

Erasmus + Key Action 1

For legal purposes refer only to the Italian version of the Call. This translated version is intended only for a better comprehension.

ERASMUS+ FOR STUDIES BEYOND EUROPE CALL

Academic Year 22/23

Application Submission Deadline:
Thursday 18th November 2022

1. General Information

1.1 Purpose

1.2 Available places, recipients and length of stay abroad

1.3 Contributions and financial benefits

2. Admission Pre-requisites and application procedure

2.1 Admission Pre-requisites

2.2 Linguistic pre-requisites

2.3 Students with disabilities and learning difficulties (DSA)

2.4 Application form and procedure

3. Selection procedures, lists of successful applicants, accepting, declining and reserve places

3.1 Selection criteria and allocation of Erasmus places

3.2 Lists of successful applicants, accepting your place and dates of departure

3.3 Reserve places

3.4 Declining the place

4. Procedures for successful applicants

4.1 Registering at the university abroad (application form)

4.2 Learning Agreement

4.3 Erasmus+ Grant Agreement

4.4 Healthcare and Insurance

4.5 End-of-mobility documents

4.6 Erasmus+ Grant payments and additional funding

4.7 Recognition of activities carried out abroad

5. Final Provisions

Web pages

Before the departure: <https://www.unipd.it/prima-partire-lerasmus>

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

During your mobility: <https://www.unipd.it/durante-soggiorno-erasmus>

At the end of your mobility: <https://www.unipd.it/rientro-dallerasmus>

List of documents available at www.unipd.it/erasmus-studio

1. Linguistic knowledge: Common European Framework self-evaluation grid
2. Language certificates: Common European Framework comparison table
3. Additional funding to the Erasmus grant
4. Privacy information

1. GENERAL INFORMATION

1.1 Purpose

Erasmus+ is the programme from the European Union for education, training, youth and sport, in effect between 2014 and 2020¹.

The **Erasmus+ for studies beyond Europe mobility programme** (Key Action 1) regards student mobility and allows students to spend a period of study at one of the non-EU universities linked to the Università degli Studi di Padova.

The Erasmus+ programme and the present call refer to the rules and conditions provided by the Erasmus programme guide

The Erasmus+ programme (14-20) allows a mobility period of up to a maximum of 12 months for each study cycle (1st cycle: Bachelor's, 2nd cycle: Master's, 3rd cycle: doctorate).

The student in mobility receives a financial contribution, has the chance to attend courses and benefit from the available facilities at the Hosting Institution without having to pay fees, with the guarantee of the **full recognition of the educational activities carried out abroad** (with a successful result), as long as they are approved in the Learning Agreement.

1.2 Available places, recipients and length of stay abroad

The present Call regulates Erasmus+ Mobility for Study activities for one (1) mobility place at the University of Sydney intended for those enrolled in the PhD Program in Animal and Food Science of the Department of Agronomy, Animals, Food, Natural Resources and Environment. Based on the interinstitutional agreement signed with the partner location, the mobility period will range from a minimum of 3 to a maximum of 5 months and must be completed by July 2023.

Reductions in the mobility period are permitted, only for proven educational reasons and bearing in mind, however, that the overall duration of the stay at the partner site must be continuous and not fragmented.

Although the projected period is calculated in months, the financing will instead be calculated in days using the 360-day business year; therefore, each month, regardless of its length, will be considered 30 days. Please refer to the specific page on the website for any calculation examples: <http://www.unipd.it/erasmus-studio>

The PhD student will have the chance to, prepare the theses and carry out lab or clinical research. It is also possible to take full advantage of the university's facilities and to gain recognition for an activity carried out abroad without paying fees there (it is however still compulsory to pay the fees of your home university).

The student exchange between the two partner locations is activated within an inter-institutional agreement between universities, coordinated educationally by Prof. Angela Trocino for the University of Padua and Prof. Peter White for the University of Sydney.

ACTIVITIES ABROAD.

