

degli Studi

How to apply

Application in **Uniweb**

5 december 2023 to 16 january 2024 – 1 PM (I call)

14 march to 9 april 2024 – 1 PM (II call)

How to apply



Università **DEGLI STUDI** DI PADOVA

Before applying you should select the destination(s) from the interactive portal.

The following information should be noted:

- Erasmus code (es.: A INNSBRU01)
- Subject code (es. 0231 Language acquisition)
- Name of the academic coordinator (es. Rispoli)

To be sure that you select the correct destination in Uniweb.

Bilateral Agreement data	
Type of person	Student
Type of application	Outgoing
Name of program	Erasmus (SMS)
Erasmus code	A INNSBRU01
Subject code	0231 - Language acquisition
Total number	3
First cycle/Bachelor/Undergraduate	3
Second cycle/Master/Postgraduate	3
Third cycle/Phd/Doctoral	0
Number	in total: 27,00 Allocated: 0,00 Free: 27,00 Months
Academic Coordinator's surname	RISPOLI
Academic Coordinator's name	Marco
Partner Campus/Faculty	
Ulisse agreements: University / Dept	
Tipo fondo	

It is possible to apply **only** for the destinations that in the interactive portal are linked to your Degree course



Before applying in Uniweb it is mandatory to have the following documents in PDF format:

- Attachment 1: proposal of all study activities correctly listed with the original name in the local language (you must use the <u>form</u> available online)
- Attachment 1 a (for thesis): letter from supervisor for the thesis work/ internship
- Motivational letter
- Language certificates
- Self-declaration marks/exams from other Universities
- Further attachments (if required)

Enrolment n°

ATTACHMENT N°1: ACTIVITY PROPOSAL FOR THE MOBILITY PERIOD

Activity proposal for the academic year 2023/2024 mobility period

Surname

ONLY for those who are enrolled in the last year of their Bachelor's degree and expect to spend the first year of their Master's degree abroad must declare that in the A.Y. 2023/2024 will be enrolled in:

Master's degree in....

List of the activities intended to be completed at the foreign University (1st CHOICE)

Name

Destination

(Name of the host university)

Code	Name of the course	ECTS credits	Weblink
(if any)	(in original language)	(if any)	(course catalogue of host university)

To be completed ONLY IF there is the possibility to apply for 2 or 3 places:

List of the activities intended to be completed at the foreign University (2nd CHOICE)

Destination

(Name of the host university)

Code	Name of the course	ECTS credits	Weblink
(if any)	(in original language)	(if any)	(course catalogue of host university)

List of the activities intended to be taken in the foreign University (3rd CHOICE)

Destination

(Name of the host university)

-			
Code	Name of the course	ECTS credits	Weblink
(if any)	(in original language)	(if any)	(eourse catalogue of host university)

Attachment 1 – proposal of the activities

Fill out: surname - name - student number

To be filled out by Bachelor students in their last year – departure during the Master's

Add destination

Insert (code), name of courses to be taken abroad, (number of ECTS) and link to the academic offer of 1st choice destination

Add destination

Insert (code), name of courses to be taken abroad, (number of ECTS) and link to the academic offer of 2nd choice destination

It is possible to add/delete rows if necessary



- 1) Go to the course catalogue of the host University. On the interactive portal you can find the direct link:
- Look for courses that are compatible with your study plan both by number of credits and academic coherence. Remember that it is possible to combine multiple courses to cover one Unipd exam, or vice versa, a single course abroad can correspond to multiple Unipd exams.
- 3) Take into account of the Faculty/Department/Structure where you can study
- 4) Verify possible limitations (for instance, Master's courses may not be open to Bachelor's students)

Remember that the document you will upload is a **proposal**. This means that **it will be possible to change** the courses in the future, based on the academic offer 2024/25.



