



Erasmus+



Information meeting

Erasmus+ for studies/SEMP

***Department of Political Science, Law and
International Studies***



1. NOMINATION



- University of Padova is going to officially present you to the Host University
- Then host Universities are going to give you (by email) all the information about APPLICATION FORM, ACCOMODATION FORM, etc.
- If you do not receive any email from them DON'T PANIC! You can find all the information on their website
- Please notice that they are going to contact you only **after their nomination deadline** (check it on their website)



2. APPLICATION FORM

- ❖ The departure is subject to acceptance by the foreign university (host university)

It is fundamental for you to:

- ❖ Meet deadlines
- ❖ Obtain and present all the required documents (Transcript of records, language proficiency, etc.)
- ❖ Erasmus statement
- ❖ *Please note that you can print an English version of your Transcript of records directly from Uniweb. For the official one you can refer to the Student Career Service*



2. APPLICATION FORM

- ❖ *If you are an Extra European citizen DO NOT FORGET TO INFORM YOURSELF ABOUT THE PROCEDURES REGARDING YOUR RESIDENCE PERMIT HERE IN ITALY (Saos Office) AND THE VISA YOU NEED TO STUDY ABROAD (ask to the Host University and/or contact the embassies/consulates in Italy for the country in which your Erasmus mobility will take place.)*





3. ACCOMODATION FORM

- It is the procedure to request a university accommodation or communicate your living preference
- It is fundamental to meet the deadlines
- Not all the universities give this opportunity (sometimes they provides you information or links to specific websites and agencies)
- For more help you can contact the local Erasmus Student Network section



3. ACCOMODATION FORM

- **HousingAnywhere:** a housing platform where people can rent out rooms to international students. It originally started as a platform where outgoing exchange students can rent out their rooms when they go abroad. Incoming exchange students can rent these rooms. Nowadays, it's a global platform where demand & supply of rooms for international students meet each other.

<https://housinganywhere.com>





4. LANGUAGE CERTIFICATE

- ✓ It is a student duty to verify the language knowledge requested by the host university:
 - ✓ **which level?**
 - ✓ **before which date must I have to present it?**
 - ✓ **do they require an official international certification or any language level certification is sufficient?**
- ✓ **Official international certification (e.g. Toefl, Cambridge, Dele, Goethe, Delf...) -> the student must provide this autonomously**



4. LANGUAGE CERTIFICATE

- ✓ If any language level certification is sufficient **it is possible to sit the test at the University Language Centre** (Centro Linguistico di Ateneo - CLA) during the available dates.
- ✓ They are free test to get a certification (NON an international official certificate!) for the following languages and levels: English (B1, B2, C1), French (B1, B2), Spanish (A2, B1, B2) and German (A2, B1)

<http://cla.unipd.it/test-linguistici/erasmus-out/>



Available dates for the language test at CLA – <http://cla.unipd.it/test-linguistici/erasmus-out/>

– Date del test e iscrizione (inglese, francese, tedesco, spagnolo)

**CONSIDER
HOST
UNIVERSITY
DEADLINES
FOR
PRESENTING
YOUR
LANGUAGE
CERTIFICATION
!!!**

Test date	registration opening	registration closing	
Data Test	Apertura iscrizioni	Chiusura iscrizioni	Stato iscrizioni
28 marzo 2019 ore 09:00	1 marzo 2019	22 marzo (ore 10.00)	chiuse
18 aprile 2019 ore 11:00	1 aprile 2019	15 aprile (ore 10.00)	chiuse
9 maggio 2019 ore 14:00	19 aprile 2019	6 maggio (ore 10:00)	chiuse
23 maggio 2019 ore 09:00	10 maggio 2018	20 maggio (ore 10:00)	chiuse
27 giugno 2019 ore 09:00	27 maggio 2019	21 giugno (ore 10:00)	chiuse
18 luglio 2019 ore 11:00	1 luglio 2019	12 luglio (ore 10:00)	chiuse
26 settembre 2019 ore 09:00	2 settembre 2019	20 settembre (ore 10:00)	chiuse
14 novembre 2019 ore 09:00	1 ottobre 2019	11 novembre (ore 10:00)	chiuse
16 gennaio 2020 ore 09:00	18 novembre 2019	10 gennaio 2020 (ore 10:00)	chiuse

Non ci saranno ulteriori date rispetto a quelle indicate in tabella.



Free language courses are available at CLA (30 hours) for Erasmus/SEMP outgoing students

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

Erasmus OUT – BANDO 2019/20

Notizie aggiornate sui corsi destinati ai vincitori del **nuovo bando 2019/20** saranno pubblicate entro fine febbraio 2019

It is necessary
to register to
the courses!

CORSI INTENSIVI DI LINGUA

Il Centro Linguistico di Ateneo organizza ed offre agli studenti vincitori di borsa Erasmus+ corsi intensivi di lingua francese, inglese, portoghese, spagnola e tedesca della durata di 30 ore per coloro che desiderano apprendere/migliorare la lingua del paese di destinazione.

Ogni studente può partecipare ad **un solo corso**. La partecipazione è **gratuita**.

CORSI DI LINGUA ERASMUS OUT

Lingue: Inglese, Francese, Portoghese, Spagnolo, Tedesco



Where to find us

The Language Centre is in Via Venezia, 16, within the University complex (la Cittadella dello studente), near to Padova's main exhibition centre (the "fiera")

CLA



The classrooms, multimedia laboratories, the Multimedia Library and the administration and teaching offices can all be found here.



CLA

– Students' Office

Address: Via Venezia, 16 (5th floor) – 35131 Padova

Opening hours:

Monday to Friday 9:30 till 13:00

Tel.: +39 049 827 6185 (only during opening hours)

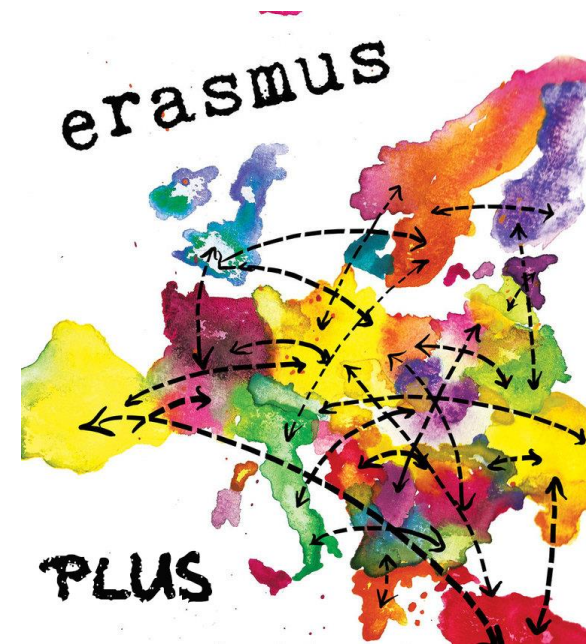
Fax: +39 049 827 6345

Email: didattica.cla@unipd.it (for inquiries about courses) – testing.cla@unipd.it (for inquiries about language tests)