The Place is allocated exclusively for the following activities, in accordance with the Learning Agreement:

¹ The Erasmus+ Programme was established by Decision no. 1288/2013 by Parliament and the EU Council, the Regulation was published in the Official Journal of the EU on 20/12/2013

1. full-time study during third cycle, including the preparation of the doctoral thesis, leading to an officially recognized degree;

At the end of the mobility period a full recognition of all activities is guaranteed, on the condition that they achieved a successful result and were previously agreed in the Learning Agreement, based on art. 19 of the university's educational regulations, according to the Academic Senate's approval of the Erasmus Policy Statement (EPS) and their decision to recognise activities carried out abroad (13/04/2015) and about grade conversion (15/12/2020) and the ECTS guide (version 2012)².

NOTICE

In the event of being awarded a grant for Erasmus+ for studies Europe or Traineeship in the same academic year, the student may only carry out one type of mobility and therefore will be required to give up one of their assigned places.

Previous mobility experiences that were facilitated through previous editions of the Programme will be counted in the months of mobility, so as to ensure that a student does not exceed the 12 months allowed for each cycle.

1.3 Contributions and financial benefits

The Erasmus mobility grants should be considered rather as a contribution to the major expenses linked to living abroad.

There are three types of contributions and economic benefits:

1. **Mobility grant** (Erasmus Grant as it is known) of 700 euros per month.

To be able to benefit from the mobility grant it is necessary to sign, before departing, the Grant Agreement through the Projects and Mobility Office – Mobility Unit and comply with the points outlined in section 4.3.

2. **Contributions for travel expenses:** this is an all-encompassing contribution that is provided exclusively in flat-rate measures, the calculation of which is based on the geographic area of the destination;

Km	Contribution
0-99	20 Euros per participant
100-499	180 Euros per participant
500-1999	275 Euros per participant
2000-2999	360 Euros per participant
3000-3999	530 Euros per participant
4000-7999	820 Euros per participant
8000+	1500 Euros per participant

Please note: by "kilometric range" we mean the distance between the place of origin and the place of destination, while the "amount" is intended to cover travel expenses both to and from the place of destination.

² Educational Regulation of the University, decided by the Academic Senate's approval of the Erasmus Policy Statement (EPS) on 6/05/2013 Prot. n. 27621/2013, decided by the Academic Senate's recognition of activities carried out abroad on 13/04/2015 Prot. n. 110307/2015: documents available at: <https://www.unipd.it/verballi-senato-accademico>; new ECTS Guide (2012 version) available at: <http://ec.europa.eu/education/ects/users-guide/en.htm>

3. **Additional funding to the mobility grant**, funded by various sources, including: Università di Padova, European Commission, the Ministry of Education³, Universities and Research (MIUR) and Veneto Region. Such funding comes from time to time, based on the availability of funds and following precise rules, laid out by law and decided by the Consiglio di Amministrazione of the University, based on merit (defined in the list of students for the regional study scholarship) and the ISEE/ISEU declaration.

For more information and updates on the new amounts visit: <http://www.unipd.it/erasmus-studio>

In order to benefit from these integrations it is necessary:

- to have submitted the Dichiarazione Unica Sostitutiva (DSU) electronically directly to INPS or to a Centro di Assistenza Fiscale (CAF) and obtain the ISEE/ISEEU indicator (compliant) for subsidized benefits for the Diritto allo studio by 22/07/2022.
- to fill in the Request for Benefits in Uniweb, available from the beginning of July, no later than 22/11/2022.

For information contact the Student Services Office, Via Portello, 25-31 - 35129 Padova - Call Centre Tel. 049 8273131, <http://www.unipd.it/diritto-studio>;

To be able to receive all the planned financial contributions one must complete all the processes foreseen by the programme as mentioned in the vademecum (<https://www.unipd.it/prima-partire-lerasmus>).

For disabled students, specific contributions are provided based on the National Erasmus+ Agency indications.

All students that successfully gain an Erasmus place **must** still continue to pay their fees to the Università di Padova even during their period of mobility and *they are exempt from paying the fees of the partner university abroad* (apart from some contributions for services that are sometimes required, particularly in Germany). They will continue to benefit from any study scholarships from which they benefit, as long as they are **not** financed with European funds.

Students that have already benefitted in the past from a Erasmus (or any of its previous programmes) period of mobility within the same cycle can benefit from the Erasmus+ grant only according to the community funds available.

