



Erasmus+ Programme

Key Action 1

Higher Education Student and Staff Mobility

International Credit Mobility

Dear Colleagues,

We are delighted to collaborate with your institution under the *Erasmus+ programme – International Credit Mobility*.

We hope that these short guidelines will help you familiarise with the Erasmus+ programme, its terminology, as well as University of Padua's nomination and application procedures for both students and staff (a.y. 2016-2017 and 2017-2018).

1 Selection

Pre-selection of students / Selection of Staff

As stated in the *Quick reference guide for selected higher education institutions in Partner Countries/ Erasmus+ International Credit Mobility* ([link](#)) issued by the European Commission, **the sending institution is responsible for selecting participating students** and providing them with all necessary support including pre-departure preparation, monitoring during mobility, and formally recognising the mobility period. The selection criteria for participants should be defined by the sending higher education institution, in agreement with the receiving institution. The first criterion should be **academic merit**. However, with equivalent academic level, preference should be given to candidates from less advantaged socio-economic backgrounds. Information on the mobility opportunities available and the selection procedure should be made **public**.

Participating staff (both incoming and outgoing) is instead selected by the University of Padova.

With reference to incoming staff to Padova, a teacher of the disciplinary area involved at Padova – “reference teacher” – (including the flow coordinator) submits the application form to the International Relations Office, suggesting the name of the teacher he/she would like to invite in Padova and attaching the Mobility Agreement signed by the Heads of the sending and receiving Departments. Application forms are usually to be submitted by the end of May/June, yet deadlines may vary year by year.

The International Relations Office evaluates applications and publishes a list of selected staff who will come to Padova. Reference teachers in Padova informs teachers at Partner higher education institutions about the results and invite selected incoming staff to contact the Padova International Relations Office (by writing to nicola.benfatto@unipd.it) approximately two months prior to the departure, so as to complete administrative procedures (e.g. financial contract and support).

The selection of participants, as well as the procedure for awarding them a grant, must be **fair, transparent and documented** and should be made available to all parties involved in the selection process. Erasmus+ also encourages the participation of students and staff with special needs.

NB: When selecting your outgoing students, please also bear in mind **University of Padova's specific requirements** (language, academic eligibility criteria, etc.), as specified in the inter-institutional agreement signed by our institutions.

Nomination

Once the selection of students by the sending institution has been completed, each partner university (= sending institution) should send the full ranking list of candidates and the list of nominated (= pre-selected) students, by using the Excel form reported as attachment 1 to these Guidelines, to the University of Padova (elisa.zambon@unipd.it), including the following details:

- 1 Name and country of sending institution
- 2 Level of study
- 3 Family name
- 4 First name
- 5 Gender
- 6 A valid institutional e-mail address and a valid personal e-mail address
- 7 Period of stay (winter semester, spring semester, full academic year)
- 8 Duration of stay (in months)
- 9 Field of study (ISCED 2013, 4-digit code – see the [EC website](#) for further information)

Deadlines for sending nominations are:

- **15th May** for the first semester and the full academic year
- **15th September** for the second semester

Eligibility check

The International Relations Office of the University of Padova, together with the Erasmus+ Departmental Coordinator responsible for the Inter-institutional agreement, will check the received nominations and verify the candidates' eligibility. The host institution is entitled to confirm the ranking list of candidates submitted by the home institution or suggest any change/modification to the ranking list.

Nominated students having passed the eligibility check will be contacted by the International Relations Office of the University of Padova and will be asked to fill in an online application form (see step 3).

2 On-line application

Nominated students need to fill in the University of Padova's **online application form** for Erasmus+ students in order to complete their application.

