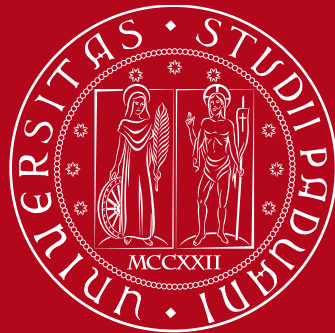


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UNIVERSITÀ
DEGLI STUDI
DI PADOVA

Erasmus+ for Study Call A.A. 2021/2022

Meeting for selected students



International Relations Division-Projects and Mobility Office
Mobility Unit School of Psychology

This meeting's **agenda:**
what you must know and do before leaving

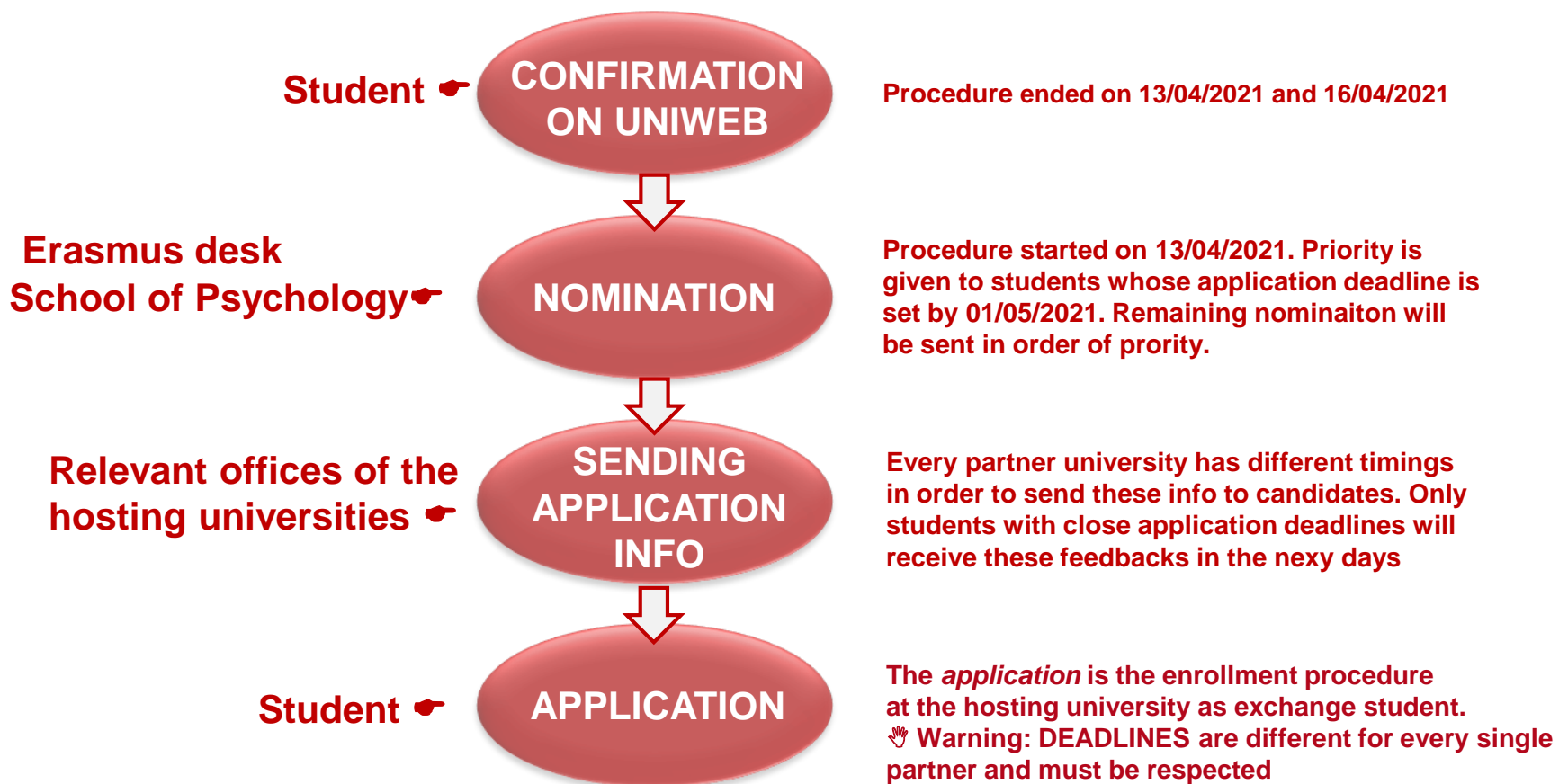
- Workflow
- *Application form*
- How to fill in the Learning Agreement
- *Application form* - documents
- Unipd procedures and what to do before leaving