2. ADMISSION PRE-REQUISITES AND APPLICATION PROCEDURE

2.1 Admission Pre-requisites

- 1) **Be enrolled at the PhD course in Animal and Food Science.** It is necessary to be registered at the time of the application's submission and before departure; as well as being registered in the academic year of the mobility abroad, and in accordance with the payment of fees; (availability laid out in point 4)

Non-EU citizens, other than being properly registered at the Università degli Studi di Padova, must also be in possession of a residency permit, if currently living in Italy. Students should also be aware that, in the event they successfully gain an Erasmus place, their departure is always subject to the issuing of a visa in the destination country (a procedure that must be followed up personally and far in advance of the departure). Please note that in some countries, students are required to provide a proof of their financial resources in order to apply for the visa. The minimum amount is variable and is sometimes higher than the overall amount of the mobility contributions.

³ Including community funds for students with socio-economic disadvantages

ATTENTION

It is not possible to be awarded the degree before having finished the period of study abroad

2) Students must not take advantage of other financial grants from the European Union at the same time (a.y. 2022/2023) as the study abroad period

3) Linguistic knowledge in the destination country (see the appropriate section)

2.2 Linguistic pre-requisites

According to the provisions of the European Commission's 'Guide to the Erasmus+ Programme'⁴, it is recommended to have an **adequate** knowledge of **the host country's language**, and it is a preferential requirement in order to participate in the Erasmus+ mobility.

It is necessary for the doctoral student to leave with an English proficiency equal to the level required by the host institution (level B2) or else the student will not be accepted for departure.

Since knowledge of the language of the destination country is one of the selection criteria, it is strongly recommended that you attach your language documentation to the application⁵.

The selected PhD student who needs a language level certificate can use the language tests offered by the CLA or other structures indicated. If specific "language certifications" are required, students must make their own arrangements.

2.3 Students with disabilities and learning difficulties

PhD Students with disabilities and learning difficulties (DSA) who intend to participate in the Erasmus+ programme can highlight this in the application form and refer themselves to the Student Service Office – Inclusion Unit, to be supported with the organisation of the international mobility.

Students with disabilities who successfully gain the Erasmus grant can also receive a financial contribution that is additionally given, on assessment, by the National Erasmus+ Agency (Agenzia Nazionale Erasmus+). To make a request students should refer to the Student Service Office – Inclusion Unit, which, in collaboration with the Projects and Mobility Office, will provide all the information and gather all the necessary documentation, according to the indications and deadlines regarding the distributions of community funds designated for students and academic staff with disabilities who are involved in the mobility, reachable through the Erasmus+ National Agency site (<http://www.erasmusplus.it/universita/partecipanti-con-bisogni-speciali>).

It is suggested that you advise yourself, in advance of the call's deadline, on the presence of adequate disability services at the chosen university abroad: for this you may request support from the Student Service Office – Inclusion Unit.

Incomplete applications will not be taken into consideration, nor those received after the deadlines.

Contacts:

Student Service Office – Inclusion Unit
Via Portello, 23

⁴ <http://www.erasmusplus.it/>

⁵ Self-evaluation grid from The Common European Framework of Reference for Languages, link: www.unipd.it/en/erasmus-studies-out

35129 Padova

e-mail: inclusione.studenti@unipd.it

tel. 049 8275038

2.4 Application form and procedure

The application must be filled out using only the form available on the Department's web page <https://dafnae.unipd.it/newsbandi/termini/92> under "Calls" and may be submitted alternatively:

1) in person at the Administrative Secretary's Office of the Department of Agronomy Animals Food Natural Resources and Environment - DAFNAE, ground floor, seconda stecca, located in Viale dell'Università 16 Legnaro (Padua) from 9:00 a.m. to 1:00 p.m. from Monday to Friday;

2) sent by registered mail with return receipt to the address: Secretariat of the DAFNAE Department, University of Padua, Viale dell'Università 16, 35020 Legnaro (Padua); in this case, the postmark of mailing will not be taken as proof, but the date of receipt by the Administration, which must be no later than the deadline of this notice.

3) sent by Certified Electronic Mail to dipartimento.dafnae@pec.unipd.it.

The application deadline for the selection is 12 noon on 18/11/2022.

