



UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA

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

# SWISS EUROPEAN MOBILITY PROGRAMME

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**CALL FOR APPLICATIONS FOR SEMP  
MOBILITIES FOR STUDIES AT SWISS  
UNIVERSITIES**

**A.A. 2026/2027**

*Application Submission Deadline:*  
Thursday 15th January 2026 at **13:00**

## WEB PAGES

SEMP: <https://www.unipd.it/en/sempr>

Procedures for selected students: <https://www.unipd.it/en/apply-erasmus-out>

## INTERACTIVE PLATFORM OF DESTINATIONS:

[www.unipd.it/mobility-agreements](http://www.unipd.it/mobility-agreements)

## LIST OF DOCUMENTS AND CONTENTS

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

1. Partner universities
2. ISCED codes for areas of study
3. Linguistic knowledge: Common European Framework self-evaluation grid
4. Language certificates: Common European Framework comparison table
5. Additional funding to the Erasmus grant
6. Privacy information
7. Instruction manual for completing the application on Uniweb
8. Vademecum

### IMPORTANT

All contents of this call can get modified due to new dispositions by the Swiss Government.

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## Art.1 – General information

### 1.1. Objective of the Call

This Call for applications regulates the activities of the Swiss European Mobility Programme (SEMP) for Study, which allows students to spend a period of study (2 to 12 months per study cycle) at an Institution of Higher Education in Switzerland participating in the programme and having the appropriate funds.<sup>1</sup>

#### DID YOU KNOW: STUDYING IS NOT JUST ABOUT EXAMS?

Within a study mobility you can:

- Attend courses and take exams
- Do thesis research
- Do an internship if combined with exams and/or thesis research

More information in art. 1.3.

### 1.2. Destinations

The University of Padua has arranged mobility exchanges with 14 Swiss universities. The complete list of exchanges in which the University of Padua participates and all the information is available in the **interactive portal** of the Mobility Unit: [www.unipd.it/mobility-agreements](http://www.unipd.it/mobility-agreements).

Destinations should be filtered by degree course (study field). The total number of months indicated in the portal for each agreement should be divided by the number of available places. The number of months thus calculated for each student corresponds to the maximum duration that can be financed.

Students can choose destinations depending on their respective School and they can

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<sup>1</sup> Following the Swiss government's acceptance of the results of the "popular referendum against mass immigration" on Feb. 9, 2014, the European Commission announced on Feb. 26, 2014, that Switzerland was ineligible for student and academic mobility under the Erasmus+ programme. The Swiss Federal Council then instructed the State Secretariat for Education Research and Innovation (SEFRI) to work out a transitional solution, with the aim of allowing Swiss institutions to participate indirectly. On April 16, 2014, SEFRI itself discussed and approved the principles of the transitional solution by establishing the Swiss European Mobility Programme (SEMP). The University of Padua decided to continue its collaboration with Swiss universities anyway and thus join the Swiss European Mobility Program, a choice also confirmed by the University Erasmus Commission at its meeting on May 22, 2014

apply to only one university. Some destinations are open to specific degree courses, others only for thesis work.

#### IMPORTANT

All of the institutions indicated in the present Call and the number of respective places of mobility, as well as the linguistic pre-requisites and application form deadlines, are to be considered indicative and as possibly subject to change, as dictated by decisions of the institution abroad; decisions which are not known as of the present Call.

The effective departure of successful applicants is always therefore subject to the acceptance of the hosting institution.

Students will be able to apply only for destinations dedicated to the study cycle to which they will be matriculated in the academic year in which the mobility will take place.

#### IMPORTANT

When choosing destinations, it is recommended to pay close attention to the educational courses on offer at the institution abroad and to their compatibility with your respective course of study, language pre-requisites, deadlines for the application form and any necessary entry and residence requirements in the foreign country; these aspects can often prevent the departure.

Among the destinations is the strategic agreement that our University has in force with the University of Lausanne and the University of Genève. Candidates for the places included in this agreement will be selected using the University's criteria.