Online Linguistic Support (OLS)

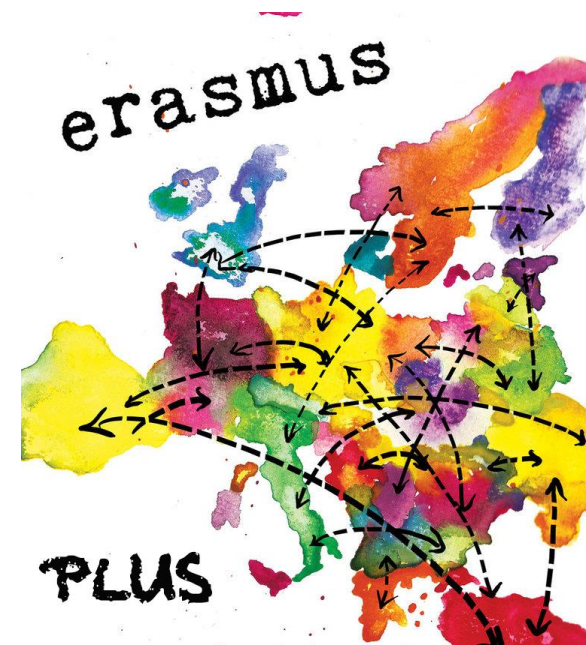
- ❑ no SEMP
- ❑ An European online platform for testing and learning a language
- ❑ Two mandatory test, one before leaving and one after your return
- ❑ You will receive an email with your credentials. Then you will have 15 days to complete the test!!





Online Linguistic Support (OLS)

- The OLS tests are carried out in the target language: English, French, Spanish, German and Portuguese. For countries with 'minority languages' English will be the assigned language. Upon request, Bulgarian, Czech, Croatian, Danish, Finnish, Greek, Dutch, Polish, Romanian, Swedish and Hungarian are also available
- OLS gives the opportunity to take a free online language course (NOT mandatory)





«REFERENTE ERASMUS»

A professor of your Master Degree who is in charge to

- Approve your Learning Agreement
- Sign your «Tabella delle corrispondenze»



«RESPONSABILE DI FLUSSO» – Departmental Coordinator

The professor who undersigned the agreement between our and the host university (not necessarily one of your professors). He/she is in charge to:

- Sign your application form (if needed)
- Authorize your mobility period extension
- Undersign your “tabella delle corrispondenze”
- Register your exams after your mobility



REFERENTI ERASMUS – Master Degree

corso di laurea MAGISTRALE	Cognome e Nome referente	e-mail
Human Rights and Multi-level Governance	Prof. De Stefani Paolo	paolo.destefani@unipd.it
Politica internazionale e diplomazia	Prof. Petrini Francesco	francesco.petrini@unipd.it
Relazioni internazionali e diplomazia	Prof. Petrini Francesco	francesco.petrini@unipd.it
Scienze del governo e politiche pubbliche	Prof. Gangemi Giuseppe	giuseppe.gangemi@unipd.it
Scienze del servizio sociale	Prof. Francesca Setiffi	francesca.setiffi@unipd.it
Innovazione e Servizio Sociale	Prof. Francesca Setiffi	francesca.setiffi@unipd.it
Studi Europei	Prof.ssa Ekaterina Domorenok	ekaterina.domorenok@unipd.it
European and global studies	Prof.ssa Ekaterina Domorenok	ekaterina.domorenok@unipd.it



5. LEARNING AGREEMENT

- ✿ It is the agreement between you, host and home university (3 signatures). It is fundamental for the recognition procedure
- ✿ **DEADLINES (for UNIPD): I semester: 15 June 19 - II semester : 15 october 19**
- ✿ You will have to complete it in Uniweb - **Our university only recognize Uniweb LA** (there is a Handbook about it!)

<https://www.unipd.it/en/learning-agreement-erasmus-out>



5. LEARNING AGREEMENT

- ✿ Should you want to write your thesis abroad a **letter of your Italian «relatore»** (professor who will supervise you writing your thesis) in which indicates who will be your **«thesis tutor»** (a professor) at the host University **is mandatory**. You must attach it in Uniweb, completing your LA.
- ✿ Here you can download a template of the «Lettera del relatore/supervisore/tutor»:

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

- ✿ **If you do not submit correctly your Learning Agreement in Uniweb you will be automatically considered outside of the Erasmus program!**



The «**TABELLA DELLE CORRISPONDENZE**»

- It is an Excell table that presents all the exams you are supposed to take during your degree course
- It summarizes the matches between the exams you want to take abroad and the exams provided by your study path
- You have to **complete it before** to complete your **first Learning Agreement** and you have to do it on a **computer, print it and made to sign in person to the “Referente Erasmus” and to the “Responsabile di flusso”**
- Then it must be **uploaded** submitting your Learning Agreement in Uniweb



The «TABELLA DELLE CORRISPONDENZE»

- 📄 You can change it as you can change your Learning Agreement, and in this case you can upload it without the signatures, BUT only if the first version has been signed!
- 📄 When you will change your Learning Agreement you will have also to upload the new version of the «tabella delle corrispondenze»
- 📄 <https://www.unipd.it/tabelle-compilazione-learning-agreement-dipartimento-spgi>



<https://www.unipd.it/tabelle-compilazione-learning-agreement-dipartimento-spgi>

Tabella delle corrispondenze - SPGI

E' necessario allegare al Learning Agreement e ai successivi Changes al Learning Agreement la tabella delle corrispondenze relativa al proprio corso di studio.

Alcune indicazioni per la compilazione della tabella:

- > la tabella deve essere compilata al computer e non a mano
- > non dimenticare di compilare la parte relativa ai dati dello studente
- > in corrispondenza della colonna "esami sostenuti in Ateneo" è necessario contrassegnare con una "X" gli esami già sostenuti in Ateneo
- > nella colonna "esami previsti/sostenuti all'estero" vanno inseriti gli esami da sostenere all'estero in corrispondenza con gli esami italiani che sostituiscono. Gli esami erasmus vanno indicati riportando il nome originale in lingua straniera
- > nella colonna "ETCS" vanno indicati i CFU dell'esame erasmus
- > nella colonna "note" vanno riportate eventuali note integrative.

La tabella deve essere stampata e firmata dallo studente. Dovrà poi esser presentata al **referente Erasmus** del proprio corso di studio e al **responsabile di flusso**, al fine di essere visionata e firmata dai docenti. La tabella, **completa delle firme di approvazione**, dovrà essere **consegnata** assieme al Learning Agreement e successivi Changes al Learning Agreement **all'Ufficio Erasmus decentrato** del Dipartimento SPGI.