Attachment 1 – proposal of study activities

Elenco delle attività didattiche che intende seguire presso la sede estera di 1° PREFERENZA

(si ricorda che in caso di attività di tesi e/o tirocinio e necessario allegare l'apposita lettera del docente):

Destinazione

(Nome dell'Università estera) PL WROCLAW01 - University of Wroclaw

Codice	Nome del corso	Crediti ECTS	Weblink
(se presente)	(nome originale in lingua straniera)	(se presenti)	(pagina web dell'offerta didattica)
N/A	Theories of Communication	5	https://dziennikarstwo.uni.wroc.pl/en/studies/course- programmes/
N/A	Intercultural Communication	4	https://dziennikarstwo.uni.wroc.pl/en/studies/course- programmes/
N/A	Polish Language	5	https://dziennikarstwo.uni.wroc.pl/en/studies/course- programmes/
N/A	Social Media Communication	4	https://dziennikarstwo.uni.wroc.pl/en/studies/course- programmes/
N/A	Media Relations and Media Planning	3	https://dziennikarstwo.uni.wroc.pl/en/studies/course- programmes/
N/A	Media Genres	4	https://dziennikarstwo.uni.wroc.pl/en/studies/course- programmes/
N/A	Media Ethics	3	https://dziennikarstwo.uni.wroc.pl/en/studies/course- programmes/

da compilare SOLO se è prevista la possibilità di scegliere 2 o 3 destinazioni:

Elenco delle attività didattiche che intende seguire presso la sede estera di 2° preferenza

(si ricorda che in caso di attività di tesi e/o tirocinio e necessario allegare l'apposita lettera del docente):

Destinazione

(Nome dell'Università estera) E MALAGA01 - Universidad de Malaga

Codice	Nome del corso	Crediti ECTS	Weblink
(se present	(nome originale in lingua straniera	(se presenti)	(pagina web dell'offerta didattica)
104	Sociología de la Comunicación	6	https://www.uma.es/relaciones- internacionales/info/139169/guides-2324/
303	Periodismo Audiovisual: Radio	6	https://www.uma.es/relaciones- internacionales/info/139169/guides-2324/
101	Estructura Global de los Medios	6	https://www.uma.es/relaciones- internacionales/info/139169/guides-2324/
406	Políticas de comunicación	6	https://www.uma.es/relaciones- internacionales/info/139169/guides-2324/
N/A	Spanish as a Foreign Language	4	https://www.uma.es/centrointernacionaldeespanol/info 33552/curso-de-espanol-erasmus-2023/

Example of a valid proposal:

- First and second preference destinations are clearly indicated;
- Activities are listed with the original title and the relevant number of credits and the link;
- Courses are inherent to the candidate's course of study;
- The total number of credits corresponds to an adequate workload for a six-month mobility



Destinazione					
(Nome dell'Unive	rsità estera) Pedagogical University of Cracow				
Codice	Nome del corso	Crediti ECTS	Weblink		
(se presente)	(nome originale in lingua straniera)	(se presenti)	(pagina web dell'offerta didattica)		
	GEOGRAPHY OF TOURISM: HERITAGE AND SUSTAINABILITY	9			
SUQ1095259					
	LOCAL IDENTITY AND ENHANCEMENT OF CULTURAL	6			
LE02100456	HERITAG				
	SMART TECHNOLOGIES FOR SUSTAINABLE TOURISM	6			
SUQ1095260					
	GOVERNANCE OF NETWORKS FOR SUSTAINABLE TOURISM	6			
SUQ1095261					

PROPOSTE PER L'ESTERO

-soggiornare da una famiglia ospitante del luogo

-frequentare dei corsi di potenziamento della lingua

-svolgere attivitá che mi permettano di mettermi in contatto e possibilmente, fare amicizia, con miei coetanei. (attività come giochi, giochi di logica, quiz, dibattiti, eventi ecc.)

-avere la possibilitá di dare esami della mia attuale università anche all'estero.