### 1.3. Eligible activities

Places are allocated exclusively for the following activities, in accordance with the Learning Agreement:<sup>2</sup>

1. **full-time study** (thesis work included, if accepted by the host institution) in first, second or third cycle courses, comprising of the achievement of an officially recognised diploma or degree.
2. **period of internship**, as part of a single period of study on the following conditions:
  - a. the internship must be authorised and carried out under the supervision of

<sup>2</sup> The Learning Agreement is an agreement between the student, the home university and the host university, which defines the courses and activities that the student will follow during the mobility period. In addition, the Learning Agreement ensures that the credits acquired abroad are recognised by the home university.

the same host institution. In case the internship takes place for example in a hospital, in a laboratory, in an institution or business outside of the university abroad, the attestation must still be issued by the university.

- b. the two activities (study and internship) must take place in a consecutive or simultaneous manner, in the same academic year and the period of study (seminars, lessons, language exams) must be certified by the university abroad.

**An internship by itself is not permitted** in the framework of this Call and will not be recognised. Any funds given will have to be reimbursed.

At the end of the mobility period, full recognition of the positive results obtained and previously agreed upon in the Learning Agreement is guaranteed (minimum of 12 credits)<sup>3</sup>.

## 1.4. Duration

### 1.4.1 Duration of the period abroad

The duration of the period abroad is predetermined for every exchange, on the basis of the underlined agreements of the participating countries.

For successful students who receive a place for the duration of a whole year (e.g. for 9 months or more) whose date of return is set in the second semester, the period will automatically be reduced to 6 months so that it covers only the period of lessons and exams (generally until the end of July). This reduction does not apply to students departing for thesis or internship work, for whom the period will be defined according to specific requirements.

**The period of mobility can take place from the 1st of July 2026 and must be terminated by the 30th of September 2027**, according to deadlines and the Academic Calendar of the host institution, except for thesis work mobility if agreed differently.

The period of study abroad, i.e. physical mobility, must last **at least 60 days** and can only last up to **a maximum of 12 months** and in any case in compliance with the SEMP

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<sup>3</sup> Educational Regulation of the University, decided by the Academic Senate's approval of the Erasmus Policy Statement (EPS) and the commitments of the new Erasmus Charter for Higher Education (ECHE) on 22/06/2021 Prot. n. 102857/2021, 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/verbali-senato-accademico>; new ECTS Guide (2012 version) available at: [http://ec.europa.eu/education/ects/users-guide/\\_en.htm](http://ec.europa.eu/education/ects/users-guide/_en.htm)

programme.

#### 1.4.2 Extension of the mobility

Extensions of the period are permitted only for proven educational purposes, keeping in mind that the complete duration of residency at the partner institution must be continuous and not fragmented within the same academic year. During the mobility period, including periods of closure of partner universities, students will not be able to engage in internship activities unless they are part of the mobility or agreed with the Career Service Office to be carried out in the same country of destination.

No additions to the grant are provided for during periods of extension.

#### IMPORTANT

Students with Italian residence permit expiring between 01/09/2026 and 31/12/2026 will only be able to carry out mobility in the second semester (spring semester). The University will therefore not be required to provide documentation or support for departures in the first semester.

In any case, it is discouraged to carry out the mobility in the period when the residence permit is expiring.

### 1.5. Students with disabilities and learning difficulties

Students with disabilities and learning difficulties who intend to participate in the SEMP programme can report this on Uniweb during the application submission process. The selection criteria are the same for all students. If merit criteria are used, students with a disability certificate (Law 104/1992) or with disabilities assessed to be higher than 66% will be evaluated according to art. 1320 DPCM 7th December 2021.

Students with disabilities, learning difficulties and certified health conditions who are awarded a SEMP place can access an additional financial contribution, granted after evaluation by the Student Service Office - Inclusion Unit and the Projects and Mobility Office - Mobility Unit, provided that the same costs are not already covered by the host institution.

To make a request, students should refer to the Student Service Office - Inclusion Unit (first-semester students by 30/06/2026, for second-semester students by 15/09/2026.) The Inclusion Unit, in collaboration with the Projects and Mobility Office - Mobility Unit, will provide all the information and gather all the necessary documentation. It is advisable to check in advance, before the deadline of the Call, whether there are adequate services

for students with disabilities and learning difficulties at the chosen foreign university.