2018/2019

+ Corsi di laurea D.M. 270/04

+ Corsi di laurea magistrale D.M. 270/04



— Corsi di laurea magistrale D.M. 270/04

	CdLM European and global studies - Curriculum: European policies	Download 
	CdLM European and global studies - Curriculum: Global communication policies	Download 
	CdLM Human rights and multi-level governance	Download 
	CdLM Innovazione e servizio sociale	Download 
	CdLM Relazioni internazionali e diplomazia - Curriculum: Diritto internazionale ed economia	Download 
	CdLM Relazioni internazionali e diplomazia - Curriculum: Storia e politica internazionale	Download 
	CdLM Scienze del governo e politiche pubbliche - Curriculum: Governance europea	Download 
	CdLM Scienze del governo e politiche pubbliche - Curriculum: Governo delle amministrazioni	Download 



LM90 - Classe delle lauree magistrali in "Studi Europei"

Corso di laurea in "European and Global Studies" - Curriculum "European policies" - Coorte 2018/2019

Proposed Erasmus study programme

Student: Enrolment No. Signature

E-mail :

Tel:

Erasmus contact person prof. : Ekaterina Domorenok Date: Signature

Erasmus flow responsabile prof.: Date: Signature

Attività formative	Ambiti disciplinari	Settori scientifico-disciplinari	Insegnamenti previsti nel Corso di studio	CFU	Courses completed at the University of Padova (enter an "X")	Courses planned/completed at the hosting university (enter the course full name)	ECTS credits	Notes
Caratterizzanti	Storico	SPS/06 Storia delle relazioni	Terrorism and security in international History	9				



Attività formative	Ambiti disciplinari	Settori scientifico-disciplinari	Insegnamenti previsti nel Corso di studio	CFU	Courses completed at the University of Padova (enter an "X")	Courses planned/completed at the hosting university (enter the course full name)	ECTS credits	Notes	
Caratterizzanti	Storico	SPS/06 Storia delle relazioni internazionali	Terrorism and security in international History	9					
			European economic policy	6					
	Economico	SECS-P/02 Politica economica	European and global economy	6					
	Giuridico	IUS/14 Diritto dell'unione europea	EU and international law	9					
	Politologico	SPS/04 Scienza politica	Public management and multi-level governance	9					
			Social and political data analysis	6					
			<i>Corso integrato "EU policy design and implementation"</i> Sustainable development policies (mod. A)	6					
			<i>Corso integrato "EU policy design and implementation"</i> Project management and policy evaluation (mod. B)	6					
			SPS/02 Storia delle dottrine politiche	<i>Corso integrato "Governing Transnational processes"</i> Contemporary european political thought (mod. A)	6				
			SPS/01 Filosofia politica	<i>Corso integrato "Governing Transnational processes"</i> Decolonial strategies (Mod. B)	6				



		SPS/01 Filosofia politica	Corso integrato "Governing Transnational processes" Decolonial strategies (Mod. B)	6				
	Linguistico	L-LIN/12 Lingua e traduzione - lingua inglese	English as a global language	6				
Affini o integrative		M - STO/04 Storia contemporanea*	Europe and international conflicts in historical perspective* <i>or</i>	6	X			
		SPS/06 Storia delle relazioni internazionali	History of european integration*					
		SPS/04 Scienza politica	Lobbying in the EU: theory and practice** <i>or</i> EU - USA relations **	6			Relaciones internacionales + Historia de las relaciones entre EEUU y Europa	5+5
Scelte dallo studente				12		4 ECTS from «Relaciones internacionales» + «Derecho Constitucional»	4 + 8	
Altre			Lingua francese (progredito)*** <i>or</i>	6				
			Lingua spagnola (progredito)*** <i>or</i>					
			Lingua tedesca (progredito)*** <i>or</i>					
			Stage***					
Prova finale				15				
Totale crediti				120				



		SPS/01 Filosofia politica	Corso integrato "Governing Transnational processes" Decolonial strategies (Mod. B)	6				
	Linguistico	L-LIN/12 Lingua e traduzione - lingua inglese	English as a global language	6				
Affini o integrative		M - STO/04 Storia contemporanea*	Europe and international conflicts in historical perspective* <i>or</i>	6	X			
		SPS/06 Storia delle relazioni internazionali	History of european integration*					
		SPS/04 Scienza politica	Lobbying in the EU: theory and practice** <i>or</i> EU - USA relations **	6				
Scelte dallo studente				12			Relaciones internacionales + Historia de las relaciones entre EEUU y Europa 4 ECTS from «Relaciones internacionales» + «Derecho Constitucional»	5+5 4 + 8
Altre			Lingua francese (progredito)*** <i>or</i>	6				
			Lingua spagnola (progredito)*** <i>or</i>					
			Lingua tedesca (progredito)*** <i>or</i>					
			Stage***					
Prova finale				12			Relaciones internacionales + Historia de las relaciones entre EEUU y Europa 4 ECTS from «Relaciones internacionales» + «Derecho Constitucional»	5+5 4 + 8
Totale crediti				12				



Attività formative	Ambiti disciplinari	Settori scientifico-disciplinari	Insegnamenti previsti nel Corso di studio	CFU	Esami sostenuti in facoltà	Esami previsti/sostenuti	ECTS	Note
Di base	Formazione interdisciplinare	IUS/09 - Istituzioni di diritto pubblico	Istituzioni di diritto pubblico	9	X			
		M-STO/04 - Storia contemporanea	Storia contemporanea	9	X			
		SPS/04 - Scienza politica	Scienza politica	9	X			
			Relazioni internazionali	9	X			
Discipline linguistiche	L-LIN/12 - Lingua e traduzione - lingua inglese	Lingua Inglese (sdoppiato)	9	X				
Caratterizzanti	Discipline storico-politiche	SPS/02 - Storia delle dottrine politiche	Storia delle dottrine politiche	9	X			
		SPS/06 - Storia delle relazioni internazionali	Storia delle relazioni internazionali	9	X			
	Discipline economico-politiche	SECS-P/01 - Economia politica	Istituzioni di economia politica	9	X			
			Sviluppo economico e diritti umani	6		Droit, gouvernance et développement durable + Ethics and the economy	4+3	
		SECS-S/04 - Demografia	Demografia internazionale	9	X			
	Discipline sociologiche	SPS/07 - Sociologia generale	Corso integrato "Società, religioni e diritti umani": Introduzione alla sociologia (mod. A)	6	X			
		SPS/08 - Sociologia dei processi culturali e comunicativi	Corso integrato "Società, religioni e diritti umani": Culture e religioni (mod. B)	6	X			
	Discipline politologiche	SPS/04- Scienza politica	Sistema politico dell'UE	9		institutionnels du droit européen	5	
						(+ exercices session without casus)	5	
			Politiche pubbliche e diritti umani	6		analyse de l'action publique+society and environment	3+3	
	Discipline giuridiche	IUS/13 - Diritto internazionale	Tutela internazionale dei diritti umani	6				
			Diritto Internazionale	9	X			
Affini o integrative	IUS/20 - Filosofia del diritto	Diritti umani	9	X				
		Un insegnamento a scelta tra:						
	IUS/01 - Diritto privato	Istituzioni di diritto privato (sdoppiato)						
	IUS/10 - Diritto amministrativo	Diritto amministrativo						
	IUS/21 - Diritto pubblico comparato	Diritto costituzionale italiano e comparato						



LEARNING AGREEMENT in UNIWEB

How to fill in it

1. ENTERING THE LEARNING AGREEMENT SECTION ON UNIWEB


- 1) Enter with your SSO username and password and from the menu on the left, under '**International Mobility**' (*Mobilità Internazionale*) select the heading '**Outgoing international Mobility**' (*Bandi di Mobilità*).