The following documents must be attached to the application:

- 1) Proposal of activities to be done abroad (MANDATORY attachment) using the template available at: <https://dafnae.unipd.it/newsbandi/termini/92>
- 2) Certificates of language proficiency or self-certification stating the grade and language exam obtained at a university other than the University of Padua;
- 3) Curriculum vitae et studiorum
- 4) Motivational letter
- 5) Letter of acceptance as supervisor at the host institution indicating the program of activities to be carried out
- 6) Copy of a valid identity document

3. Selection procedures, lists of successful PhD students, accepting, declining and reserve places

3.1 Selection criteria and assignment of the Erasmus place

The selection will be based on the evaluation of qualifications and an interview

The date of the interview is set for 11 a.m. on 21/11/2022. The selection will be held using videoconferencing software, the link for participation in the interview will be sent to the e-mail address provided in the application. Failure to respond to the link will be considered as withdrawal from the selection, whatever the cause. Applicants are required to have a valid ID available during the interview for the purpose of identification by the committee.

Any changes will be communicated by e-mail to the address provided in the application.

At the end of the work, the Commission will transmit the minutes of the selection to the Director of the Department of Agronomy, Food, Natural resources, Animals and Environment - DAFNAE for the fulfillment of its responsibilities.

The Director of the Department of Agronomy, Food, Natural resources, Animals and Environment - DAFNAE, having verified the legitimacy of the acts, will proceed by his own decree to approve them and to assign the position.

The general criteria for the formulation of the ranking list are as follows:

- congruence of the contents of the "Proposal of the activity to be done abroad" with the training project of the PhD student and his/her research activity and with the duration of the stay at the same location with respect to the year of the doctoral course;
- presence of acceptance letter from the supervisor at the host institution;
- knowledge of the language of the host country also evaluated on the basis of the submitted certification.
- evaluation of the curriculum vitae et studiorum
- assessment of the candidate's motivations, interests and aptitudes based on the motivational letter and the interview: assessment of motivation to participate in international mobility.

The evaluation criteria will be broken down as follows

- congruence of the contents of the "Proposal of the activity to be done abroad" with the training project of the PhD student and his/her research activity and with the duration of the stay at the same location with respect to the doctoral year (max 20 points);
- presence of acceptance letter from the supervisor at the host institution (max 20 points);
- knowledge of the language of the host country also evaluated on the basis of the submitted certification (max 5 points);
- evaluation of the curriculum vitae et studiorum (max 10 points);
- assessment of the candidate's motivation, interests and aptitudes based on the motivational letter and the interview: assessment of motivation to participate in international mobility (max 45 points)

3.2 Lists of successful students, accepting the place and date of departure

The ranking list will be published as of 23/11/2022

EXCLUSIVELY at <https://dafnae.unipd.it/newsbandi/termine/92>

The selected PhD student must declare as of 23/11/2022 and no later than 25/11/2022 that he/she accepts the mobility position

ATTENTION

In the event of non-acceptance by the established date, the PhD student will automatically be considered "NON-winner" and the position will be awarded to the first candidate in a useful position in the ranking list.

Date of departure: at the time of acceptance the winner is asked to indicate precisely the starting day of the study period abroad, which must be decided according to the academic calendar set by the foreign university or according to specific agreements made with the host institution. The day indicated is considered as the official departure date, and based on this departure date the Mobility Sector Desks at the University Schools and/or Departments provide for sending the names of the selected students ("nominations") to the foreign universities. The date entered may be confirmed or changed when the financial contract is prepared

3.3 Reserve places

The vacancy due to non-acceptance by the selected Ph.D. student will be assigned to the Ph.D. student in a useful position in the ranking list who will be contacted by the department secretariat.

The successor(s) must declare by NO LATER than 29/11/2022 to accept the mobility position,

In case of non-acceptance by the established date, the PhD student will automatically be considered "NON winner"

For reserve-place students the same procedures outlined in paragraphs 3.2 are also valid.

3.4 Declining the place

Those who give up their Erasmus mobility place, after the conclusion of the acceptance and appointment phase at the foreign university, must notify the Academic coordinator and the foreign university

4. Procedures for the successful PhD student

All the steps that the selected PhD student will have to take to realize the mobility are explained in detail in the Vademecum, on the pages of the website <http://www.unipd.it/erasmus-study>.

Participants are reminded to constantly check their institutional email address to which more instructions will be sent for the realization of the mobility.

4.1 Registering at the university abroad (application form)

It is the selected student's responsibility to check the website of the foreign host university and collect all the information regarding the deadlines and the Application procedures (registration at the foreign institution as an Erasmus student).

