



International Relations Area
Projects and Mobility Office – Mobility Unit
ErasmusInformation meeting - Erasmus+ for Studies
Academic Year 2020/ 2021
Office School of Psychology



SOURCE	URL	CONTENTS
Erasmus+Studio page Unipd website	www.unipd.it/erasmus-studio	<ul style="list-style-type: none">• Call• <i>Vademecum</i> awarded students• ALL Unipd official info on what to do at the beginning/during/end of the mobility• Technical guide on how to fill in the LA on Uniweb
Erasmus+Studio page School Website	https://www.psicologia.unipd.it/en/erasmus-and-international-students	<ul style="list-style-type: none">• slides info meeting• FAQ, specific guide for Psy. students on how to fill in the LA (contents and matches)

Offices/Persons	What we can do for you
Mobility Unit - palazzo Bo	Institutional Coordinator signature, Iban change, info on financial topics (scholarships), technical problems with Uniweb (Learning Agreement), OLS credentials, extension of the mobility period request, end of the mobility documents
Mobility Unit Erasmus Office School of Psychology	Help about application form/L.A., L.A. changes receipt, info on the Erasmus Call, help in case of any problem with partner Universities, info on different mobility programmes, recording of grades obtained while abroad
Departmental Coordinator	Departmental/Exchange Coordinator on the Application Form, info about partner Universities, extension of the mobility period request,
Erasmus contact person for the Degree Course	Evaluation and approval of the 1° LA and of all the following changes, info on course matches, educational related topics
CLA	Language courses and tests
Partner Universities	Info on: application form procedures and deadlines, beginning of semesters/courses/welcome weeks, course contents and exams, Buddy programmes...



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Mobility Unit

Via 8 Febbraio, 2 – Palazzo Bo

Mo, Tue, Wed 10 am to 1 pm

Tue also 3 to 4.30 pm

Thu 10 am to 3 pm

Fri by appointment only

Mobility Unit Erasmus Office –School of Psychology

1° floor - Via Venezia, 12

@ erasmus.psicologia@unipd.it

☎ 049 827 6163

By appointment only (to be fixed via e-mail/phone call)

From Mo to Thu 10 am to 1 pm

Tue and Thu also 3 to 4.30 pm



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Erasmus Office School of Psychology

Facebook Group: ERASMUS PSICOLOGIA UNIVERSITA' PADOVA

www.facebook.com/groups/87806826669

Warning:

- ✓ **It is not** an official Unipd communication tool
- ✓ It is only moderate by the Erasmus Office of the School
- ✓ If you write on FB messenger to *Sara Pellegrini* I won't answer you



KEEP
CALM
AND
ENJOY
ERASMUS



Student ➡

CONFIRMATION

procedure ended on 21/02/2020



Erasmus Office Psicologia ➡

NOMINATION

procedure started on 24/02/2020, still ongoing



Partner Universities Offices ➡

INFO EMAIL



Student ➡

APPLICATION



WARNING: PARTNER UNIVERSITIES DEADLINES!



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) that's why it is fundamental for you to:

- Meet deadlines
- Obtain and present all the required documents (Transcript of records, language proficiency, etc.)
- Other (CV, health insurance ...)
- *Transcript of records: Download from Uniweb your study plan as pdf **OR** if the host university requests the official one (signed and stamped) refer to the Student Career Service (Lungargine Piovego, yellow building) tax revenue stamp of 16€*



2. APPLICATION FORM

- Nomination letter: it is a document proving your enrolment at Unipd and your status of Erasmus scholarship awarded student. In order to get it, just write an e-mail to: erasmus.psicologia@unipd.it



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Possible info requested for the application

- **Home/Sending Institution**

Università degli Studi di Padova
via VIII Febbraio 1848, 2
35122 Padova ITALY
Erasmus code: I-PADOVA01

Unipd registred office. Do not write Erasmus
Office Psychology address!

- **Departmental/Exchange Coordinator/Bilateral Flow contact person/coordinator**

The professor in Padova who opened the Erasmus agreement with your host institution (see Call on Uniweb/agreement file/rankings). If they ask for a stamp: ask it to the Erasmus Office of the School



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ISCRIZIONE PRESSO L'UNIVERSITA' PARTNER
APPLICATION FORM

Institutional Coordinator

Prof. Alessandro Paccagnella

(Vicerector for International Relations)

E-mail: erasmus@unipd.it

WARNING: if the partner university will ask for signature/stamp, **do not contact** professor Paccagnella. Please ask to palazzo Bo office!

Erasmus Administrative Coordinator/Administrative Contact Person/Contact Person

Sara Pellegrini

Function: Erasmus Officer – School of Psychology

WARNING: administrative staff cannot sign the Application Forms.

We can do it only if



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 provide you information or links to specific websites and agencies)
- For more help you can contact the local Erasmus Student Network section/FB groups...