LEARNING AGREEMENT in UNIWEB

How to fill in it

2) Then click on the **icon**  to access the Call for which you have been accepted (where you see the **green dot**).

International Outgoing Mobility Calls for Application

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

Mobility Area **EXCHANGE PROGRAMMES**




PROGRAMMA ERASMUS

Academic Year	Available places	Title	Call State	Application State	Options
2018	219	Prova algoritmo INGEGNERIA	🔒		🔍
2017	121	Erasmus+ SCUOLA DI INGEGNERIA	🔒	●	🔍

ERASMUS PER ACCORDI PARTICOLARI

Academic Year	Available places	Title	Call State	Application State	Options
2017	163	Erasmus+ VIRTUAL MOBILITY - DECAMP	🔒		🔍

Legend:

-  details
-  External link
-  Completed application



LEARNING AGREEMENT in UNIWEB

How to fill in it

3) Click on “**Compiling Learning Agreement**” (*Compilazione Learning Agreement*)

Learning Agreement

Compilazione Learning Agreement

Available places detail

University name - ISCED code - Area - Coordinator - study level	Erasmus Code	University homepage	Unipd Coordinator	Places	Duration (months)
Czech Technical University - - 0732 - Building and civil engineering - PELLEGRINO Carlo - ciclo 2	CZ PRAHA10		CARLO PELLEGRINO	5	6
Vilniaus Gedimino Technikos Universitetas (Vgtu) - - 071 - Engineering and engineering trades - DE CARLI Michele - ciclo 2, 3	LT VILNIUS02		MICHELE DE CARLI	1	5

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.



LEARNING AGREEMENT in UNIWEB RELEVANT INFORMATION

The Learning Agreement Compilation section is composed of two main sections:

- a) The **'General information' section**, which includes:
 - the State of the student, which will be one of the following:
 - 'The student accepted the place' (Avviato a destinazione)
 - 'Confirmed at destination' (Confermato a destinazione)
 - 'Returned from destination' (Rientrato da destinazione)



LEARNING AGREEMENT in UNIWEB

RELEVANT INFORMATION

- the ***Learning Agreement State*** which will be one of the following:
 - **Draft** (*Bozza*) when the Learning Agreement is being drafted by the student
 - **Submitted** (*Presentato*) once the student has submitted the Learning Agreement and it is visible to the Academic Coordinator on Uniweb
 - **Review** (*in Revisione*) when the Learning Agreement is being revised by the Academic Coordinator
 - **Approved** (*Approvato*) when the Academic Coordinator has approved the Learning Agreement; in this state the student can see any notes that the Academic Coordinator has added and can print the Standard European form, digitally signed (it is not necessary to sign it by hand)
 - **Denied** (*Respinto*) when the Academic Coordinator has refused the Learning Agreement, in this state it is possible to see any notes that they have added



b) The 'Activities Association' part, which is made up of two tables: Table A (on the left) with the activities that students intend to carry out abroad, and Table B (on the right) with the activities in Padova that will be substituted. The two tables must be equal in credits (not including thesis work)

FRANCESCO RUGGI

Learning agreement compilation

General information

Mobility programme	2017/2018 - Erasmus+ SCUOLA DI INGEGNERIA
Receiving institution	(LT VILNIUS02) Vilniaus Gedimino Technikos Universitetas (Vgtu) - - 071 - Engineering and engineering trades - DE CARLI Michele - ciclo 2, 3
Study Area	Engineering and engineering trades
State	The student accepted the place
First Learning Agreement compilation	30/01/2019 12:44
Last Learning Agreement compilation	
Learning Agreement state	Bozza Draft

Activities association

Select one or more Didactical Activities (DA) from the table on the left side and associate it/them with one or more DA of the table on the right side by selecting them. Then click on ASSOCIATE
DSF: Disciplinary Scientific Field - 1 ECTS Credit = 1 CFU credit - Use the link "Add External Activity" for inserting a new activity among the ones to be taken abroad.
Use the link "Add Internal Activity" for inserting a new activity if it is not present in your Booklet.

Warning
Cancellazione AD Esterna effettuata con successo

Activity to be taken abroad **Table A**

Code	Description	DSF	ECTS Credits	Foreign NON-ECTS Credits	Syllabus	Select
No activity in the table						

ECTS Total Amount 0

Activities in the Booklet to be associate **Table B**

Description	Credits	Select
IN01123530 - ADVANCED MATHEMATICS FOR ENGINEERS	9	<input type="checkbox"/>
IN20102562 - ELECTRICAL SCIENCE	12	<input type="checkbox"/>
INM0014874 - FINAL EXAM	3	<input type="checkbox"/>

Activities of the Degree Course didactical offer **Table B**

Description	CFU	Select
No activity in the table		

CFU Total amount 24



1) Enter the activities to be completed abroad

At this stage, students should define how the activity abroad will be recognised:

Free-credits activity (attività a scelta dello studente): it is not always possible to find an activity in Padova to substitute (for example 'Finnish' is not present in the academic courses on offer and therefore cannot be linked); in this case students should enter the activity abroad, specifying with the appropriate flag 'Non-associable activity (TafD)' (*Attività di crediti liberi non associabili*) that it is free-credit and not linked with an activity in Padova.

Linked to one or more activities in Padova (see paragraph 'Link the activities abroad to the activities in Padova').

Outside plan (fuori piano): these activities are not linked nor in Taf D and will not be included in the study plan.



1) Enter the activities to be completed abroad

To enter the activities to be carried out abroad click on 'Add activities' (*Aggiungi attività*). On this screen you can enter the activities in three ways, in any case, *paying very close attention in correctly submitting the name of the activity and ALWAYS indicating the number of ECTS credits*

Learning Agreement compilation

Add and Associate an External Activity

Please add a new activity by selecting it from the list of the codified ones. If the activity is not in the list, please write its description in the box below. Then click on "Confirm" to save the Data. Click on "Esc".

Receiving institution activity (already codified) -- Select an activity --

Receiving Institution activity code (if present)

Name of the activity (if not present in the list above) Name of the activity test 1

ECTS Credits (mandatory) 6.5 Use the point to separate the decimal places

Non-ECTS foreign credits Use the point to separate the decimal places

Non-associable activity (TAF D)

Web link for the activity syllabus:

Click on "Taf D" to enter the activities as free-credits (*attività a scelta dello studente*)

Always click 'Confirm' (*Conferma*) for each activity entered.



2) Link the activities abroad to the activities in Padova

Links can be of various types, for example:

- An exam abroad that substitutes one in Padova
- Two exams abroad that substitute one in Padova or viceversa
- one single link with all the exams abroad which substitute all the exams in Padova

Thesis work must be entered as 'Thesis Work' or 'Master Thesis Work' for Master's degree courses and linked exclusively with the activity 'Final Exam' (Prova Finale) in Padova.