Elenco dell'attività didattica che intende seguire presso la sede estera di 1º PREFERENZA

(si ricorda che in caso di attività di tesi e/o tirocinio e necessario allegare l'apposita lettera del docente):

Destinazione

(Nome dell'Università estera)

Codice (se presente)	Nome del corso (nome originale in lingua straniera)	Crediti ECTS (se presenti)	Weblink (pagina web dell'offerta didattica)

Codice (se presente) IRLCORK01	Nome del corso (nome originale in lingua straniera) Languages	Crediti ECTS (se presenti)	Weblink (pagina web dell'offerta didattica) https://www.ucc.ie/en/international/ erasmus-in/
UK COVENTR01	Languages		https://warwick.ac.uk/study/ international/

Attachment 1 – proposal of study activities

Examples of a invalid proposals:

- ✓ List of non-academic activities;
- ✓ Listing of Unipd activities;
- ✓ Blank proposal;
- Generic indication of the area and not of the single courses;
- ✓ Ecc.



Ex:

While applying, it is NOT mandatory to insert the Unipd exams that the courses will correspond to, however it is important to **keep in mind** the academic offer of the partner universities and to which Unipd exams they may correspond.

Descrizione	ECTS	>	Descrizione	CFU	Descrizione ECTS Descrizione	
Communication and Foreign Language Feaching II	2		SUP7078915 - DIDATTICA DELLA LINGUA INGLESE	2	LI Fiction in Place of Public Sphere: 5 the Golden Age of Russian Novel, Dostoevsky and Tolstoy	
Descrizione	ECTS	>	Descrizione	CFU	Descrizione ECTS Descrizione	
Marketing	6		LE05105549 - MARKETING	6	Wittgenstein on the aesthetic 6 dimension of practice (Seminar, 2	
Descrizione	ECTS	>	Descrizione	CFU		
Contemporary debates about free will and moral responsibility	7.5	1	LE01100845 - BIOETICA LEL1005721 - STORIA DELLA	6 9	Descrizione SSD ECTS Crediti A esteri nonAsso ECTS	Ъ
Empirical and non Empirical Theory Confirmation	7.5		FILOSOFIA CONTEMPORANEA		Swedish Literature 7.5 N	lo
					Routes	10
Descrizione	ECTS	>	Descrizione	CFU		
Historia de las artes gráficas	6		LE01119582 - STORIA DEL	6	Descrizione ECTS Descrizione	
			DISEGNO E DELLA GRAFICA		DIA- Deutsch Intensivkurs für 3 Austauschstudierende SPECIALIZZATA TEDESCA 2	
					Traductions C1/Strategie C1	_

Selected students will have to fill out a specific study plan for the Partner university (called Learning Agreement). To participate in the internal call you need to prepare a draft of the study activities which will be taken into consideration by the academic coordinator in order to verify the coherence of the chosen destination.



2023/2024 Erasmus+ for studies and SEMP Call

Activity proposal for the mobility period

ATTACHMENT N°1a:

FINAL/PhD THESIS WORK AND/OR INTERNSHIP/PLACEMENT ACTIVITY

Supervisor declaration

For	the	attention	of	the	Mobility	Unit

I, the undersigned, Prof. _____

As.:[Fina	l project tuto	or Practica	l training `	Tutor 🗌	Agreement	Coordinator	(*)
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Attest that the student

is going to apply for the Erasmus+ for studies / SEMP outgoing international mobility for 2023/2024 academic year

for the place/places of _____

where he/she intends to do all or a part of his/her thesis work/research/internship or placement activity under my supervision.

The academic coordinator for this place is _____

The supervisor for the place abroad will be _____

(ta	be	written	only if	the	Supervisor	for	the	place	abroad	İS	already	кпоwп	at	the	time	of	the	student
ар	olica	tion)																

Date_____

Signature of the Tutor

Signature of the Agreement Coordinator (*)

(*) in the event that the Supervisor is not yet known, the letter can be signed by the Academic Coordinator

Note: This letter is only valid for applications for the Erasmus+ for studies / SEMP International outgoing mobility for 2023/2024 academic year.

