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UNIVERSITÀ  
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# ERASMUS+ SHORT MOBILITY FOR PHD STUDENTS

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CALL FOR APPLICATIONS FOR  
SHORT MOBILITIES  
AT EUROPEAN PARTNER  
UNIVERSITIES

A.A. 2024/2025

<https://www.unipd.it/phd-shortmobility>

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

*First deadline*

Tuesday 28 May 2024, 1:00 p.m. (CEST)

*Second deadline*

Tuesday 12 November 2024, 1:00 p.m. (CET)

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**N.B.**

The contents of this Call for Applications may be subject to change following indications from the European Commission and the Erasmus+ National Agency, particularly with regards to the procedures necessary for the start and implementation of mobilities.

## Art.1 – General information

### 1.1. Objective of the call for applications

Erasmus+ is the EU programme for education, training, youth and sport for the period 2021-2027.<sup>1</sup>

Under the Erasmus+ programme, PhD students have the possibility to perform short-term periods of physical mobility abroad as well as long-term periods. It is always possible to add a virtual mobility to physical mobility.

During the mobility, PhD students will be able to:

- Perform research activities
- Attend courses offered by foreign institutions
- Attend seminars and other educational programmes

Under this call, mobility aimed at participating in conferences/congresses as speaker, etc. is not allowed. The participant will always have to act as a learner (not as a teacher / trainer).

### 1.2. Destinations

Erasmus+ mobility can only be carried out within an active Erasmus+ inter-institutional agreement between the University of Padua and the host institution. The list of eligible destinations is available on following webpage: <https://www.unipd.it/phd-shortmobility>

### 1.3. Duration

Physical mobility must be between 5 and 30 continuous days, with no interruptions allowed. The addition of a virtual component to the physical mobility is always encouraged. Mobility funded under the **first Call** can be carried out between **August 1, 2024, and December 31, 2024**, while the **second Call** will cover the period from **January 1, 2025, to July 31, 2025**.

The mobility period must take place before the end of the degree course, otherwise, candidates will be excluded from the programme.

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<sup>1</sup>The Erasmus+ Programme was established by Regulation (EU) 2021/817 of the European Parliament and of the Council of 20 May 2021.

## Art.2 – Admission requirements

The programme is open to university students who, at the time of application and by the deadline of this Call, meet the following conditions:

1. Be **regularly enrolled in the academic year 2024/2025** at the University of Padua in the **first or second year of a PhD Programme**, with administrative headquarters in Padua.
2. For non-EU citizens: hold a residence permit. It is the responsibility of the PhD students to verify the renewal procedures and whether they are compatible with the period of physical mobility abroad.
3. Not complete the PhD programme before the mobility period

Failure to meet the requirements may result in exclusion from the ranking list even after its publication.

N.B.: any visa procedures will be under the responsibility and expense of the PhD student.

## Art.3 – Financial contribution

### 3.1 Funding

The Erasmus+ Programme provides funding for physical mobility only. The financial contribution consists of:

- **Mobility grant, amounting to €79 per day** for up to the 14th day of activity (calculated based on the actual days spent at the foreign institution) and €56 per day between the 15th and 30th day of activity. Participants may potentially be granted an additional two days for travel.
- **Increase to the doctoral grant.** The mobility grant is compatible with the [increase to the doctoral grant](#) foreseen by the University of Padua (applicable for periods exceeding 15 days).

No further supplements or reimbursements for travel costs are provided. Only the days of actual physical mobility are funded as certified by the host institution.

#### N.B.

In the event of irregularities in the documentation, unlawful conduct or failure to achieve the expected results, beneficiaries may have their grant reduced or be required to reimburse either fully or partially the amount already paid.

## 3.2 Payment of financial contributions

The University of Padua will disburse the contribution to participants at the end of the physical mobility, in accordance with the necessary technical timelines, and upon submission of the programme mandatory documents including the signed documents by the host institution confirming the arrival and departure dates. The disbursement by the University does not correspond to the beneficiary's account credit (which will occur in any case after the end of the mobility).