The online application form is available at the following [link](#):

- **from 1st May to 15th June 2016** for the first semester and the full academic year
- **from 15th July to 15th November 2016** for the second semester

The following **documents** have to be uploaded in support of the application:

- a copy of the participants' passport (valid for your whole Erasmus+ mobility period)
- a copy of his/her Insurance certificate (valid for your whole Erasmus+ mobility period)
- a copy of his/her Transcript of Records
- a copy of his/her Learning Agreement (using the official EC template, as described above).
- Language certificates, i.e:
 - o a certificate attesting a B1 English level (for students attending courses in English). This certificate can also be sent after the application deadline, at the latest by September 15th (1st semester) and February 15th (2nd semester)
 - o a certificate attesting an A2 Italian level (for students attending courses in Italian). This certificate can also be sent after the application deadline, at the latest by September 15th (1st semester) and February 15th (2nd semester)
 - o NB: language certificates have to be sent via email to elisa.zambon@unipd.it

Invitation letters will be sent to the address indicated by the student/staff member only after the reception of all the above mentioned documents.

Students can find detailed information on the online application procedure at the following [link](#).

3 Academic offer & Calendar

Academic Offer

University of Padova's full academic offer is available at the following [link](#).

The "**Educational offer for a.y. 2016/17**" refers to the complete educational offer in Padova, divided per school. The teaching language is indicated in each course page. Selected Erasmus+ students may choose any course offered by the University of Padova – provided that this has been agreed with the home/host institution through the Learning Agreement.

The "**Courses held in English a.y. 2016/17**" only refer to courses held English.

The "**Educational offer for a.y. 2017/18**" will be published in July 2017.

Academic calendar (provisional dates)

Winter Semester

Classes October 3rd - January 20th

Exams January 23rd - February 24th

Spring semester

Classes, February 27th – June 9th

Exams, June 12th – July 21st

4 Useful pre-departure information for selected students/staff members

Italian language course

The University of Padova's [Language Centre](#) offers a free course to all exchange students during their mobility period. Further information will be provided to selected students before arrival.

Accommodation

Selected students/staff members will have the opportunity to benefit from the University of Padova's halls of residence and accommodation services, through the SASSA office. Students/staff members are requested to book their accommodation well in advance via the following [online form](#).

For further information, visit our [website](#).

Health Insurance

Selected non-EU students/staff members shall have a health insurance policy valid for the whole duration of their stay. The insurance company shall have an agency or an emergency management agency based in Italy. It is the students/staff members' responsibility to subscribe a valid health insurance prior to their arrival in Italy.

Travel Costs

Students and staff coming from Partner Countries will receive top-up amounts to support them in covering their travel costs, based on the travel distance per participant. Travel distances are calculated using the distance calculator supported by the European Commission.

Please refer to erasmus@unipd.it (for students) and to nicola.benfatto@unipd.it (for staff) to know the exact amount provided.

Individual support

Students coming to Padova from Partner Countries will receive **850 EUR/month** to cover their subsistence costs.

Staff coming to Padova from Partner Countries will receive **140 EUR/day** for the first 14 days and **98 EUR/day** from the 15th day until the end of their stay (stay duration is maximum 60 days).

Useful contacts

ERASMUS OFFICES	
Central Office	<p>Sara Pittarello, Project contact person: Phone and Fax: +39 049 827 3052 +39 049 827 3917 E-mail address: sara.pittarello@unipd.it</p> <p>Elisa Zambon, Incoming students: Phone and Fax: +39 049 827 3743 +39 049 827 3060 E-mail address: elisa.zambon@unipd.it</p> <p>Website http://www.unipd.it/en/erasmus-study</p>
Agricultural Sciences Veterinary Medicine	<p>Susanne Kloehn Phone and Fax: +39 049 827 2538 +39 049 827 2529 E-mail address: erasmus.agripolis@unipd.it</p>
Economics and Business Administration	<p>Elisabetta Zanaga and Giovanna De Angelis Phone and Fax: +39 049 827 1290/1271 +39 049 827 1225 E-mail address: international.economia@unipd.it</p>
Pharmacy	<p>Silvia Boscolo Phone and Fax: +39 049 827 5840 +39 049 827 5334 E-mail address: silvia.boscolo@unipd.it</p>
Law	<p>Giulia Marini Phone and Fax: +39 049 827 3597 +39 049 827 3060 E-mail address: erasmus@giuri.unipd.it</p>
Engineering; Mathematical, Natural and Physical Sciences	<p>Stefania Maso Phone and Fax: +39 049 827 5804 +39 049 827 3060 E-mail address: stefania.maso@unipd.it</p>
Arts and Philosophy; Education	<p>Alessandra Miola Phone and Fax: +39 049 827 8676 +39 049 827 8679 E-mail address: alessandra.miola@unipd.it</p>
Medicine and Surgery	<p>Giuseppe Scarsi Phone and Fax: +39 049 821 7834 +39 049 821 8680 E-mail address: erasmus.medicinachirurgia@unipd.it</p>
Psychology	<p>Sara Pellegrini Phone and Fax: +39 049 827 6163 +39 049 827 6489 E-mail address: erasmus.psicologia@unipd.it</p>
Political Sciences	<p>Veronica Costa Phone and Fax: +39 049 827 4040 +39 049 827 4207 E-mail address: erasmus.spqi@unipd.it</p>
Statistics	<p>Veronica Costa Phone and Fax: +39 049 827 4118 +39 049 827 4120 E-mail address: erasmus@stat.unipd.it</p>