After having entered the activities to be carried out abroad, it is important to link them with the 'Activities in the Booklet to be associated' (Table B) of the Università di Padova that they will substitute.


First of all, students should select the activities to associate, by ticking them. If a link is composed of more activities in Padova than abroad, or viceversa, every activity must be selected.






2) Link the activities abroad to the activities in Padova


Activities association

Select one or more Didactical Activities (DA) from the table on the left side and associate it/them with one or more DA of the table on the right side by selecting them. Then click on ASSOCIATE
 DSF: Disciplinary Scientific Field - 1 ECTS Credit = 1 CFU credit - Use the link "Add External Activity" for inserting a new activity among the ones to be taken abroad.
 Use the link "Add Internal Activity" for inserting a new activity if it is not present in your Booklet.


Activity to be taken abroad  [Add activity](#)

	Code	Description	DSF	ECTS Credits	Foreign NON-ECTS Credits	Syllabus	Select
		Activity 1		6			<input type="checkbox"/>
		Activity 2		8			<input type="checkbox"/>
		Activity 3		7			<input type="checkbox"/>

ECTS Total Amount 21

Activities in the Booklet to be associated  [Add activity](#)

Description	CFU Credits	Select
IN01123530 - ADVANCED MATHEMATICS FOR ENGINEERS	9	<input type="checkbox"/>
IN20102562 - ELECTRICAL SCIENCE	12	<input type="checkbox"/>

Activities of the Degree Course didactical offer  [Add activity](#)

Description	CFU	Select
No activity in the table		

CFU Total amount 21

Completed association [Close](#)



2) Link the activities abroad to the activities in Padova

Afterwards, students should click on “Associate” (Associa), at the bottom of the page.

Notes Close

Notes of the student - they can be added after clicking on “Present the Learning Agreement”

AGGIORNAMENTO
Ho ricevuto la conferma da parte della prof.ssa che gli esami che ho scelto potranno essere inseriti nel piano di studi della laurea magistrale una volta che sarò immatricolato.

[Associate](#) [Delete](#) [Exit](#) [Present the Learning Agreement](#) [Print the summary](#)

Students must remember to **‘Confirm’** each single link.

Learning agreement compilation

Confirmation of an Activity Association

Click on “Confirm” to confirm the association

Association for: Activity 1, Activity 2, Activity 3

Code	Description	ECTS credits
	Activity 1	6
	Activity 2	8
	Activity 3	7

Description	ECTS credits
IN01123530 - ADVANCED MATHEMATICS FOR ENGINEERS	9
IN20102562 - ELECTRICAL SCIENCE	12

[Confirm](#) [Back](#)



2) Link the activities abroad to the activities in Padova

If some activities are not present in the online booklet, students may still enter them, choosing 'Add Activity' (*Aggiungi Attività*) from the academic courses on offer (heading 'Activities of the Degree Course didactical offer'), even if they are not yet present in the Study Plan.

Activities association

Select one or more Didactical Activities (DA) from the table on the left side and associate it/them with one or more DA of the table on the right side by selecting them. Then click on ASSOCIATE
 DSF: Disciplinary Scientific Field - 1 ECTS Credit = 1 CFU credit - Use the link "Add External Activity" for inserting a new activity among the ones to be taken abroad.
 Use the link "Add Internal Activity" for inserting a new activity if it is not present in your Booklet.

Activity to be taken abroad **Table A** + Add activity

Code	Description	DSF	ECTS Credits	Foreign NON-ECTS Credits	Syllabus	Select
No activity in the table						

ECTS Total Amount 0

Activities in the Booklet to be associated **Table B**

Description	CFU Credits	Select
IN01123530 - ADVANCED MATHEMATICS FOR ENGINEERS	9	<input type="checkbox"/>
IN20102562 - ELECTRICAL SCIENCE	12	<input type="checkbox"/>
INM0014874 - FINAL EXAM	3	<input type="checkbox"/>

CFU Total amount 24

Activities of the Degree Course didactical offer + Add activity

Description	CFU	Select
No activity in the table		

Completed association Close ▾



2) Link the activities abroad to the activities in Padova

Learning agreement compilation

Internal Activity Insertion

Insert a new activity by selecting it from the list of the available.
Click on "Confirm" for saving the data.
Click on "Back" to leave the procedure.

Year of Offer: 2013/2014

Didactical Activity in Offer:

-- Select an activity --

-- Select an activity --

IN04112373 - COSTRUZIONI MECCANICHE [cfu: 9]

IN03111377 - ENERTRONICA [cfu: 9]

It is important to modify the Study Plan within the appropriate deadline, entering the activities from Padova chosen from the academic courses on offer which are not present in the online booklet.



2) Link the activities abroad to the activities in Padova

In cases of thesis work, a separate link is needed: activity abroad 'Thesis' linked only with 'Prova Finale' in Padova.

Activities association

Select one or more Didactical Activities (DA) from the table on the left side and associate it/them with one or more DA of the table on the right side by selecting them. Then click on ASSOCIATE
 DSF: Disciplinary Scientific Field - 1 ECTS Credit = 1 CFU credit - Use the link "Add External Activity" for inserting a new activity among the ones to be taken abroad.
 Use the link "Add Internal Activity" for inserting a new activity if it is not present in your Booklet.

Activity to be taken abroad + Add activity

	Code	Description	DSF	ECTS Credits	Foreign NON-ECTS Credits	Syllabus	Select
		Activity 1		6			<input type="checkbox"/>
		Activity 2		8			<input type="checkbox"/>
		Activity 3		7			<input type="checkbox"/>

ECTS Total Amount 21

Activities in the Booklet to be associated

Description	CFU Credits	Select
IN01123530 - ADVANCED MATHEMATICS FOR ENGINEERS	9	<input type="checkbox"/>
IN20102562 - ELECTRICAL SCIENCE	12	<input type="checkbox"/>

Activities of the Degree Course didactical offer + Add activity

Description	CFU	Select
No activity in the table		

CFU Total amount 21

Thesis work

Completed association Close ▾

Already associated DA. It is possible to remove the association using the trash icon.

Association 1 Cancellation of an Activity Association

Code	Description	DSF	ECTS	Crediti esteri non ECTS	Syllabus
	Thesis Work		3		

Description	CFU	Info
INM0014874 - FINAL EXAM	3	



3) Adding notes and submission of Learning Agreement

After having completed the links, click on the button '**Present Learning Agreement**' (*Presenta Learning Agreement*).

Notes

Close ▾

Notes of the student - they can be added after clicking on "Present the Learning Agreement"

AGGIORNAMENTO

Ho ricevuto la conferma da parte della prof.ssa che gli esami che ho scelto potranno essere inseriti nel piano di studi della laurea magistrale una volta che sarò immatricolato.

Associate

Delete

Exit

Present the Learning Agreement

Print the summary



COMPILING THE LEARNING AGREEMENT

After entering the notes, students must click on 'Submit Learning Agreement' (*Conferma Learning Agreement*).