Next meetings:

- Learning Agreement Q&A
- Financial contract signing
(administrative procedures before-during- after the mobility)



What happens after having been awarded with an Erasmus+for Studies scholarship



UNIPD PROCEDURES

BEFORE

LA deadlines
Application for additional contribution (ISEE)
Financial agreement

DURING

Beginning of the mobility documents
LA «During the Mobility»
Extension of the mobility

END

End of mobility documents
Recognition procedures

HOSTING UNIVERSITIES PROCEDURES

BEFORE

Application
VISA (only if you need it)

DURING

Beginning of the mobility documents
LA «During the Mobility»
Prolungamento

END

End of the mobility documents
Transcript of Records request



The so called «Erasmus paperwork»... in three steps!

Fact	Action	Document
The hosting university must know who I am and from which University I come from	I must enroll as exchange student	APPLICATION FORM (and any annexes)
Study is the core of the mobility	I must agree on a valid study proposal with the sending and the hosting university	LEARNING AGREEMENT
I'm going to live in a different country	I have to look for an accomodation	ACCOMODATION FORM

APPLICATION FORM

Enrollment as exchange student at a partner University.

Every hosting university will contact you by e-mail about the application procedure, meanwhile you can take a look at their websites in order to know more details.

REMINDER: Every partner has different procedures!

If you have any doubt about the procedure please contact the host university or ask for support **only** to students of our School who have been selected for the same University.

The departure is subject to acceptance by the hosting university, that's why it is fundamental to:

- Meet the deadlines
- Get and submit on time the required annexes



If you are a not EU 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.)

Together with the application form, our partners may ask for a set of documents to support your application.

Documents that usually are requested are listed below, but please note that not all partners will ask for all these documents:

- ✓ Learning Agreement (often)
- ✓ Accomodation form (only if available)
- ✓ Erasmus status declaration form/Nomination form (only in a few cases)
- ✓ Health insurance (only in a few cases)
- ✓ Transcript of Records (only in a few cases)
- ✓ Language proficiency certification (only if requested)

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 the
Erasmus Office of Psychology address

Departmental/Exchange Coordinator o contact person

The professor in Padova who entered into the agreement with your hosting Institution (see Call on Uniweb or agreements excel file or merit ranking list). If they ask for a stamp: please send the signed application to me!

Warning: if you are asked to list on the application the activities you'd like to carry out abroad, the form must be signed by the Departmental Coordinator after having discussed your study plan with the Responsible Person for LA approval

Institutional Coordinator

Prof. Alessandro Paccagnella
(Vice-Rector for International Relations)

E-mail: erasmus@unipd.it

Warning: if the partner uni. Asks for signature and stamp please send your application to erasmus@unipd.it, **not** to professor Paccagnella

Erasmus Administrative Coordinator/Contact Person

Sara Pellegrini

Function: Erasmus Administrative Coordinator, School of Psychology

erasmus.psicologia@unipd.it

Warning: administrative staff cannot sign the Application Forms! We can do it only if explicitly requested

Other info who might be asked:

Host/Receiving Institution

Full name and code of the hosting university (the code is available on the Call on Uniweb, on the agreements excel file, on the merit ranking list)