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>

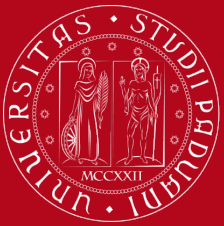




4. LANGUAGE CERTIFICATE

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 a 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)

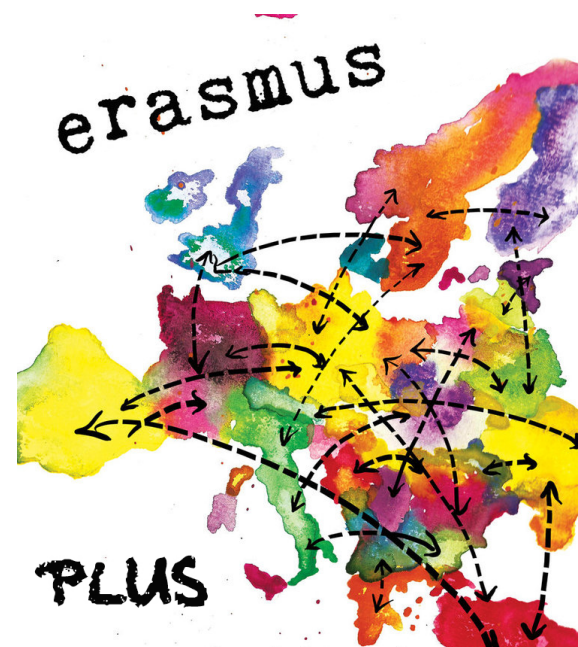
Also possibility to follow courses for Spanish, France, German and Portuguese

www.cla.unipd.it



Online Linguistic Support (OLS)

- 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 from erasmus@unipd.it after having signed the grant agreement. Then you will have 15 days to complete the test!!





5. DEPARTURE DATE

You can reduce your stay 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



6. EXTENSIONS OF THE MOBILITY PERIOD

- Only for Academic reasons (exams, thesis,...)
- Submit your request at least a month before the end of the mobility indicated in the Grant Agreement
- **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>



6. EXTENSIONS OF THE MOBILITY PERIOD

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 Departmental Coordinator in Padova



7. GRANT AGREEMENT

- **MANDATORY:** it must be signed from you and University of Padova **BEFORE** your departure
- in June/July (for students who leaves during the first semester) during a specific meeting.
- book an appointment online after you will receive an email from erasmus@unipd.it
- Remember to insert your IBAN on Uniweb in the section: Didattica/Dati personali/Dati rimborso/Rimborso/Bonifico bancario.
- You need 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 Erasmus Contact Person of the Degree Course
- You must present yourself to the appointment (in person) with: identity card/passport, student badge and printed documents





8. 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



8. PAYMENTS

- 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
- For any info on financial related topics: erasmus@unipd.it



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**
 - II semester : 15 october**
- ✿ You will have to complete it in Uniweb - **Our university only recognize Uniweb LA** (there is a clear pdf handbook about it)
- ✿ **The learning agreement is mandatory!!!**