The destination platform displays the inclusion services offered by partner universities ([www.unipd.it/mobility-agreements](http://www.unipd.it/mobility-agreements)).

For the organisation of mobility, support can be requested to the Student Service Office - Inclusion Unit. For more information, contacts, open hours of the Student Service Office - Inclusion Unit:

Website: <https://www.unipd.it/en/resources-and-supports-students-disability-or-learning-disabilities>.

To book an appointment: <https://web.unipd.it/prenotazioniservizi/>

## Art.2 - Admission Pre-requisites

### 2.1 Admission Pre-Requisites

Students are admitted to participate in the program if, upon applying and within the deadline of the Call or the deadlines imposed, they are in the following conditions:

1. **Students must be registered at the University of Padua** in a degree course (ex DM 509/99 o 270/2004), bachelor's course, master's course, single-cycle master's course, doctorate<sup>4</sup>, or specialization course<sup>5</sup> (excluding medical areas), for a first or second level master as long as the mobility takes place before the end of the same course. Students enrolled in single course units cannot participate. 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. Students enrolled in a degree programme in the academic year 2025/26 must be up to date with the acquisition of the required credits (see point 2).

Those enrolled in a bachelor's course that expect to graduate before the SEMP departure date, therefore applying to spend the first year of their master's course abroad, must prepare a proposal of activities to carry out abroad, and a Learning Agreement relative to the master's course of study.<sup>6</sup> The period of study abroad can only take place after the enrolment in the master's course. At the time of the

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<sup>4</sup> Doctoral students who are granted a SEMP place and are in their third year of study must finish their mobility period by 30/09/2024.

<sup>5</sup> Specialist students may only apply in the first three years of enrolment.

<sup>6</sup> It is advised to choose a one- semester (3-6 months) destination to be reached in the second semester

departure students must therefore be registered for a master's course; if this does not occur, the departure must be delayed until the second semester.

Non-EU citizens, other than being properly registered at the University of Padua, 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 a SEMP 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.

As indicated in section 1.4 of the Call, students with an Italian residence permit expiring between 01/09/2026 and 31/12/2026 will be able to carry out their mobility only during the second semester (spring semester).

Students enrolled at the same time in two different degree courses,<sup>7</sup> exclusively at the University of Padua, can apply only for the destinations dedicated to the degree with which they intend to carry out the mobility. Mobility grants will be paid only for their first enrolment degree, meaning the reference degree to access the benefits provided by the current legislation on the right to study, and not for the second. Therefore, any mobility carried out with the second enrolment degree will be considered exclusively "zero grant".

**2. One must respect the following additional criteria, relative to meeting a minimum credit threshold:**

- a. Students who are in their first year of a bachelor's degree or a single-cycle master's degree in the academic year 2025/2026 must have achieved at least 40 (registered) credits before the departure, without which the mobility cannot take place.

Students must successfully pass the OFA "obblighi formativi aggiuntivi" before their departure, without which the mobility cannot take place.

- b. For students in all other years: it is necessary to have achieved 40 registered credits on Uniweb at the time of application.  
Students enrolled on specialist, master's and doctoral courses

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<sup>7</sup> Students pursuing a Galilean career are not considered to have dual enrolment.

automatically satisfy this requirement, having already completed the bachelor's and/or master's degree. Master's degree students who will carry out their mobility during the second year or thereafter must earn at least 30 credits before signing the Grant Agreement.

3. **Students must know the language of instruction of the host university** (see the appropriate section)

Other pre-requisites for admission decided by the Departments or Schools make up an integral part of the current call and are published exclusively on the web page for Mobility Unit Desks within Schools/Departments: <http://www.unipd.it/erasmus-studio>

#### IMPORTANT

It is NOT possible to graduate before having finished the period of study abroad

## 2.2 Linguistic pre-requisites

Most destinations will require a specific certified level to be demonstrated at the time of application, well in advance of the departure date. The student should carefully check the web pages of foreign universities where the language requirements are specified. Since knowledge of the language of the destination country is one of the selection criteria, it is strongly recommended that any documentation proving language proficiency is attached to the application.