Subject area/ISCED code

Available on the agreements excel file and on Uniweb
(0313 - Psychology, 091- Health)

LEARNING AGREEMENT

Agreement on the activities you'd like to carry out abroad and replacing Unipd activities. It is fundamental for the recognition procedure: these activities will be part of your Unipd study plan at the end of your degree

The agreement involves three parties and must be:

- 1) Proposed and signed by the students
- 2) Approved by your Ba/Ma Degree course
- 3) Approved by the partner university

You'll fill it in using the **EU common form, available on your Uniweb profile**

Please read carefully the guide on how to fill in the LA on Uniweb!

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

Students must **SUBMIT** the Learning Agreement on Uniweb:

- By 15° June 2021 (1° semester/full academic year)
- By 15° October 2021 (2° semester)

Submit means that the LA must be **filled in on** Uniweb by that date, the LA can be approved after these deadlines.

Once **approved** it will be signed with electronic signatures: yours and the one of the Responsible person for the approval. The form mustn't be signed with original signatures!

Unipd only recognise the LA on Uniweb in order to record your final grades, If any partner will ask you for a «local form» (very spare cases) fill it with the same contents approved on Uniweb LA and ask for the signature of the Responsible person.

Students of the School of Psychology must fill in by themselves the Learning Agreement before submitting it to the

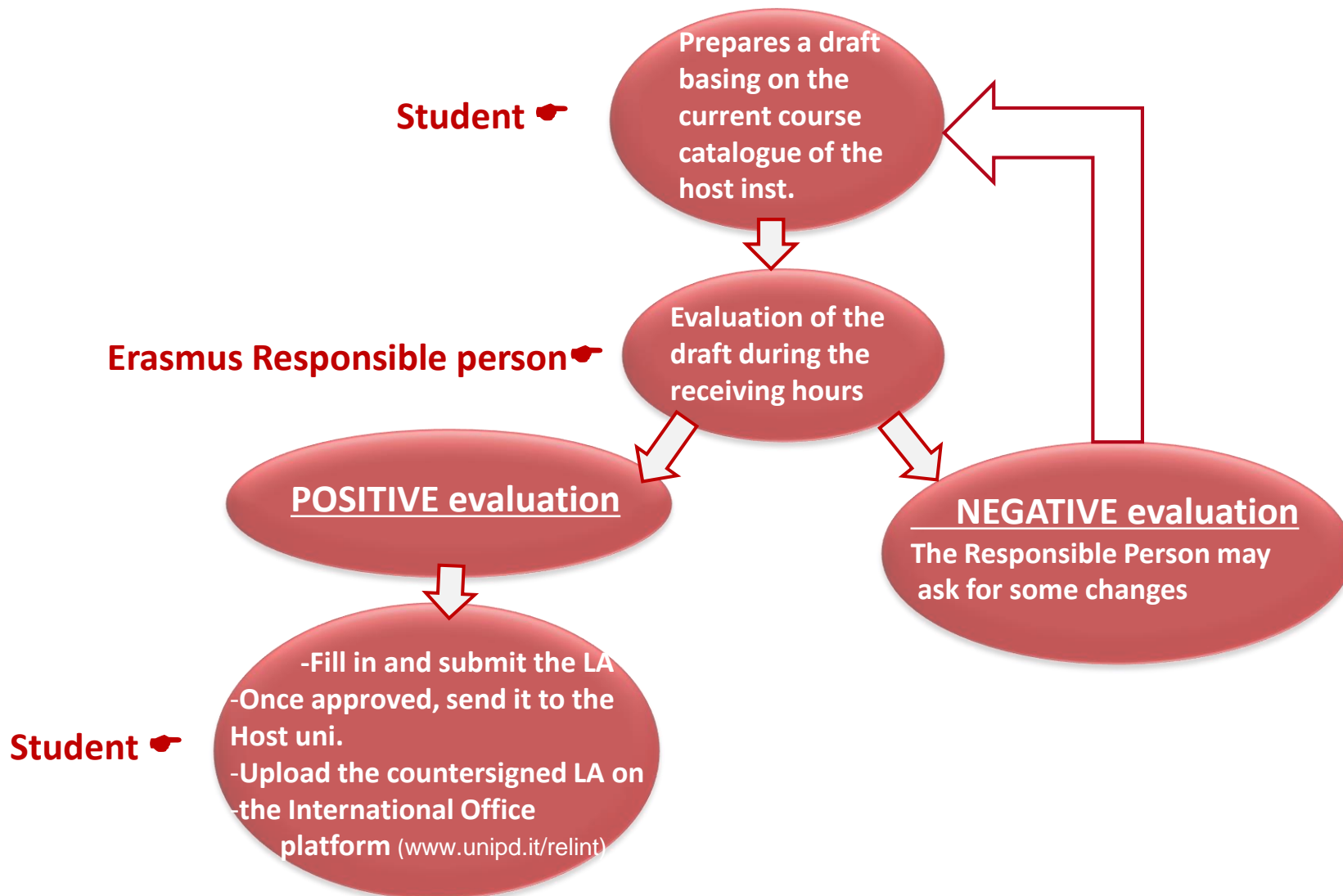
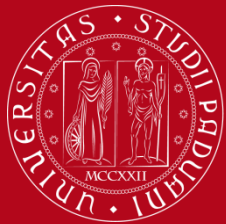
ERASMUS RESPONSIBLE PERSON FOR THE DEGREE COURSE