5 Recognition of mobility period

The European Commission requires that all mobility periods are recognised by both the sending and hosting institution, as stipulated in the inter-institutional agreement and in the Learning Agreement.

The University of Padova will provide a Transcript of Records/Final Certificates to all students/staff members having completed their mobility period.

Upon the students/staff members return, your institution must fully recognise the activities successfully completed by the student/staff member during the mobility. In the case of students, these must be registered in their local Transcript of Records.

The European Commission will carefully monitor the recognition process at all involved institutions: mutual cooperation is thus crucial in this phase.

6 Reporting

As stated in the *Quick reference guide for selected higher education institutions in Partner Countries/ Erasmus+ International Credit Mobility* ([link](#)), all activities undertaken within the framework of the Erasmus+ mobility project will have to be reported to the European Commission on a monthly basis. It is thus extremely important that your institution collaborates with the University of Padova providing the requested information (e.g. participants profile, destination, duration of the mobility, etc.) in due time. Further information will follow by University of Padova's International Relations Office upon the participants' arrival.

7 Further information

For further questions, doubts or students' withdrawals, please contact the Erasmus+ Team at erasmus@unipd.it. Finally, should you have additional funding to support extra-scholarships for incoming or outgoing students, please inform the Erasmus+ team when sending the list of nominated students.

We would like to take this opportunity to wish you a very successful academic year and we look forward to welcoming your students!

8 ERASMUS+ Terminology

We understand that the terms used in a European programme like Erasmus+ may sometimes be confusing, especially if you are new to the programme. We hope the glossary of terms and list of acronyms below, which specifically refer to Erasmus+ International Credit Mobility with Partner Countries, will help you get a clearer picture ☺