For University destinations only, the language level is a mandatory requirement for participation in the Call for applications, under penalty of ineligibility, and will be verified by the University of Padua for selection purposes. At the time of application, students are therefore required to document their knowledge of the language of instruction relevant to the teaching activities indicated in the proposal.

## Art.3 - Contributions and financial benefits

### 3.1 Amount of the contribution

There are three types of contributions and economic benefits:

1. **SEMP Mobility grant:** it will be provided by the host institution and funded by the Swiss Government. As a guide, the monthly amount is expected to be 360 Swiss Francs, but will be confirmed by the institution itself with which it is necessary to sign a grant agreement before departure.

2. A **contribution to travel expenses** which may be paid either as a flat-rate or for services on the basis of the agreements signed and subsequent provisions.
3. **Additional funding to the mobility grant** funded by various sources, including: University of Padua, European Commission,<sup>8</sup> the Ministry of Education, 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 (Administration Board) 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 additional funds it is necessary to:

- a. Submit 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 **07/08/2026**.
- b. Fill in the Request for Benefits in Uniweb, available from the beginning of July, no later than 07/08/2026 or any other established deadline. For more information, contact the Student Services Office, Via Portello, 25-31 - 35129 Padova - Call Centre Tel. 049 8273131, <http://www.unipd.it/diritto-studio>;
- c. Before departure, sign the Grant Agreement in accordance with the instructions provided by the Projects and Mobility Office - Mobility Unit and fulfil the obligations set out in Art. 7.

Regularly enrolled students who have not exceeded the normal duration of their course of study by more than one year are eligible for the additional grant. For the calculation, the first year of enrolment is considered, regardless of any changes in regulations, changes in course of study (without having withdrawn from studies) or other cases, and the years indicated in Uniweb as “repeaters” are also included in the calculation.

Even if force majeure is recognised, a student who does not obtain any credit subsequently recognised by the University of Padua loses the right to additional funding.

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<sup>8</sup> Including EU funds for students from disadvantaged socio-economic backgrounds.

**IMPORTANT**

ALL contributions received (of various kinds) inherent to SEMP mobility are not exempt from national taxation. You will then be required to hand in, upon signing the contract, C and C1 forms pertaining to the "Request for Tax Deductions" for the calendar year of payment.

All students that successfully gain a SEMP place must continue to pay their fees to the University of Padua even during their period of mobility and *they are exempt from paying the fees of the partner university abroad*. They will continue to benefit from any study scholarships from which they benefit.

**IMPORTANT**

Students that do not manage to achieve at least **12 CFU** will, as a result, be recognised as 'zero-grant' and will be asked for the reimbursement of any sums already given and will renounce to those not already issued.

Less credits will be accepted for thesis mobility in accordance to the maximum value in credits of the thesis work in the study plan. For students who travel abroad for internships and thesis work in which the activity undertaken does not assign credits, registered credits will be taken into consideration. Doctorate students are exempt from this rule.

To be eligible for the additional funding, at least 3 credits must be recognized in the study plan. If at any time the non-compliance with this rule is discovered, the full reimbursement of the additional funding may be requested.

### 3.2 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 mobility contributions through an Italian current bank account or post account or part of the SEPA circuit, 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 signing the Grant Agreement. Students who wish to receive the mobility contributions on the multi-functional badge, may activate their Flash UP for studies. All information is available in the section "Flash UP for studies" on the page [www.unipd.it/cartaflash](http://www.unipd.it/cartaflash).

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 the **7th of August 2026** or other established deadline indicated to selected students based on the conditions listed in art. 3.1. Only ISEE forms that have been correctly submitted and found to be compliant as of the 7th of August or, in any case, by the date subsequently indicated to the selected students will be taken into consideration. In case of reserve place students after the 7th of August 2026, the ISEE submitted to receive the UniPD standard benefits will be taken into account.