- ✓ Is a professor teaching in your Degree Course: a delegate by the Chair of the Degree 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

Clinical social and intercultural psychology: TBD



TIPS:

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

HOW TO FILL IN THE LA AND HAVE IT APPROVED!

- ✓ **Number of credits:** about 30 per semester abroad, except for 3° year Ba students, 2° year Ma students) but possibly not < 12 **CFU**. If a partner mandatory asks for a minimum of credits you must follow its rules.
- ✓ **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 form a different department/faculty:** if the hosting University allows you (check with them!) our Contact Persons will approve this choice
- ✓ **Integrated course:** you cannot split them

WHICH KIND OF ACTIVITIES YOU CAN SUBSTITUTE ABROAD

- **Basic/Core/Related or supplementary:** they must be always matched with a course taken abroad
- **Optional credits**, (min 12 max 24): they mustn't match with Unipd course units
- **Academic English, Computer skills** and **Ma labs**: they must be always have a match and they will be recorded as «approvato»
- **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*

Last but not least...

- You must take abroad exams of the following academic year but you're allowed to take abroad also exams you must take during the academic year following your mobility. These exams won't be recorded on Uniweb until you'll be enrolled to the following academic year (22/23) and won't be counted for regional scholarships/ESU accommodation
- **1° year Ma mobility** students must:
 - 1) fill in the LA meeting our partners' deadlines and Unipd deadlines
 - 2) Upload all the course units as «optional credits» without any match and the approval will be given by the Responsible person for the Ba
 - 3) discuss the proposal with the Ma responsible person
 - 4) Send an email with “Cambio matricola” to erasmus@unipd.it (name(s), surname(s), new student ID number) once enrolled at the Ma degree
 - 5) Submit a new LA with matching courses

Last but not least...

- Our partners' annual course units: check with the partners if you can take them only if you're staying abroad one semester only
- Unipd Integrated courses: you cannot split them. They must be taken entirely abroad or entirely in Padova
- In order to be recorded all the activities must have credits and grades (local or ECTS scales) otherwise they will be recorded as «extracurricular» activities.
- You cannot ask for credit integrations upon your return in Padova



