as soon as it is available.

If the ToR 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.

In case of thesis and/or internship work (if not

TRANSCRIPT OF RECORDS

You must gain at least 12 credits, otherwise the mobility will be considered “zero grant” and the grant payments will have to be reimbursed. Less credits can be accepted for thesis mobilities in accordance to the maximum value in credits of the thesis work in the study plan.

This rule does not apply to doctoral students.

certified in the ToR):

1) “Short evaluation report for thesis work/traineeship” signed by the supervisor abroad and stamped by the Host University

2) Proposal for the recognition of credits for thesis work establishing the number of credits that the

Unipd supervisor wants to recognise for the work carried out (only for thesis work). **Relevant only if** the academic who carries out the recognition is not your Unipd supervisor and if the supervisor abroad does not recognise any credits. (Templates available here: <https://www.unipd.it/en/node/5293>)

All the end-of-mobility documents must be submitted as soon as possible!!!

If you need to have your credits registered for the Regional Scholarship and/or the ESU Accommodation call, let us know well in advance!

GRADUATING STUDENTS

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.**

3. 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 traineeship and only after uploading the end-of-mobility documents.

For the **recognition** you must:

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

2) **wait for indications from the Mobility Desk at your School/Department.**
N.B. during the recognition phase you will receive an automatic email from Uniweb to confirm your votes and you will

PAYMENTS (<https://www.unipd.it/en/duration-contributions-erasmus-out>)

You receive a **down-payment of around 50% of any additional funding** and the **contribution to travel costs** around two months after having uploaded the Attendance Certificate as required.

You receive any other **balance** of the **additional funding** (for entitled students), based on the funds available, after returning to Italy and only after:

- 1) The confirmation of all end of mobility documents, correct and completed
- 2) Having recognised on Uniweb the activities completed within 45 days of receiving the end-of-mobility documents and **IN ANY CASE BY AND NO LATER THAN 31ST OCTOBER 2024. FAILURE TO MEET THIS REQUIREMENT WILL LEAD TO A COMPLETE REIMBURSEMENT OF ANY ADDITIONAL FUNDS ALREADY RECEIVED.**

For the entire mobility period, please refer to the following link

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

(access with SSO at the top right >

MENU > Area studenti Erasmus > sezione Mobilità 2023/24)

for:

→ **Uploading all required documents (start and end of mobility AC and OLA)**

→ **Fill in the online forms for Change of semester, Renounce and Grant Agreement**

→ **Download contact details of former Erasmus/SEMP students**
→ **Extension request**