**The contributions 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 (Attendance certificate, Learning Agreement and the 'Ready-to-Mobile' Moodle course certificate);
- b. The second, paid only after the recognition on Uniweb of the activities carried out abroad and after the confirmation of the merit ranking.

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

#### IMPORTANT

Failure to repay 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.

## Art. 4 – Applying for SEMP

Students that want to apply for a SEMP place must submit the application exclusively via Uniweb FROM 4 DECEMBER AND NO LATER THAN 1.00 PM ON **15 JANUARY 2026**.

Students should consult in advance the forms of available destinations and any additional admission requirements and selection criteria defined by the Schools or Departments of reference of the course of study to which they belong and published on the page: <https://www.unipd.it/sempr>.

To the application one must attach, exclusively in PDF form, the following documents:

1. **Proposal of activities** to carry out abroad (MANDATORY attachment), using the form available on the website: <https://www.unipd.it/en/sempr>  
Acceptance of the application does not bind either the student or the University with regard to the courses contained in the proposal;

2. **Certificates of linguistic knowledge** or self-certification attesting the mark of the language exam taken in an institution other than the University of Padua (obligatory for the University destinations);
3. Self-certification attesting the mark and name of any exam taken in a foreign institution.
4. Any other mandatory attachments required by the School's selection criteria and/or indicated in the destination platform sheets.

After the confirmation of the application an email will be sent to the student's university email address (name.surname@studenti.unipd.it), to notify them that the application has been correctly received.

Students enrolled in the third year of a bachelor's degree programme must indicate in the form attached to the application on Uniweb whether the mobility will be carried out during the first cycle of studies or if they intend to enrol in a master's degree programme.

For students enrolled in a bachelor's degree that have direct access to a master's degree through a School different from that of their bachelor's course who want to depart with an exchange with the master's course may submit an application by requesting the form directly to the Projects and Mobility Office.

Detailed instructions on the procedure to follow on Uniweb are available at the following link: <http://www.unipd.it/en/erasmus-studies-out%20%3E%20Applying%20to%20Erasmus>

For all the initial phases of the application on Uniweb, the helpdesk service is available (during working days and hours, Monday-Friday from 9 to 15): [domanda.erasmus@unipd.it](mailto:domanda.erasmus@unipd.it)

Any request for cancellation of the application will be accepted only if received at the email address [domanda.erasmus@unipd.it](mailto:domanda.erasmus@unipd.it) no later than 12 January 2026.

## **Art. 5 – Selection criteria**

Rankings are formulated on the basis of criteria such as academic performance, language skills, motivation and coherence with the course of study.

The merit assessment is based on credits acquired and recorded by 30/11/2025, unless otherwise specified by the Schools/Departments or the selection criteria used.

The selection criteria defined by the Schools or Departments responsible for the degree programme in question are an integral part of the Call for applications and are published on the page: <https://www.unipd.it/en/sempr>.

Scholarships for the University of Lausanne, strategic partner of UNIPD, as well as for the University of Genève will be awarded based on the University's selection criteria published on the same page.

## Art. 6 – List of successful students

### 6.1 Lists of successful students and acceptance of the place

The lists of successful students relative to single destinations will be published from Monday 16th February 2026 EXCLUSIVELY on the webpage: <https://www.unipd.it/en/sempr>. These are the only means of publication. There will not be any personal written or telephone communications to notify students.

Successful students and reserve place students must declare that they are accepting their place exclusively online through Uniweb according to the following deadlines:

Who	When
Successful students	From 16th to 19th February 2026 (no later than 1 pm)
Reserve place students	From 2nd to 5th March 2026 (no later than 1 pm)

Places available due to non-acceptance by successful students will be awarded to students in a useful position in the ranking. The same procedures apply to reserve place students.

After accepting the place, the student should receive a confirmation email to their university email account ([name.surname@studenti.unipd.it](mailto:name.surname@studenti.unipd.it)).