Higher Education
Learning Agreement for Studies



UNIVERSITÀ
DEGLI STUDI
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Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender(M/F)	Study cycle	Field of education
							Psychology
The Sending Institution	Name	Faculty/department	Erasmus code	Address	Country	Contact person name; email; phone	
	Università degli Studi di PADOVA	DEPARTMENT OF GENERAL PSYCHOLOGY	I PADOVA01	Via 8 Febbraio, 2, 35122, Padova (PD)	Italy	CARRETTI BARBARA barbara.carretti@unipd.it	
The Receiving Institution	Name	Faculty/department	Erasmus code	Address	Country	Contact person name; email; phone	
	UNIVERSITEIT LEIDEN		NL LEIDEN01	LEIDEN	Netherlands		

Study Programme at the Receiving Institution				
Planned period of the mobility: from to				
Component code	Component title	Semester	ECTS credits	
6463PI004	Clinical Neuropsychology		10	
6463PI005	Clinical Psychology		10	
6463PS025	pharmacological and biological approaches to clinical and health psychology		5	
6463PS022	Sexology		5	
			Total:	30
Web link to the course catalogue at the Receiving Institution describing the learning outcomes: https://studiegids.universiteitleiden.nl/en/courses/102123/clinical-erasmus-psychology https://studiegids.universiteitleiden.nl/en/courses/102124/clinical-psychology https://studiegids.universiteitleiden.nl/en/courses/102116/psychosocial-and-biological-approaches-to-clinical-and-health-psychology				

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] [Native Speaker]

Recognition at the Sending Institution				
Component code	Component title	Semester	ECTS credits	
FSN1030504	PSICOFISIOLOGIA GENERALE E CLINICA		6	
PSO2043215	PSICOLOGIA CLINICA		9	
PSO2043217	NEUROPSICOLOGIA		9	
			Free electives:	5
			Total:	29
Provisions applying if the student does not complete successfully some educational components: http://www.unipd.it/node/2847 delibera SA 9/6/2014				



Higher Education
Learning Agreement for Studies

Commitment					
Commitment	Name	Email	Position	Date	Signature
Student			Student	31/09/2020	
Responsible person at the Sending Institution	MESSEROTTI BENVENUTI SIMONE	simone.messerotti@unipd.it	Academic person Responsible for mobility	05/10/2020	(1)
Responsible person at the Receiving Institution			Receiving Institution Coordinator		

(1) The Learning Agreement is electronically approved, and is therefore to be considered officially signed, when the name of the person responsible for the academic side of the exchange is reported in "Responsible person at the Sending Institution" section. The Learning Agreement is uploaded on the "Uninet" Student Information System. This makes use of the University centralised Single Sign On service based on the SAML2 protocol and implemented with the Shibboleth software (<https://shibboleth.net>). Please contact erasmus@unipd.it to verify the validity of the signature.



RIEPILOGO LEARNING AGREEMENT

DATI STUDENTE

Studente: XXXXXXXXXX
 Corso: XXXXXXXXXX
 Anno: XXXX

DATI GENERALI

Bando di riferimento: Erasmus+ SCUOLA DI PSICOLOGIA
 Destinazione: (NL LEIDEN01) Universiteit Leiden - Institute of Psychology - 0313 - Psychology - CARRETTI Barbara - ciclo 1, 2
 Area Disciplinare: Psychology
 Stato Graduatoria: Rinunciato
 Periodo di mobilità:
 Data inizio compilazione Learning Agreement: 31/03/2020 18:08:20
 Data ultima modifica Learning Agreement: 05/10/2020 13:11:52
 Stato Learning Agreement: Questo learning agreement è stato approvato dal docente
 Docente Responsabile Learning Agreement: SIMONE MESSEROTTI BENVENUTI

LEARNING AGREEMENT

Attività da sostenere all'estero

Codice	Descrizione	SSD	ECTS	Crediti esteri non ECTS	AD Associata	TAF D
6463PI005	Clinical Psychology https://studiegids.universiteitleiden.nl/en/courses/102124/clinical-psychology		10		Si	No
6463PI004	Clinical Neuropsychology https://studiegids.universiteitleiden.nl/en/courses/102125/clinical-neuropsychology		10		Si	No
6463PS025	pharmacological and biological approaches to clinical and health psychology https://studiegids.universiteitleiden.nl/en/courses/102134/pharmacological-and-biological-approaches-to-clinical-and-health-psychology		5		Si	No
6463PS022	Sexology		5		No	Si