It is necessary to fill out and send the forms abroad: **pay close attention to the deadlines set out by the partner university**. In the event that the deadlines are not abided by, the university has the right to refuse a student.

It is always up to the selected student to inquire, well in advance, about the provisions for issuing an entry visa in the country of destination by contacting the relevant embassies.

4.2 Learning Agreement

In accordance with community regulations, **ALL** Erasmus students must prepare, **before the departure**, the **Learning Agreement** which indicates both the activities that will be carried out abroad (Table A) as well as those carried out in Padova (Table B). The LA must be approved both by capable academic authorities and by the University abroad.

All successful students, after having accepted their place, must submit the Learning Agreement on Uniweb.

PhD Students that are going abroad to **complete thesis activities or doctorate work** must attach to their Learning Agreement on Uniweb a signed letter from their supervisor in Padova in which their supervisor/tutor abroad must also be named.

All versions of the Learning Agreement must be approved by both institutions and submitted to the Projects and Mobility Office - Mobility Sector as indicated.

For instructions on how to fill out the form, on the documentation to be attached and on the procedures for approving and sending the Learning Agreement signed by the foreign institution, please refer to the section "Learning Agreement" on the following page:

<http://www.unipd.it/en/erasmus-studies-out>

Failure to comply with the rules of the Learning Agreement will result in the automatic cancellation of the Erasmus status and the loss of the opportunity to participate in the program.

4.3 Erasmus+ Grant Agreement

Before the departure **the** PhD student **must** sign the *Erasmus Grant Agreement* according to the directions that will be given by the Projects and Mobility Office – Mobility Unit.

The selected PhD student will receive instructions for booking and carrying out the signature to his/her institutional email address

It is not possible to sign the grant Agreement if the Learning Agreement has not been approved in Uniweb.

4.4 Healthcare and insurance

For health insurance coverage during the stay abroad in countries outside the European Union the European Health Insurance Card (TEAM) issued by the Ministry of Health is not sufficient. It is therefore necessary to ALWAYS activate a private insurance.

The fees paid by PhD students also include accident and liability insurance, which is also valid for those who travel abroad. For more information on insurance coverage abroad, please consult the university website at: <http://www.unipd.it/assicurazione>.

The above-mentioned insurances cover only claims occurring during training and/or internship activities. It is therefore advisable to take out a private insurance to cover accidents not related to study activities. They also do not include coverage for claims related to the exercise of the medical profession and health facilities. Therefore, students in the health area will be responsible for finding such insurance independently.

4.5 End of mobility documents

At the end of the mobility period, the following documents must be handed in, according to the procedures indicated:

1) original **Attendance Certificate**, the official declaration issued by the university abroad attesting the exact dates (day/month/year) of the start and end of the Erasmus mobility (N.B. the date of issue must not be more than 7 days prior to the end of mobility date).

Students should remember that failure to submit these documents of mobility will result in cancellation of the Erasmus status and the complete reimbursement of the Erasmus Grant and any additional funding already received.

2) the original **Transcript of Records**, which is the certificate attesting the exams (with a successful result) taken abroad; in the event that the student carries out thesis work the Transcript of Records can be substituted by a 'Short evaluation report for thesis work', meaning a letter on headed paper, signed and stamped by the supervisor abroad who has followed the student, naming the activities carried out and any credits gained (the fac-simile is available for download on the site: <http://www.unipd.it/en/erasmus-studies-out>).

The Transcript of Records can be sent digitally from the host institution to erasmus@unipd.it, mailed by the host institution to the Projects and Mobility Office, or delivered in original by the student.

3) Original Boarding passes to and from the host country.

Other than the documentation indicated by points 1 and 2, the PhD student is required to:

- a) fill out, after the documentation has been sent, the online **EU Survey**, provided by the European Commission.
The completion of the questionnaire will be considered as an official request for the possible balance of the Erasmus grant. Failure to complete the questionnaire will result in the partial or total request of the grant already paid.
- b) Submit any changes to the initial Learning Agreement.
- c) Recognise the activities carried out abroad (including thesis work) within 15 days from the receipt of the protected Transcript of Records from the Projects and Mobility Office in Padova, according to point 4.7

Once the activities are recognised on Uniweb, the balance of the Erasmus Grant and any additional funding will be paid. Failure to complete the recognition process within the deadlines will lead to the complete reimbursement of any funds already paid.