If awarded a place, in order to get the departure clearance, the student must submit the Learning Agreement on Uniweb.

Students are required to check the School/Department restrictions for the authorization of the thesis work/research/internship or placement activities by checking the Mobility Unit Desks web pages at http://www.unipd.it/en/erasmus-studies-out ("Mobility Unit Desks at Schools/Departments" section)

Attachment 1 A - Thesis research

To fill out in case of departure for thesis research/ work

To be filled out by the Thesis supervisor If not identified: academic coordinator

To be filled out if already known

Be careful! Not all partners accept student exclusively for thesis work – verify before applying with your Mobility Desk

The thesis letter may be substituted by an email from the professor authorising the activity and specifying the surname and name of the student and the destination(s) chosen. The email shall be attached as PDF file.





- It is directed to the academic coordinator, who is responsible for evaluating the applications
- One letter for each chosen destination
- Max 1800 characters for letter
- Language: italian (english for international students)

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On the Moodle page there is a document with infos and tips on how to write a good motivational letter



UNIVERSITÀ **DEGLI STUDI** DI PADOVA

Compulsory for the University destinations (Arqus and Bergen)

In the interactive portal you can find the level required.

The list of the certificates accepted will be published at the following link: https://www.unipd.it/en/erasmus-studies-out





Università degli Studi di Padova

Uniweb

Log in with your Uniweb username and password and click on "Outgoing International Mobility" under the heading "International Mobility" (from the menu on your right); Once you are in the system, make sure that "Exchange Programs" has been selected in the "Mobility Area" window. At this stage, the available calls will be displayed. Please note that the calls available are the ones unlocked referring to the a.y. 2023.





We suggest using the following search engines: chrome, microsoft edge, firefox



Uniweb

Application in 3 steps:

- 1) Fill out the Application Form
- 2) Upload Attachments
- 3) Confirm the application to the call

International Outgoing Application

You are not registered.

Application Stage	A	ctivity		Information	Application Status
Call registration	1	Filling in the Application form	Mandatory		6
	2	Upload Attachments for Application	Mandatory		۵
	3	Confirmation of application	Mandatory		A
Place confirmation	4	Ranking publication			A
	5	Awarded place confirmation	Mandatory		۵
	6	Learning Agreement Compilation	Mandatory		۵
	7	Upload at the end of mobility period	Mandatory		۵

Key:

- 6 open activity
- blocked activity
- completed activity
- further information



In this page you will need to select the «requirements»

Requ	rements										
WARNI	IG: to continue, you must confirm that you meet the mandatory requirements										
	equirements										
•	Dichiara di aver preso visione delle norme che regolano il bando - I hereby declare that I have read the terms and rules regulating the present call(Mandatory requirement)										
0	Dichiara che frequenterà un periodo di studio all'estero per esami - I hereby declare to attend a study period abroad for exams										
0	Dichiara che frequenterà un periodo di studio all'estero per ricerca/tesi - I hereby declare to attend a study period abroad for research/final project										
0	Dichiara che frequenterà un periodo di studio all'estero per studio/tirocinio - I hereby declare to attend a study period abroad for study/practical training										
0	Dichiara di essere studente con disabilità - I hereby declare I am a student with a declared disability/special need										
0	Dichiara di aver usufruito in precedenza di una mobilità LLP Erasmus/Erasmus+ Studio - I hereby declare that I have already taken a LLP Erasmus/Erasmus+ for studies grant										
0	Dichiara di aver usufruito in precedenza di una mobilità LLP Placement/Erasmus+ TRAINEESHIP - I hereby declare that I have already taken a LLP PLACEMENT/Erasmus+ for traineeship grant										
	Dichiara di aver usufruito in precedenza di una mobilità LLP Placement/Erasmus+ TRAINEESHIP - I hereby declare that I have already taken a LLP PLACEMENT/Erasmus+ for traineeship grant										