Totale ECTS no TAF D: 2
 Totale ECTS TAF D:

Associazione 1

Codice	Descrizione	ECTS	Descrizione	CFU	Info
6463PI005	Clinical Psychology	10	PSO2043213 - PSICOLOGIA CLINICA	9	AD da Offerta

Associazione 2

Codice	Descrizione	ECTS	Descrizione	CFU	Info
6463PI004	Clinical Neuropsychology	10	PSO2043217 - NEUROPSICOLOGIA	9	AD da Libretto

Associazione 3

Codice	Descrizione	ECTS	Descrizione	CFU	Info
6463PS025	pharmacological and biological approaches to clinical and health psychology	5	PSN1030504 - PSICOFISIOLOGIA GENERALE E CLINICA	6	AD da Offerta

Totale ECTS: 25

Totale CFU: 24

Note:

Note Studente:	Il credito in avanzo dall'associazione tra "clinical neuropsychology" e "neuropsicologia" viene utilizzato per compensare il credito mancante nell'associazione tra Psicofisiologia generale e clinica" e "pharmacological and biological approaches to clinical and health psychology". Mentre il credito in avanzo dall'associazione tra "clinical psychology" e "psicologia clinica" è da considerarsi come credito libero.
Note Docente:	

WARNING!

**If you don't meet the deadlines/rules about Learning Agreement,
your exchange student status will be cancelled**

Students who won't earn at least **12 CFU** during the mobility, must give back Unipd all the fundings received.

Together with the application, some partners may ask you for:

ACCOMODATION FORM

- It is the procedure to request a university accommodation or communicate your housing 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...



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>

Profilo VIP:

accesso prioritario a stanze e assistenza del Support Team

<https://housinganywhere.com/padova-italy/unipd/sign-up>

ERASMUS STATUS DECLARATION/NOMINATION LETTER

A document proving your enrolment at Unipd and your status of exchange student. In order to get it, just write an e-mail to:
erasmus.psicologia@unipd.it

HEALTH INSURANCE

- EU students: EHIC (or TEAM in Italian)
- If partners will ask you for supplementary insurance (civil liability and injuries) you can download from Uniweb (*Autocertificazioni*) the text of the insurance coverage you have as Unipd student.

TRANSCRIPT OF RECORDS

Document proving all the exams taken at Unipd.

If requested, check if it is sufficient to use the *Autodichiarazione di iscrizione con esami* you can download from your Uniweb account or if it is mandatory to have an official certificate issued by the Student Office, paying the fee for the appropriate revenue stamp (16 euro).

<https://www.unipd.it/en/certificates>

LANGUAGE CERTIFICATION/PROOF

To be handed with the application **only if explicitly requested**.
Check our partners' info by reading their emails and/or websites

- In case they'll ask for international certifications (e.g. Ielts) you must autonomously get it
- If you're English native speaker they don't ask for a certificate
- English: in some cases if you're enrolled to an English taught degree they won't ask for a certificate
- The majority of our partners accepts language proofs issued by CLA after sitting a test <http://cla.unipd.it/test-linguistici/erasmus-out/>

BEFORE THE MOBILITY – UNIPD PROCEDURES

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

- Complete the additional fundings request procedure
- Sign the Grant (or Financial) Agreement/change of the date of departure
- Language courses: CLA courses (optional), OLS courses (optional), OLS test (obbligatorio)

Additional fundings request (ISEE up to 50.000 euro)

Info on Erasmus scholarship and additional fundings for academic year 2021/22 are not yet available

- ✓ **Erasmus Scholarship (EU commission fundings)**
 - depending on different Countries of destination
- ✓ **Additional fundings (MUR, Regione Veneto fundings)**
 - Merit and income as per the *Borsa di studio regionale*
- ✓ **Rebursment for travel costs (Unipd fundings)**
 - Depending on different Countries of destination