ATTENZIONE

Failure to return sums already paid to which the participant is no longer entitled due to lack of credits or reduction of the mobility period will result in the suspension of the career and the consequent impossibility of obtaining the degree.

4.6 Erasmus+ Grant payments and additional funding

Given the legislation (D.L. 06/12/2011, n. 201, art. 12) concerning the traceability of any payments from public administration, it is **ONLY** possible to receive the Erasmus mobility grant through an Italian current bank account or post account, therefore including prepaid cards, for which the student must be the named account holder/co-holder.

The details of the account must be provided in the appropriate section of Uniweb, before booking the appointment to sign the Grant Agreement.

The payment of the grant generally takes place in two stages: the first about one month after the sending of the certificate of arrival, the taking of the OLS test and the sending of the signed Learning Agreement by the partner university; the second arrives after the end of the Erasmus period and only after the verification of the correct and complete sending of the end of mobility documents.

Additional funding will be paid by the Projects and Mobility Office – Mobility Unit to students who submitted the ISEE/ISEU declaration or the application for the regional scholarship by 30 November 2022. ISEE certificate submitted after the 30 November 2022 and with irregularities will be not considered valid.

The amounts will be paid in two parts:

- a) The first, equal to around half of the total amount, calculated according to the duration outlined in the Grant Agreement (paid at the start of the mobility, once having uploaded the start-of-mobility documents)
- b) The second, paid only after the recognition on Uniweb of the activities carried out abroad (which must be **completed by and no later than 31st July 2023**).

All payments will take place only after the verification of financial security and up until the available funds are exhausted.

4.7 Recognition of activities carried out abroad

Only after the Projects and Mobility Office – Mobility Unit has received all of the end-of mobility-documents indicated in section 4.5, will the PhD student be able to register the activities carried out abroad.

For the recognition of the activities carried out abroad the PhD student must attach to the Learning Agreement (approved on Uniweb) the following documents **within 15 days** of receiving them:

- 1) Scan in PDF form of the Transcript of Records and/or letter on thesis and/or internship work issued by the Projects and Mobility Office – Mobility Unit (COMPULSORY);
- 2) Proposal of credits to be recognised by the Academic Coordinator in Padova, only in the case of thesis work, where the supervisor is different from the professor that carries out the recognition.

ATTENTION

the registration of thesis work is also compulsory at the end of the mobility period.

Only activities submitted in the approved Learning Agreement can be recognised on Uniweb.

For the modalities of recognition of the activity carried out abroad it is necessary to consult the page of the Mobility Sector Offices at the School of Agriculture and Veterinary Medicine available at the link: <https://www.unipd.it/erasmus-agraria-medicina-veterinaria>

The conversion of foreign grades will be made in accordance with the ECTS scale if in the presence of a Transcript of Records showing this information or, where missing, based on the generic table of the University, as per the resolution of the Academic Senate of 15/12/2020⁶.

The recognition of the activity must be made no later than 15/09/2023.

5. FINAL PROVISIONS

Pursuant to Article 4 of Law No. 241 of August 7, 1990 (Nuove norme in materia di procedimento amministrativo e di diritto di accesso ai documenti amministrativi) and subsequent amendments, Mariella Veronese, Administrative Secretary of the Department of Agronomy, Food, Natural Resources, Animals and Environment, is appointed as the Administrative Procedure Manager.

Candidates are entitled to exercise their right of access to the records of the competition procedure in the manner provided for by Presidential Decree No. 184 of April 12, 2006 (Regolamento recante disciplina in materia di accesso ai documenti amministrativi in conformità al capo V della Legge 241/90). The processing of personal data collected for the purposes identified in this notice is carried out in accordance with the provisions of EU Regulation April 27, 2016, No. 679 (General Data Protection Regulation, GDPR).

"Data Controller" of the processing is the University of Padua with headquarters at Via 8 Febbraio, 2 - 35122 Padua. The full notice is available from the Data Controller or at www.unipd.it/privacy.

N.B. Only the Italian version is valid for the application and resolution of any disputes and for all legal effects.

⁶ <https://www.unipd.it/tabella-ects-conversione-voti>