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Sede di destinazione		Pref.	Cod. Erasmus	Lingua	Referer Est.
KARL-FRANZENS-UNIVERSITAET GRAZ	Karl-Franzens-Universität <mark>Graz</mark> - Main site - 8.1 - FILOSOFIA - TOMASI Gabriele - livello IA	8.4	A GRAZ01	TEDESCO	
LESSIUS HOGESCHOOL	Lessius Hogeschool - 9.4 - TRADUZIONE, INTERPRETARIATO - MASIERO Federica e MERTENS Maria Helena - livello I	~	8 ANTWERP60	TEDESCO	
JIHOCESKA UNIVERZITA V CESKYCH BUDEJOVICICH	Jihoceská univerzita v Ceských Budejovicích - Main Site - 9.0 - LINGUE E FILOLOGIA - CORTELAZZO Michele - tivello I	Y	CZ CESKE01	INGLESE	
RHEINISCHE FRIEDRICH-WILHELMS- UNIVERSITAET BONN	Rheinische Friedrich-Wilhelms-Universität Bonn - Main Site - B.4 - ARCHEOLOGIA - SALVADORI Monica - livello IAD	~	D BONN01	TEDESCO	
UNIVERSIDAD COMPLUTENSE DE	Univer.Complutense Madrid - Main Site - 9.0 - LINGUE E FILOLOGIA - CASTILLO PENA Carmen - livello IA	2 ~	E MADRID03	SPAGNOLO	

Liniwah

Please note

Here you will find all destinations of the School. It is important to carefully select the correct destination based on the information you found in the interactive portal (Erasmus Code, Subject code and name of the Academic coordinator)

Order your chosen destination by preference (1° priority, 2° priority), inserting a maximum of 2 choices for Erasmus+Study Europe.

For the Erasmus+ overseas and the SEMP Call you can insert only ONE destination.

*The allocation of available grants will be calculated progressively taking into consideration the single priorities, assigning the grant to the student with the higher score in the 1 priority. Then a first raking will be made of the 1° priority choices. If the student is not granted the chosen destination indicated as 1° piority, s/he can still concurr for the 2° priority choice, if available.



Uniweb

Linguistic knowledge

FRENCH, GERMAN, SPANISH, PORTUGUESE, ENGLISH

Indicate the language level basing on the preferences you indicated



Insert additional information useful to the overall evaluation of the application, such as LANGUAGE knowledge.



After completing the first step, next to the «Filling the Application form» part will appear a green flag that signals that the activity has been completed:

1 - Filling in the Application form

For any changes, the module must be cancelled and fill out again.

Declared requirements

Requirement

Dichiara di aver preso visione delle norme che regolano il bando - I hereby declare that I have read the terms and rules regulating the present call

Dichiara che frequenterà un periodo di studio all'estero per esami - I hereby declare to attend a study period abroad for exams

Places chosen

Places details	Erasmus Code	Web- site	Unipd Coordinator	Places	Duration (months)	
Karl-Franzens-Universität Graz 0223 - Philosophy and ethics - TOMASI Gabriele - ciclo 1, 2	KARL-FRANZENS-UNIVERSITAET GRAZ	A GRAZ01	and a	GABRIELE TOMASI	1	6
Université de Liège 021 - Arts - FACCIOLI Alessandro - ciclo 1, 2, 3	UNIVERSITÉ DE LIÈGE	B LIEGE01	www.	ALESSANDRO FACCIOLI	2	10
				Cancel the	applicat	ion 🖨 print draf



UNIVERSITÀ **DEGLI STUDI** DI PADOVA

Upload the attachments only in **PDF format**

- 1) PDF copy of your **study plan proposal** (**MANDATORY**) use exclusively the form available here: https://www.unipd.it/en/apply-erasmus-out (How to apply > Attachment 1 Proposal of study activities); the exam names must be written as indicated in the foreign university's course catalogue, in their original language
- 2) Motivational letter(s)* (**MANDATORY**)
- 3) PDF of a language certificate or self-declaration of the mark or of a language exam taken in another University (MAY BE MANDATORY)
- 4) PDF self-declaration of previous graduation obtained at other Universities.
- 5) Additional attachments** (MANDATORY IF REQUIRED)
- If the mandatory attachments are not uploaded it will not be possible to complete your application.