Association1

Code	Description	ECTS Credits
	Thesis Work	3



Description	ECTS Credits	Info
INM0014874 - FINAL EXAM	3	

Association2

Code	Description	ECTS Credits
	Activity 1	6
	Activity 2	8
	Activity 3	7



Description	ECTS Credits	Info
IN01123530 - ADVANCED MATHEMATICS FOR ENGINEERS	9	
IN20102562 - ELECTRICAL SCIENCE	12	

ECTS Total Amount 24

ECTS Total Amount 24

Notes

Close

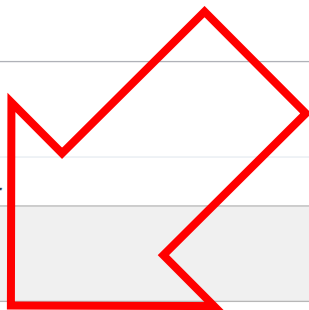
Notes made by the student

Notes made by the Coordinator

Submit the Learning Agreement

Delete

Back






When the student submits the Learning Agreement, the status changes from 'Draft' (Bozza) to 'Submitted' (Presentato); **only with this status is the LA visible to the Academic Coordinator who must approve/reject it.**

Learning Agreement Compilation

General data

Relevant call	2017/2018 - Erasmus+ SCUOLA DI INGEGNERIA
Destination	(LT VILNIUS02) Vilniaus Gedimino Technikos Universitetas (Vgtu) - - 071 - Engineering and engineering trades - DE CARLI Michele - ciclo 2, 3
Area of discipline	Engineering and engineering trades
State in list of students	The student accepted the place
Mobility period	
Date of first Learning Agreement compilation	30/01/2019 12:44
Date of last change to Learning Agreement	31/01/2019 13:04
State of Learning Agreement	This Learning Agreement is in the state 'Submitted'



After the approval of the Learning Agreement, students are recommended to save a PDF file of the Summary and of the Standard European form.




At each phase it is always possible to access the 'Summary' (Riepilogo), clicking on 'Print Summary' (Stampa Riepilogo), in order to verify that all activities have been linked correctly.



4) Adding attachments to the Learning Agreement

The section ‘Attachments’ appears at the bottom of the page, before the section ‘Notes’.

Students should attach documents exclusively in PDF form, by clicking on the icon  in ‘Actions’ (Azioni).

Attachments		
Title	Type	Azioni
Transcript of Records/lettera tesi (allegare alla fine del periodo di mobilità)	 Mandatory	
Lettera relatore/tutor per tesi/tirocinio	Optional	
Programma attività estere	Optional	

Notes Close ▾

Notes made by the student

Here you can attach your “Tabella delle corrispondenze”



How you can ASSOCIATE «abroad exams» with «Italian exams» - an example:

Associazione 1

Codice	Descrizione	ECTS	Descrizione	CFU	Info
52472	Derechos humanos	6	SPLI000617 - DIRITTI UMANI	9	AD da Offerta
52439	Bases de Derecho Administrativo	6	SPLI000241 - DIRITTO	9	AD da Offerta
52459	Derecho del Trabajo y la Seguridad	6	AMMINISTRATIVO		

RULES

- The sum of the ECTS/CFU of the exams taken abroad must be equal to or greater than the sum of the credits of the corresponding exams of Padova
- Credits that exceed from associations can be registered as “Taf-D” (Free electives credits) or “fuori piano” (“out of the study plan”)



Other examples:

Associazione 1

Codice	Descrizione	ECTS
	LENGUA INGLESA II	6

>

Descrizione	CFU	Info
SP04105176 - LINGUA INGLESE (PROGREDITO)	6	AD da Offerta

Associazione 3

Codice	Descrizione	ECTS
	HISTORIA DE AMERICA	6

>

Descrizione	CFU	Info
EPP3049537 - "REPUBLIC" AND "EMPIRE" IN THE AMERICAN POLITICAL THINKING	6	AD da Offerta

Associazione 5

Codice	Descrizione	ECTS
	HISTORIA DE AFRICA	6
	RELIGIONES AFRICANAS	3

>

Descrizione	CFU	Info
SPO2042419 - STORIA DELL'AFRICA	9	AD da Offerta

Associazione 1

Codice	Descrizione	ECTS
	Droit des services publics	3
	Monnaie et finance	3
	Droit civil 1-1 (introduction)	5

>

Descrizione	CFU	Info
SP09104044 - ISTITUZIONI DI DIRITTO PRIVATO	9	AD da Libretto



GENERAL FUNDAMENTAL RULES:

- a) The sum of the ECTS/CFU of the exams taken abroad must be equal to or greater than the sum of the credits of the corresponding exams of Padova
- b) Integrations ARE NOT ADMITTED (only in «extreme» situations, BUT you can NOT plan your Learning Agreement with integrations)**
- c) It is forbidden to take the language exam of the language used in the country where you are (For example you can not include in your LA «Spanish Language course» if you are in Spain)
- d) Thesis: a separate link is needed. It is mandatory to attach the **letter of your Italian «relatore»**
- e) «Tabella delle corrispondenze»: it is mandatory to attach the «tabella delle corrispondenze» the first time you submit you LA and, a new one, everytime you change it. The first time it must be signed by the two professors (Referente Erasmus + Responsabile di flusso)
- f) You can add notes



GENERAL FUNDAMENTAL RULES:

f) You can download a Summary of the LA in order to check if everything is ok

g) Once the LA will be approved, you **MUST DOWNLOAD AND PRINT the EUROPEAN STANDARD VERSION AND YOU WILL HAVE TO ASK TO THE PARTNER UNIVERSITY TO SIGN IT**

Important: Every University has its own rules about what an Erasmus incoming student can choose or not. Some of them are very striched, some not... and those kind of rules can change every year.

SO you are invited to verify what you can take or not (from now) and in the same time be ready to change you plans when you will be there

(Learning Agreement Changes)



UNIVERSITÀ
DEGLI STUDI
DI PADOVA

RIEPILOGO LEARNING AGREEMENT

Erasmus +

Summary

DATI STUDENTE

Studente: [1035085] COGNOME NOME STUDENTE
Corso: SCIENZE STATISTICHE - Dipartimento di Scienze
Statistiche - PERCORSO COMUNE
Anno: 2° - fuori corso

DATI GENERALI

Bando di riferimento: Bando Erasmus+ SCUOLA DI SCIENZE - Dipartimento di
SCIENZE STATISTICHE
Destinazione: (E ELCHE01) Universidad Miguel Hernandez de Elche -
Facultad de Ciencias Experimentales - 0542 - Statistics -
BASSI Francesca - ciclo I
Stato Graduatoria: Assegnato
Data inizio compilazione Learning Agreement: 01/06/2015 16:46:58
Data ultima modifica Learning Agreement: 04/06/2015 11:16:23
Stato Learning Agreement: Questo learning agreement è stato approvato dal docente