To be eligible for the financial contribution, PhD students will need to sign, before departure, the financial contract prepared by the Projects and Mobility Office - Mobility Unit, and fulfil the obligations outlined.

## Art. 4 – Application

### 4.1. Submission procedure

Applications for this Call must be completed and submitted exclusively online, by logging into the Uniweb account, selecting 'International Mobility > Outgoing International Mobility' from the menu on the left and choosing 'Exchange Programmes', then "PHD Short".

Students may apply for a maximum of one programme per Call.

Candidates do not need to submit any additional applications for the available funding, as this is automatically allocated to the successful students, unless funds are incompatible.

Please refer to the deadline calendar for detailed information.

### 4.2. Document to be attached to the application

The application form must be accompanied by the following documents (in PDF format only)

1. Learning Agreement;
2. Letter of support from the supervisor at the University of Padua;
3. Acceptance Letter from the host institution (see specific form);
4. CV in English;
5. Program of activities to be carried out abroad (courses, seminars, research project, etc.)
6. Language certificate proving proficiency in the language of the host country and/or in the language of instruction of the host institution.

In case of false statements or the use of fake documents, penalties as referred to in Article 76 of Presidential Decree 28.12.2000, No. 445, will be applied, resulting in exclusion from the ranking even after its publication.

**N.B.**

Incomplete and/or inconsistently filled-out applications that do not meet the required criteria will be automatically invalidated. After submitting the application, each candidate will receive an email at their institutional email address (name.surname@studenti.unipd.it), confirming the submission of the application. After submission, it will not possible to modify the destination and/or the planned activities.

## Art. 5 – Selection criteria

### 5.1 Selection criteria and awarding of mobility places

Candidates will be evaluated by a Commission appointed by the Rector based on the following criteria:

1. Relevance of mobility for the PhD programme;
2. Quality of the project and objectives;
3. Joint activities or activities of particular relevance for the University of Padua;
4. Collaborations promoted within the Arqus Alliance;

In the selection process, the Commission will also consider the distribution of grants by macro-area.

### 5.2 Limitations and incompatibility of mobility places

Please also note that the Erasmus+ 2021-27 mobility programme allows for a maximum of 12 months of mobility per each study cycle. Short-term mobility periods are included in the overall count of study periods.

**N.B.**

Erasmus mobility grants are not compatible with other European funding schemes, such as PNRR grants, PON/ERC projects and other EU grants. Successful students will still be able to participate in the programme as Zero Grant participants, but only if the activities are compatible with their active funding programme.

Please remember that educational activities can be combined with a period of research, but not teaching or dissemination.

Erasmus+ mobility cannot take place at the same time as other international mobilities, whether physical or virtual.

PhD students in joint supervision will be able to access this opportunity only if their administrative headquarters is the University of Padua.

## Art. 6 – Ranking list

### 6.1 Ranking list and acceptance

The rankings will be published according to the calendar published at the following webpage: <https://www.unipd.it/phd-shortmobility> and will be the only means of communication between the University of Padua and the participants.

Selected PhD students will have to accept the exchange position by logging into Uniweb. In the event of non-acceptance within the set deadlines (see calendar), successful students will be automatically excluded from the programme.

The number of selected candidates will be determined based on the ranking list until available funds are exhausted. In the event of fund shortage or if the proposal is not consistent with the foreseen activities, the total number of funded mobility days could be reduced.

### 6.2 Replacement

Exchange positions that become available due to non-acceptance by selected candidates will be allocated to candidates in a favourable position in the ranking list.

It will be possible to assign any places that may subsequently become vacant as a result of a successful student's withdrawal by the start of the next Call, allowing for the redefinition of the mobility period in agreement with the partner institution.

The candidate in a suitable position on the ranking list will be contacted **exclusively by email at the institutional e-mail address** (name.surname@studenti.unipd.it). The PhD student must accept the mobility place within the deadline indicated in the same communication. In the event of non-acceptance within the deadline indicated in the email communication, the student will be automatically excluded and the next candidate on the ranking list will be contacted.