**BE CAREFUL: verify the notes of the interactive website if the Partner university requires any additional attachments (these shall be uploaded on Uniweb as a part of the application in the «free attachments».

*written in italian (english for international students) – maximum length of 1800 characters. If you apply for two destinations, you must write two separate motivational letters. Both letters must be attached in the same PDF file (unless they are for the same academic coordinator)



International Outgoing Application

•

Your application is not complete. It is necessary to upload the mandatory attachments.

Application Stage	A	ctivity		Information	Application Status
Call registration	1	1 Filling in the Application Mandatory form			*
	2	Upload Attachments for Application	Mandatory		8
	3	Confirmation of application	Mandatory		۵
Place confirmation	4	Ranking publication			A
	5	Awarded place confirmation	Mandatory		A
	6	Learning Agreement Compilation	Mandatory		A
	7	Upload at the end of mobility period	Mandatory		A

Key:

6 open activity

- A blocked activity
- completed activity
- further information

2 - Upload Attachments for Application Upload the mandatory attachments to complete the application. You will be able to confirm the application form only once you have uploaded the compulsory attachments. Type of document Mandatory/Optional Options Proposta delle attività da fare all'estero e/o lettera per tesi/tirocinio e mandatory Autocertificazione esame di lingua e/o titolo di studio estero optional Certificati di lingua optional upload a new document Language certificate may be compulsory for some destinations

Upload attachments



6) CONFIRM YOUR APPLICATION

You will be able to confirm the application form ONLY once you have uploaded all the compulsory attachments relating to the Application. It is recommended to check "Print draft" in section 1 - "Filling in the Application form" before confirming your application.





Confirmation

7) Last step to complete the procedure!



2014	1095	Erasmus+ SCUOLA DI SCIENZE UMANE, SOCIALI E DEL PATRIMONIO CULTURALE				<u>maw</u>
2014	1100	Erasmus+ OLTRE L'EUROPA	6	1	Q	<u>and</u>
		The green spot confirms that the application procedure has been correctly completed.	*			



Università degli Studi di Padova

Confirmation

International Outgoing Application

Your application is confirmed.

Application Stage	A	ctivity		Information	App Sta	lication tus	Ke	v:
Call registration	1	Filling in the Application form	Mandatory			*	6	open activity
	2	Upload Attachments for Application	Mandatory			*	۵	blocked activity
	3	Confirmation of application	Mandatory			¥	×	completed activity
Place confirmation	4	Ranking publication				8	١	further information
	5	Awarded place confirmation	Mandatory			A		
	6	Learning Agreement Compilation	Mandatory			A		
	7	Upload at the end of mobility period	Mandatory			A		



Confirmation

Erasmus+ SCUOLA DI SCIENZE UMANE, SOCIALI E DEL PATRIMONIO CULTURALE	6	۲	€,	www.
Erasmus+ OLTRE L'EUROPA	6		€,	<u>www</u>

Should students encounter any **technical problems with the application** procedure or not receive a confirmation email, they should email **domanda.erasmus@unipd.it** before the deadline, specifying their name, surname, registration number and degree course. The helpdesk is available during office hours on working days.





Do NOT wait until the last days to submit your application on Uniweb (the system may crash due to connection overload)

At 1 PM on January 16 th the system will automatically close and it will no longer be possible to send the application.



UNIVERSITÀ DEGLI STUDI DI PADOVA