LEARNING AGREEMENT

Attività da
sostenere
all'estero

Codice	Descrizione	SSD	ECTS	AD Associata	TAF D
	Prova 456		2	No	No
	Prova 567		8	Si	No
	Prova 234		5.5	Si	No
	Thesis		30	Si	No
	Prova 123		3	Si	No
	Prova 345		3.8	No	Si

Associazione 1

Codice	Descrizione	ECTS	Descrizione	CFU
	Thesis	30	SSN1042952 - PROVA FINALE	20

Associazione 2

Codice	Descrizione	ECTS	Descrizione	CFU
	Prova 567	8	SSM0013391 - PROCESSI STOCASTICI	8
	Prova 234	5.5	SSL1001485 - CALCOLO DELLE PROBABILITA'	8
	Prova 123	3		

Note:


 UNIVERSITÀ
 DEGLI STUDI
 DI PADOVA

LEARNING AGREEMENT FOR STUDIES

PROMEMORIA - NON VALIDO PER LA PRESENTAZIONE
The Student

Last name (s)	COGNOME	First name (s)	NOME
Date of birth	28/05/1986	Nationality	ITALIAN
Sex[M/F]	F	Academic year	2015/2016
Study cycle	Second cycle degree	Subject area	Statistics
Phone	+39 3406899412	E-mail	@studenti.unipd.it

The Sending Institution

Name	Università degli Studi di PADOVA	Faculty	
Erasmus code	I PADOVA01	Department	DEPARTMENT OF STATISTICAL SCIENCES
Address	Via 8 Febbraio, 2, 35122, Padova	Country	Italy
Contact person name	BASSI FRANCESCA	Contact person e-mail/phone	francesca.bassi@unipd.it /

The Receiving Institution

Name	UNIVERSIDAD MIGUEL HERNANDEZ DE ELCHE	Faculty	
Erasmus code	E ELCHE01	Department	
Address	, ELCHE	Country	Spain
Contact person name		Contact person e-mail/phone	/

Standard European version

I. PROPOSED MOBILITY PROGRAMME

Planned period of the mobility: from till

Table A: Study programme abroad.

Component code	Component title	Semester	ECTS credits
	Prova 123		3
	Prova 234		5.5
	Prova 345		3.8
	Prova 456		2
	Prova 567		8
	Thesis		30
			Total: 52.3

Web link to the course catalogue at the receiving institution at the receiving institution describing the learning outcomes:

[Web link(s) to be provided.]

Table B: Group of educational components in the student's degree that would normally be completed at the sending institution and which will be replaced by the study abroad NB no one to one match with Table A is required. Where all credits in Table A are recognised as forming part of the programme at the sending institution without any further conditions being applied, Table B may be completed with a reference to the mobility window (see guidelines)

Component code	Component title	Semester	ECTS credits
SSM0013391	PROCESSI STOCASTICI		8
SSL1001485	CALCOLO DELLE PROBABILITA'		8
SSN1042952	PROVA FINALE		20
			Total: 36

If the student does not complete successfully some educational components, the following provisions will apply:

<http://www.unipd.it/node/2847> delibera SA 9/6/2014

Language competence of the student

The level of language competence in _____ [the main language of instruction] that the student already has or agrees to acquire by the start of the study period is:

[A1] [A2] [B1] [B2] [C1] [C2]

[1] For the Common European Framework of Reference for Languages (CEFR) see

"http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr"

Standard European version



Standard European version

Signatures

II. RESPONSIBLE PERSONS

Responsible person in the sending institution	
Name: Cognome Nome docente che approva	Function: [REDACTED]
Phone number:	

Responsible person in the receiving institution	
Name:	Function:
Phone number:	E-mail:

III. COMMITMENT OF THE THREE PARTIES

By signing this document, the student, the sending institution and the receiving institution confirm that they approve the proposed Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and receiving institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the inter-institutional agreement for institutions located in partner countries).

The receiving institution confirms that the educational components listed in Table A are in line with its course catalogue.

The sending institution commits to recognise all the credits gained at the receiving institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties.

The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

The student
COGNOME NOME
(1)
Date: 01/06/2015

The sending institution
(1)
Date: 01/06/2015

The receiving institution
Date:

(1) Confirmed with electronic signature under SAML 2.0 protocol. To verify the validity of the signature please refer to: erasmus@unipd.it



CHANGES LA

- Within 30 days from your arrival or the start of the new semester
- You can change your LA in Uniweb for max. 4 times
- Do not forget to attach the updated «tabella delle corrispondenze» (even without signatures)
- After the «referente Erasmus» approval you have to print your LA and collect the Host University signature
- NOTE that Uniweb LA is to be considered electronic signed by your Referente Erasmus when your LA is in «approved» state



6. DEPARTURE DATE

- You can change the date you indicated at the time of ACCEPTING the Erasmus place when you will book the appointment for the Financial Agreement (you will receive an email from International Office – erasmus@unipd.it)
- If you want to postpone you departure from the first to the second semester YOU MUST COMMUNICATE THE CHANGE TO
 - a) Host University
 - b) International Office @ Palazzo BO filling in a specific form in our online platform www.unipd.it/relint
 - c) Me (Anna Gottardo - Erasmus Office @ SPGI)
- It is not possible to anticipate the date from the 2nd to the 1st semester



6. DEPARTURE DATE

- You can reduce your permanence abroad (e.g. if you won a 10 month scholarship and you want to spend only a semester at the Host University) in two ways:
 - a) BEFORE YOUR DEPARTURE: when you book the appointment for the Grant Agreement -> in this case should you want to ask for an extension of your Erasmus mobility **it will not be financed**
 - b) AFTER YOUR DEPARTURE: you can simply return before the end of the Mobility -> in this case it is possible that you will have to return part of the financial contributions you received during your mobility



7. GRANT AGREEMENT

- **MANDATORY:** it must be signed from you and University of Padova **BEFORE** your departure
- It will be signed in June/July (for students who leaves during the first semester) during a specific meeting. You will have to book an appointment online after you will receive an email from erasmus@unipd.it . There will be a specific appointment held in english for international students
- Before to book the appointment you must insert your IBAN on Uniweb in the section: Didattica/Dati personali/Dati rimborso/Rimborso/Bonifico bancario. Important: The money can only be credited to an Italian current account or pre-paid card equipped with IBAN and the student must be the account-holder (it is not permitted to use a parent's account)



7. GRANT AGREEMENT

- You must have registered on Uniweb at least 40 credits (only for students enrolled in the first year of a Bachelor's Degree)
- You must have the Learning Agreement on Uniweb **approved** by the "Referente Erasmus"
- You must present yourself to the appointment (in person) with: identity card/passport, student badge and printed documents
- Mandatory also for SEMP students





TO DO LIST (do not forget to):

- a) **Pay University fees** at University of Padova
- b) Be informed about the procedures concerning the **residence permit** in Italy and in the country where you will carry out the Erasmus mobility
- c) **Application form, Accomodation form, Learning Agreement, Language requirements, Grant Agreement** (pay attention to the deadlines!)





TO DO LIST (do not forget to):

- d) 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 and second semester... so ASK FOR ISEE at CAAF as soon as possible!