**Date of departure:** at the time of accepting the place a provisional date of departure will be required, which should indicate the start of the mobility. It should be decided based on the academic calendar of the university abroad (start of courses, 'welcome week' etc.). The indicated date will be considered the official date of departure, and it is based on this date that the Mobility Unit Desks within Schools/Departments will send the 'nomination' to the institution abroad. Such date can be confirmed or modified when signing the Grant Agreement. If the start date of the mobility indicated at the time of acceptance is prior to 01/07, the date 01/09 will be automatically indicated.

Any student that moves their departure from the first semester to the second must fill in the relevant step in the Mobility Online platform, which is the software used by the University of Padua for international mobility management. Students must also inform their Academic Coordinator and the host institution.

While it is possible to move a departure from the first to the second semester, **it is not possible to bring forward a departure from the second to the first semester.**

### IMPORTANT

In the event that the place is not accepted within the deadlines given, the student will be considered 'renouncing' and the place will be assigned to the next student in line on the list.

Students that renounce their place will no longer be able to take part in the SEMP Programme for the academic year 2026/2027.

After the process of accepting, students will have to complete the '*Ready-to-Mobile*' Moodle course. Mobility Desks will organize sessions dedicated to frequently asked questions and to correctly filling in the Learning Agreement (see dedicated web pages).

## 6.2 Declining the place

Students that decide to renounce their SEMP mobility after the stages of accepting places and nominations to the universities abroad must use the online procedure available on the portal [www.unipd.it/mobilityonline](http://www.unipd.it/mobilityonline) ('Withdrawal' section).

Withdrawing students are also asked to notify:

- the Projects and Mobility Office - Mobility Unit, through [Mobility Online](#);
- the Programme Coordinator or the person responsible for internationalisation or a delegate, signatories to the Learning Agreements, via email;
- the foreign University, via email, if already formally nominated by the Projects & Mobility Office.

NB: Please remember that **renouncing a mobility place without adequate and timely notification** (see above) **causes serious damage to the University**. Therefore, all successful students are required to promptly inform the Mobility Unit if they intend to renounce the mobility assigned to them.

The possibility to renounce the mobility will not be available between 18/03/2026 and

21/05/2026 (deadline for accepting replacements - second call). The withdrawal form will reopen as normal at a later date.

In the event of withdrawal after departure, if a minimum period of two months have not been completed, any sums already received must be refunded. In this case, the student may reapply in subsequent academic years.

### IMPORTANT

Students that renounce their place will no longer be able to take part in the SEMP programme for the 2026/2027.

Selected students who do not complete their mobility within the specified time frame and do not submit an official request for withdrawal will be automatically declared as having withdrawn.

## Art. 7 – Procedures for successful students

The procedures for successful students could undergo various changes from those outlined in this Call according to new instructions.

All the steps that the selected students will have to take to carry out the mobility are explained in detail in the Vademecum that will be shared on the website <https://www.unipd.it/en/sempr>.

Students can also find support in the FAQ portal: <https://web.unipd.it/international/it/faq-mobility/>.

All selected students must complete the *Ready-to-Mobile* course available on the Moodle page of the International Relations area. Successful completion of the course is a prerequisite for starting mobility. The Moodle course provides all the information needed for the realization of the mobility (and is a substitute for the meetings for successful students); students are invited to complete it as soon as possible after the allocation of the place. The completion certificate must be uploaded to Mobility Online along with the start of mobility documents. In case of incomplete documentation, the scholarship will not be awarded.

The procedures for students selected for a SEMP position are the same as for Erasmus+ students, so please refer in full to Article 7 of the Erasmus+ call with special attention to the specifics (differences and/or additions) given in Articles 7.2-7.7 of this Call.

Participants are reminded to constantly check their institutional email address to which information regarding the rules of the program and further instructions for the implementation of mobility will be sent as soon as available.

Participants who fail to comply with the indications and deadlines published on the pages indicated or communicated by the Mobility Unit may lose the opportunity of mobility abroad.

### **7.1 Registering at the university abroad (application form)**

Please pay special attention to the procedures for **issuing entry visas** (where required).

### **7.2 Learning Agreement: compilation in Uniweb**

Please refer to art. 7.2 of the Erasmus+ call.

### **7.3 Linguistic knowledge: OLS**

Not applicable to SEMP students.