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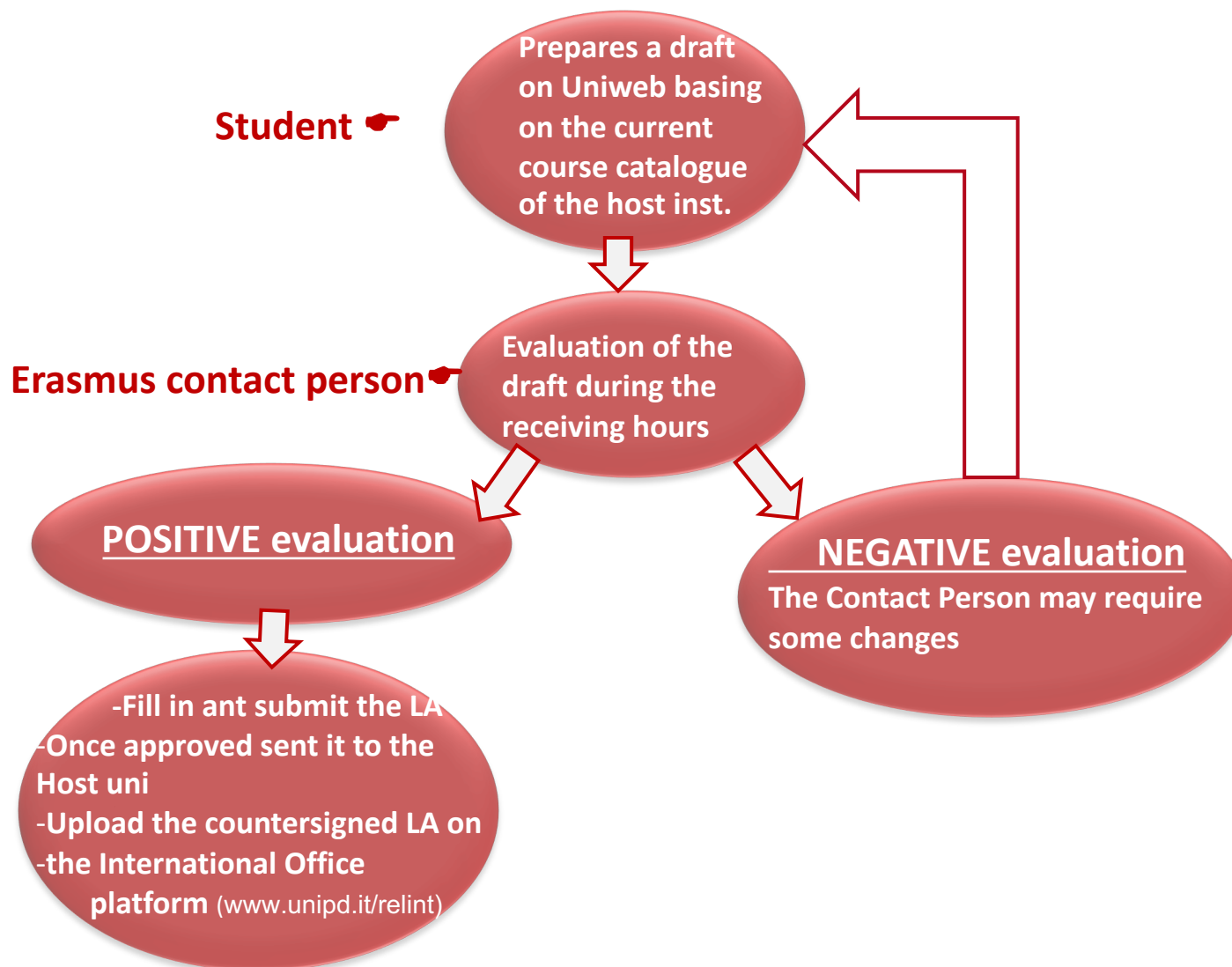
Students of the School of Psychology must fill in by themselves the Learning Agreement before submitting it to the ERASMUS CONTACT PERSON FOR THE DEGREE COURSE



- ✓ Is a professor teaching (or who had taught) in your Degree Course and who is in charge of LA approval
- ✓ She is in charge also of signing the document for the recording of the grades at the end of your mobility period

BPS: professor Chiara Meneghetti chiara.meneghetti@unipd.it

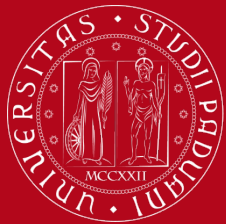
CN2: professor Giorgia Cona giorgia.cona@unipd.it





TIPS

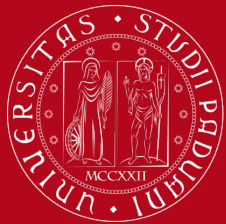
- Bring/show the contact person your *manifesto degli studi* and a good draft and support your choice showing the syllabus of the hosting university (if possible)
- Please check all the bank holidays/University closurese/professors' meeting hours suspensions: especially for those who will have close deadlines!
- **DO NOT WAIT UNTIL THE LAST MINUTE TO PREPARE YOUR LA!!!**



INDICAZIONI PER LA COMPILAZIONE

www.psicologia.unipd.it/erasmus-studio-ed-esperienze-internazionali

- ✓ **Number of credits:** about 30 per semester abroad, except for (3° year Ba students, 2° year Ma students) but possibly not < 18 **CFU**
- ✓ **Free credits (Crediti liberi) for all students:** every psychology related course or of similar areas (es: sociology, anthropology, biology etc.) who has a coherence with your *manifesto* or with your interests
- ✓ **Free credits (Crediti liberi) for Ba students only:** a maximum of 6 credits (ECTS=CFU) of language courses



- ✓ **Choosing courses from a different department/faculty:** if the hosting University will allow you (check with them!) our Contact Persons will approve this choice
- ✓ **Integrated course:** you cannot split them
- ✓ **A few partners are still asking «local» LA form to be filled in:** if it is mandatory, just fill it in but please remember that you must fill in the LA European common form on Uniweb
- ✓ **If a partner ask you to have an original signature/stamp on the Uniweb LA form:** it is not possible because only the electronic signature is valid. If they will ask for it just report it to erasmus@unipd.it



- ✓ **Thesis/Internship: (only if the partner allows you)** just write Bachelor/Master Thesis or Internship on your LA. Same amount of credits for the Internship/different amount for thesis
- ✓ **Students doing Internship:** you must prepare the documents required by the Stage e Career Service
- ✓ **You cannot use thesis/internship credits** to have exams recognised and *vice versa*
- ✓ **You cannot ask for credit integrations** once you'll be back in Padova
- ✓ All activities must have credits and grades in order to be registered



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):

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 is mid July! 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!



VADEMECUM 19/20

https://www.unipd.it/en/sites/en.unipd.it/files/Vademecum1920_Erasmus_EU_ROPA_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>

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>