TO DO LIST (do not forget to):

- e) Remember to complete and update your studyplan during the mobility
- f) Inform yourself on healthcare abroad and insurance cover
- g) Book the flight-ticket
- h) Keep calm and enjoy your Erasmus!






8. AT YOUR ARRIVAL

Within 7 days you must upload in our online platform (www.unipd.it/relint)

- Attendance Certificate
- Learning Agreement Before the Mobility

Both signed by the host University.

The grant is calculated based on the dates provided by the partner in the attendance certificate, even if they are different from those provided in the Grant Agreement.

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 2061 Fax +39 049 837 2060 international@unipd.it CF 8000480021 R.P.A. 007405021		
TO WHOM IT MAY CONCERN Attendance Certificate We confirm that Mr/Ms NOME COGNOME born in PLACE OF BIRTH on DATE OF BIRTH DD/MM/YY 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 caricata al link indicato nella sezione Durante la mobilità del sito (www.unipd.it/erasmus-studio) - icona Attendance Certificate Upload (trama 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.		



9. PAYMENTS

- ◆ 70% Erasmus Grant + 50% additional funding + contribution to travel costs around two months after having uploaded the attendance certificate
- ◆ You will receive any other balance of the Erasmus Grant and any additional funding (for entitled students) after returning to Italy and after the confirmation of all end of mobility documents + OLS test + EU Survey
- ◆ In case of early return you will be required to return the excess amount
- ◆ **If you do not get at least 9 ECTS and you return before 90 days have passed, you will have to return the ENTIRE SUM**
- ◆ Additional funding to the Erasmus Grant will be based on the funds available and on the ISEE certificate you submitted





10. EXTENSIONS



- Only for Academic reasons (exams, thesis,...)
- Submit your request at least a month before the end of the mobility indicated in the Grant Agreement
- PROCEDURE: You should send to the International Office (Palazzo Bo):
 - the appropriate request form filled in and signed both by the student and by the Host Institution, via email to a erasmus@unipd.it.
 - an email to serena.scattolin@unipd.it with the authorisation of the Academic Coordinator in Padova
- **You will not receive any grant/fund for the extension**
- It is only possible to have one extension and a period of interruption is not allowed
- More details and specific form here: <https://www.unipd.it/en/during-mobility-erasmus-out>



11. DOCUMENTS NEEDED after the mobility



Book an appointment at Palazzo BO within 10 days of the Departure Date (you will receive an email)

Booking the appointment you will have to upload:

- **Attendance certificate** (you will have also to hand the original hardcopy at the appointment)
- **Final Learning Agreement**, counter-signed



11. DOCUMENTS NEEDED after the mobility

At the appointment you will also have to hand

- **Original transcript of records and/or Short Evaluation Report for Thesis Work / Traineeship + Proposal for Recognition of Credits for Thesis abroad**

If the Transcript of Records is not available before the return to Padova, the student must ask the Host University to send the original ToR by post to the following address:

Università degli Studi di Padova
International Office – Programma Erasmus+ Studio
via VIII Febbraio, 2
35122 Padova (Italy)

It is possible to ask the Receiving Institution to advance the ToR via email directly to erasmus@unipd.it (not through the student).





Other things to do after the mobility

- **Online EU SURVEY** – No SEMP
- **OLS final test** – No SEMP





12. RECOGNITION OF THE ACTIVITIES CARRIED OUT ABROAD

- The procedure starts only once you hand the necessary documents at Palazzo Bo at the end of your Mobility (Final Learning Agreement, Attendance certificate, ToR)
- In order to complete the procedure you will receive an email by the Erasmus Officer at SPGI Dep. in which you are asked to upload the Transcript of records to Uniweb and to make any changes to the Learning Agreement, if needed
- **You will have to update your StudyPlan, if needed** (NOT the «free elective» credits)
- In order to convert your grades the «Responsabile di flusso» may use the ECTS tables for courses of study at the University of Padova



12. RECOGNITION OF THE ACTIVITIES CARRIED OUT ABROAD

- Integrations are admitted
 - ONLY if you did not pass an exam which was part of an association of more than one foreign exam
 - ONLY for a maximum of 3 ECTS
 - ONLY if «Referente Erasmus» AND «Responsabile di flusso» AND professor in charge with the «Italian» signature agree
 - ONLY after the Erasmus Recognition

Example:

Associazione 5

Codice	Descrizione	ECTS
	HISTORIA DE AFRICA	6
	RELIGIONES AFRICANAS	3

>

Descrizione	CFU	Info
SPO2042419 - STORIA DELL'AFRICA	9	AD da Offerta



12. RECOGNITION OF THE ACTIVITIES CARRIED OUT ABROAD

Should you want to graduate during the graduation session immediately following your return **CONSIDER THAT:**

- You must have registered in your booklet the 120/180 credits you need at least 15 days before the graduation session starts
- The recognition procedure can **NOT** start before you hand the documents needed at the end of your mobility
- The recognition procedure can take some weeks (and more time if we have to recognize also your thesis work)

SO REMEMBER TO **WARN US** IF YOU WANT TO GRADUATE during the graduation session immediately following your return



12. RECOGNITION OF THE ACTIVITIES CARRIED OUT ABROAD: deadlines

Your grades must be registered in your booklet:

- Before 10th August **ONLY** if you are asking for an ESU ACCOMODATION
- Before 30th September **ONLY** if you are asking for the REGIONE VENETO SCHOLARSHIP
- Before 31st October 2020 in all the other cases



WITHDRAWAL



In case of withdrawal it is necessary to:

- Warn
 - Your Departmental Coordinator (Responsabile di flusso),
 - the Host university and
 - Erasmus office (erasmus@unipd.it)
- Complete the form in our website before 15 July (1° semester) or 15 November (II semester)
www.unipd.it/relint
- It is possible to withdraw even if your Erasmus Mobility already started. Remember that your mobility must last at least 90 days, otherwise you will have to return the whole scholarship



VADEMECUM 19/20

https://www.unipd.it/en/sites/en.unipd.it/files/Vademecum1920_Erasmus_EUROPA_EN.pdf

Before the mobility

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

During the mobility

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

After the mobility

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

Learning Agreement

<https://www.unipd.it/en/learning-agreement-erasmus-out>

Tabelle delle corrispondenze

<https://www.unipd.it/tabelle-compilazione-learning-agreement-dipartimento-spgi>



Language courses for Erasmus students (outgoing)

<https://www.unipd.it/en/language-courses-erasmus-out>

End of mobility documents

<https://www.unipd.it/en/node/5293>

Contacts

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

Erasmus+: School of Economics and Political Science - SPGI

<https://www.unipd.it/en/erasmus-spgi>



Ufficio Erasmus

Anna Gottardo

Dep. SPGI

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Erasmus.spgi@unipd.it

Opening Hours:

Tuesday 10.00 – 13.00, 15.00 – 17.00

Wednesday 10.00 – 13.00





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DEGLI STUDI
DI PADOVA

GRAZIE!

Anna Gottardo

INTERNATIONAL OFFICE