Glossary

Certificate	In the context of Erasmus+, a document issued to a person having completed a learning activity in the field of education or training. Such document certifies the attendance of the participant in the activity.
Credit mobility	A limited period of study or traineeship abroad - in the framework of on-going studies at a home institution - for the purpose of gaining credits. After the mobility phase, students return to their home institution to complete their studies.
Credit	A set of learning outcomes of an individual which have been assessed and which can be accumulated towards a qualification or transferred to other learning programmes or qualifications
Degree mobility	Period of study abroad aimed at the acquisition of a whole degree or certificate in the destination country/ies. NB: Degree mobility is <u>not</u> supported under <i>Erasmus+ International Credit Mobility</i> .
ECTS (European Credit Transfer and Accumulation System)	A learner-centred system for credit accumulation and transfer, based on the transparency of learning, teaching and assessment processes. Its objective is to facilitate planning, delivery and evaluation of study programmes and learner mobility through the recognition of qualifications and periods of learning. The use of ECTS, in conjunction with outcomes-based qualifications frameworks, makes study programmes and qualifications more transparent and facilitates the recognition of qualifications.
Erasmus Charter for Higher Education	Higher education institutions located in any Programme Country must hold this Charter to take part in Erasmus+. The Charter is not required for institutions located in Partner Countries (see below for the definition of Programme and Partner Country)
Higher education institution	Any type of higher education institution which, in accordance with national law or practice, offers recognised degrees.
ISCED	International Standard Classification of Education, developed by UNESCO to facilitate comparisons of education statistics and indicators across countries on the basis of uniform and internationally agreed definitions. Further details are available on the EC website: link .
Instrument	In the context of European Union funding, this refers to a funding category within a specific budget.
Inter-institutional Agreement	Before the mobility activity can take place, your institution must sign an Inter-institutional Agreement with the Programme Country institution involved in the project. The agreement should be signed once the project has been selected for funding, and at the latest before the start of the first exchange. The agreement template is available at on the Erasmus+ website.
Job Shadowing (practical learning experience)	A short stay at a partner organisation in another country with the aim of receiving training by following practitioners in their daily work, exchanging good practices, acquiring skills and knowledge and/or building long-term partnerships through participative observation. Job Shadowing is e.g. supported under Staff Mobility for Training.
Learning mobility	Moving physically to a country other than the country of residence, in order to undertake study, training, etc;
Learning/ Mobility Agreement	The <i>learning agreement</i> sets out the study programme to be followed by the student, defines the target learning outcomes and specifies the formal recognition provisions. Similarly, the <i>mobility agreement</i> for members of staff sets out the teaching or training programme to be followed, and lists the rights and obligations of each party. Templates are available on the Erasmus+ website: link
Month	In the context of the Erasmus+ Programme and for the purpose of calculating the grants, a month is equal to 30 days.
National Agency	The organisation that manages Erasmus+ in a particular country.
Nomination	Within the Erasmus+ programme, the term 'nomination' refers to the pre-selection of candidates by the sending institutions, and the dispatch of the pre-selected candidates' list to the host institutions. The nomination should be done by the institutional or departmental coordinator of the home Institution or by an assistant at the International Office. Each host institution sets specific deadlines for nominations which have to be respected by the sending institutions. Finally, only candidates officially nominated by their home universities are eligible to apply for an Erasmus+ grant.

Participant Portal	This is a European Commission website where all organisations involved in an application must register beforehand.
Participating organisation	An organisation or group involved in an Erasmus+ project.
Partner Country	A country which does fully not participate in the Erasmus+ Programme (see Programme Country below), but may take part in certain Actions. Partner Countries are listed in the Programme Guide , p. 22-23
Partner organisation	An organisation involved in a project but not taking the role of applicant / coordinator.
Programme Country	EU or non-EU countries participating fully in Erasmus+, i.e.: <i>EU Member States:</i> Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom <i>Non EU Member States:</i> former Yugoslav Republic of Macedonia, Iceland, Liechtenstein Norway, Turkey
Programme Guide	The European Commission's publication giving details of Erasmus+ funding and criteria (link)
Project	A set of activities with pre-defined objectives, dissemination and results.
Receiving organisation	An organisation receiving one or more participants and organising one or more activities of an Erasmus+ project.
Sending organisation	An organisation sending one or more participants to an activity of an Erasmus+ project.
Staff	Persons working in the higher education institutions concerned who are involved in education, training: this may include professors, teachers, trainers, administrative staff, etc.
Staff mobility for teaching	Refers to the mobility of teaching staff from higher education institutions in order to teach in a partner institution abroad.
Staff mobility for staff training	Refers to the mobility of teaching and administrative staff of higher education institutions for the purpose of undergoing training
Teaching programme	Persons to be awarded a grant for a teaching assignment will be selected on the basis of a short teaching programme submitted by the applicant after consultation with the host. The essential elements of this shall be: objectives and added value of the mobility, content of the teaching programme, expected results.
Training programme	Persons to be awarded a grant for undergoing training will be selected on the basis of a training programme submitted by the applicant after consultation with the host. The essential elements shall be: objectives and added value of the mobility, expected results in terms of the additional expertise / competences to be acquired, activities to be carried out and if possible a programme of the period

Frequently Used Acronyms

- IIA: Inter-institutional Agreement
- LA: Learning Agreement
- MA: Mobility Agreement
- SM: student mobility (studies and placements)
- SMS: student mobility for studies
- ST: staff mobility (teaching and training)
- STA: staff mobility for teaching assignments
- STT: staff mobility for training
- OM: organisation of mobility