### 6.3 Withdrawal

PhD students who wish to withdraw, upon conclusion of the acceptance phase, are required to communicate their decision by writing from their institutional email address (name.surname@studenti.unipd.it) to [mobility.out@unipd.it](mailto:mobility.out@unipd.it).

## Art. 7 – What to do after the selection

Selected PhD students will have to carry out some administrative tasks before, during and after the mobility period to ensure that the mobility grant is paid. The selected PhD students will receive detailed guidelines about the necessary procedures.

In case of incorrect or missing documentation, the Projects & Mobility Office may request the total or partial reimbursement of the financial contribution. PhD students will be directly responsible for all procedures and must carry them out independently.

For health insurance coverage during a stay abroad in countries of the European Union, Iceland, Liechtenstein and Norway, it is generally sufficient to carry the European Health Insurance Card (EHIC) issued by the Ministry of Health. Private insurance is required for Serbia and Turkey.

The accident and civil liability insurance stipulated by the University of Padua exclusively covers accidents that occur during training and/or internship activities. For more information on insurance coverage abroad, please consult the university's website at: <https://www.unipd.it/assicurazione>. It is advisable to buy an additional private insurance covering accidents not related to study activities.

Similarly, PhD students are required to personally inquire about the insurance necessary for the eventual practices within hospitals and other healthcare facilities.

PhD students will have to contact the host university and will have to perform the necessary procedures for their mobility according to the rules of host institution.

## Art. 8 – Recognition of activities

All participants will be required to complete a Learning Agreement, in which they will indicate the study programme and learning outcomes. In addition to the title of the activity, they will also need to specify the type of activity and provide a description for any virtual component.

The recognition of activities carried out abroad will be at the discretion of the PhD programme, which will provide further information to the selected PhD students.

## Art. 9 – Deadline calendar

Online applications should be submitted during the periods indicated below:

**1st Call:** 28 may 2024 at 1.00 pm CEST

**2nd Call:** 12 november 2024 at 1.00 pm CEST

For all deadlines, please visit the page: <https://www.unipd.it/phd-shortmobility>



## Art. 10 – Contacts and information

For all communications to candidates and successful students, only the institutional email address will be used, i.e. name.surname@studenti.unipd.it.

This Call for applications is managed and coordinated by the Projects and Mobility Office - Mobility Unit

Via Lungargine del Piovego 1 - 35129 Padua

Email: [mobility.out@unipd.it](mailto:mobility.out@unipd.it)

Telephone: +39 049 827 5033

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

## Art. 11 – Processing of personal data

The University of Padua processes the personal data of the data subjects in accordance with principles of correctness, lawfulness, transparency and data minimisation, for the protection of confidentiality and all the rights of the data subjects, in accordance with the provisions of the European Regulation on the protection of personal data (Regulation (EU) 2016/679, known as the GDPR), the Personal Data Protection Code (D.lgs. (Italian Legislative Decree 196/2003, as subsequently amended)) and the subsequent implementing measures adopted by the European authorities and the Italian Personal Data Protection Authority ([www.garanteprivacy.it](http://www.garanteprivacy.it)).

## Art. 12 – Final provisions

The Person in charge of the Administrative Procedure is Alessandra Gallerano, Director of the Projects & Mobility Office. Candidates may exercise their right of access to the records of the competitive procedure as provided for in the current rules. Any such request must be sent to the Projects and Mobility Office, University of Padua, Via Lungargine del Piovego 1 - 35129 Padua, by filling in the appropriate form, which may be requested from said Office.

Padua,

The Rector, Daniela Mapelli

*digitally signed pursuant to D.lgs  
(Legislative Decree) no. 82/2005*

The Person in charge of the administrative procedure <i>Alessandra Gallerano</i>	Executive <i>Tommaso Meacci</i>	Director General <i>Alberto Scuttari</i>
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