APPLICATIONS FOR REGIONAL SCHOLARSHIP AND/OR ISEE CERTIFICATE (up to €50,000):

From early July to 22 July **To receive the additional funding to the Erasmus+ grant** - you must submit the ISEE certificate and confirm the “Richiesta di agevolazioni” on Uniweb. The deadline on 22/07 for submitting the application is the same both for students departing in the first and second semester... **so ASK FOR ISEE at CAF as soon as possible!**

Grant/financial agreement

- **Mandatory before leaving**
- Digitally signed via Infocert
- You'll receive info in the next months via e-mail
- **40 credits recorded on Uniweb** if you're a 1° year of Ba student
- Learning Agreement must be approved
- **Being enrolled at a Ma Degree course** if you're leaving for the 1° year

Payments

- - 70% Erasmus scholarship + 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 scholarship and any additional funding (for entitled students) after returning to Italy and after the confirmation of all end of mobility documents
- 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)
- In case of early return you will be required to return the excess amount
- For any info on financial related topics: erasmus@unipd.it

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/Financial Agreement -> in this case should you want to ask for an extension of your Erasmus mobility it will not be funded
- 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

CLA language courses (English, Spanish, German)

Info on the new courses will be available at the beginning of may on CLA's website

- For free
- Optional
- Intensive (30 hrs in 3 - 5 weeks)
- From May to September (August excluded)

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

For any info please get in contact with CLA Students Office.

ON LINE LINGUISTIC SUPPORT (OLS): test and language courses

EU platform for language testing and learning

The **OLS test is mandatory**, but its output won't affect your application

Must be taken within 15 days from the receipt of your credentials, which will be sent at your Institutional e-mail account after having signed the grant/financial agreement.

Test available for all the languages of instruction.

The **OLS language course is optional**

TO DO LIST (do not forget to):

- a) Be informed about the procedures concerning the **residence permit** in Italy and in the country where you will carry out the Erasmus mobility
- b) **Pay University fees** at University of Padova
- c) **Application form, Accomodation form, Learning Agreement, Language requirements, Grant/Financial Agreement** (pay attention to the deadlines!)
- d) Application for additional fundings (ISEE up to 50.000 Euro)
- e) Remember to complete and update your study plan during the mobility
- f) Inform yourself on healthcare abroad and insurance cover
- g) Keep calm and enjoy your Erasmus!

SOURCE	URL	CONTENTS
<p>Erasmus+Studio page</p> <p>Unipd website</p>	<p>https://www.unipd.it/en/erasmus-studies-out</p>	<ul style="list-style-type: none"> • Erasmus 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
<p>Erasmus+Studio page</p> <p>School Website</p>	<p>https://www.psicologia.unipd.it/en/erasmus-and-international-students</p>	<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 Central Office

Institutional Coordinator signature, 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

Signature on the Application Form, info about partner Universities, extension of the mobility period request approval

Erasmus Responsible 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...

Mobility Unit - Projects and Mobility Office (or Central office)

Via Portello, 31

@ erasmus@unipd.it

 0498273061

Mobility Unit/Erasmus Office – School of Psychology

First floor - Via Venezia, 12

@ erasmus.psicologia@unipd.it

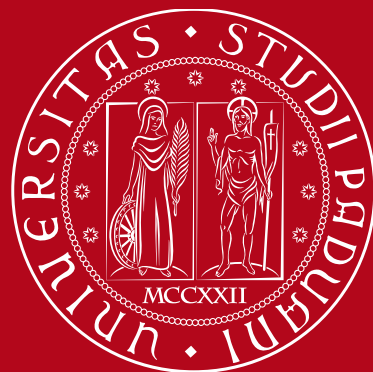
 049 827 6163

Students will be received on Zoom by booking an appointment via e-mail

Monday to Thursday 10am to 1 pm

Tuesday and Thursday also from 3 pm to 4.40 pm

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