### **7.4 SEMP Grant Agreement**

Selected students will be required to submit the C and C1 forms, regarding the tax deductions.

The grant agreement signed with UniPD regulates only the payment of additional funding and the flat-rate contribution for travel expenses. The mobility grant from the Host Institution will require a specific grant agreement signed with the host institution itself.

### **7.5 Healthcare and insurance**

For health insurance coverage while staying abroad in countries outside the European Union, the coverage of the European Health Insurance Card (EHIC) issued by the Ministry of Health is not sufficient. It is therefore necessary to ALWAYS take out private insurance (e.g., Europe Assistance, etc.).

### **7.6 Start of mobility documents**

Within 7 days of arrival at the foreign university, the following documents must be delivered in the manner indicated:

- *Attendance certificate* certifying the date of arrival;
- *Learning Agreement Before the mobility*, also countersigned by the foreign university.
- Moodle course certificate *Ready-to-Mobile*.

In case of delays in the delivery of the Attendance Certificate:

- For delays from 8 to 30 days: there will be no penalty, but payment of the mobility contributions will not be guaranteed on time.
- For delays longer than 30 days: UniPD mobility contributions will be cancelled and it will be considered 'zero grant'.

## 7.7 End of mobility documents

SEMP students do not have to fill in the EU survey and the OLS test.

## Art. 8 – Recognition of activities carried out abroad

The procedures for students selected for a SEMP position are the same as for Erasmus+ students, so please refer in full to Article 8 of the Erasmus+ call.

## Art. 9 – Deadlines calendar

For all deadlines, refer to the calendar published on the page:

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

## Art. 10 - Contacts and information

For all communications addressed to candidates and winners of exchange places, only the institutional email address will be used, i.e. [nome.cognome@studenti.unipd.it](mailto:nome.cognome@studenti.unipd.it).

This call is managed and coordinated by the Projects and Mobility Office- Mobility Area,  
Via Lungargine del Piovego 1 - 35129 Padova

Email: [erasmus@unipd.it](mailto:erasmus@unipd.it)

Tel.: +39 049 827 5033

Telegram: <https://t.me/internationalmobilityUNIPD>

Contacts: <https://www.unipd.it/contatti-erasmus-out>

There is also a buddy service available to answer general questions and provide guidance on destinations: [mobility.buddyout@unipd.it](mailto:mobility.buddyout@unipd.it)

## Art 11 – Processing of personal data

The University of Padua processes the personal data of the interested parties in compliance with the principles of correctness, lawfulness, transparency and minimization, for the protection of privacy and all the rights of the interested parties, according to the provisions of the European Regulation on the protection of personal data (EU Regulation 2016/679, so-called GDPR), by the Code regarding the protection of personal data

(legislative decree 196/2003 and subsequent amendments) and by the consequent implementing measures adopted by the European authorities and by the Guarantor for the protection of personal data ( [www.garanteprivacy.it](http://www.garanteprivacy.it) ).

## Art. 12 – Final Provisions

**Please be reminded that:**

- The contents of this call are to be considered indicative and may be subject to change following new rules by the Swiss Government or the partner institutions.
- Another integral part of the call is all the detailed information given for each Department or School and for the partner universities, available in the section Mobility Unit Desks at your School/Department, on the webpage: <http://www.unipd.it/en/erasmus-studies-out>

The Responsible person of the Administrative Procedure is Dr. Alessandra Gallerano, Head of the Projects & Mobility Office.

Candidates can exercise their right of access to the records of the competition proceedings as provided for by current law. The request must be sent to the Projects and Mobility Office, University of Padua, Via Lungargine del Piovego 1 - 35129 Padova, by filling in the appropriate form to be requested to the Office itself.

Padova, registration date

The Rector Daniela Mapelli

*digitally signed in accordance with  
legislative decree 82/2005*

Il Responsabile del procedimento amministrativo <i>Dott.ssa Alessandra Gallerano</i>	La Dirigente <i>Dott.ssa Camilla Girasole</i>	Il Direttore Generale <i>Ing. Alberto Scuttari</i>
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