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ANNI



UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA


Erasmus +

# RECOGNITION OF THE ACTIVITIES CARRIED OUT ABROAD

SCHOOL OF HUMAN AND SOCIAL SCIENCES AND CULTURAL HERITAGE

*Update: November 2020*

The recognition of the activities carried out abroad can start as soon as:

- The end-of-mobility documents have been submitted (Attendance Certificate, Learning Agreement);
- The Host University has sent the final Transcript of Records; 
- Possible requests of reimbursement have been settled.

**Please note:** the ToR is usually issued after 5/6 weeks after the end of the mobility

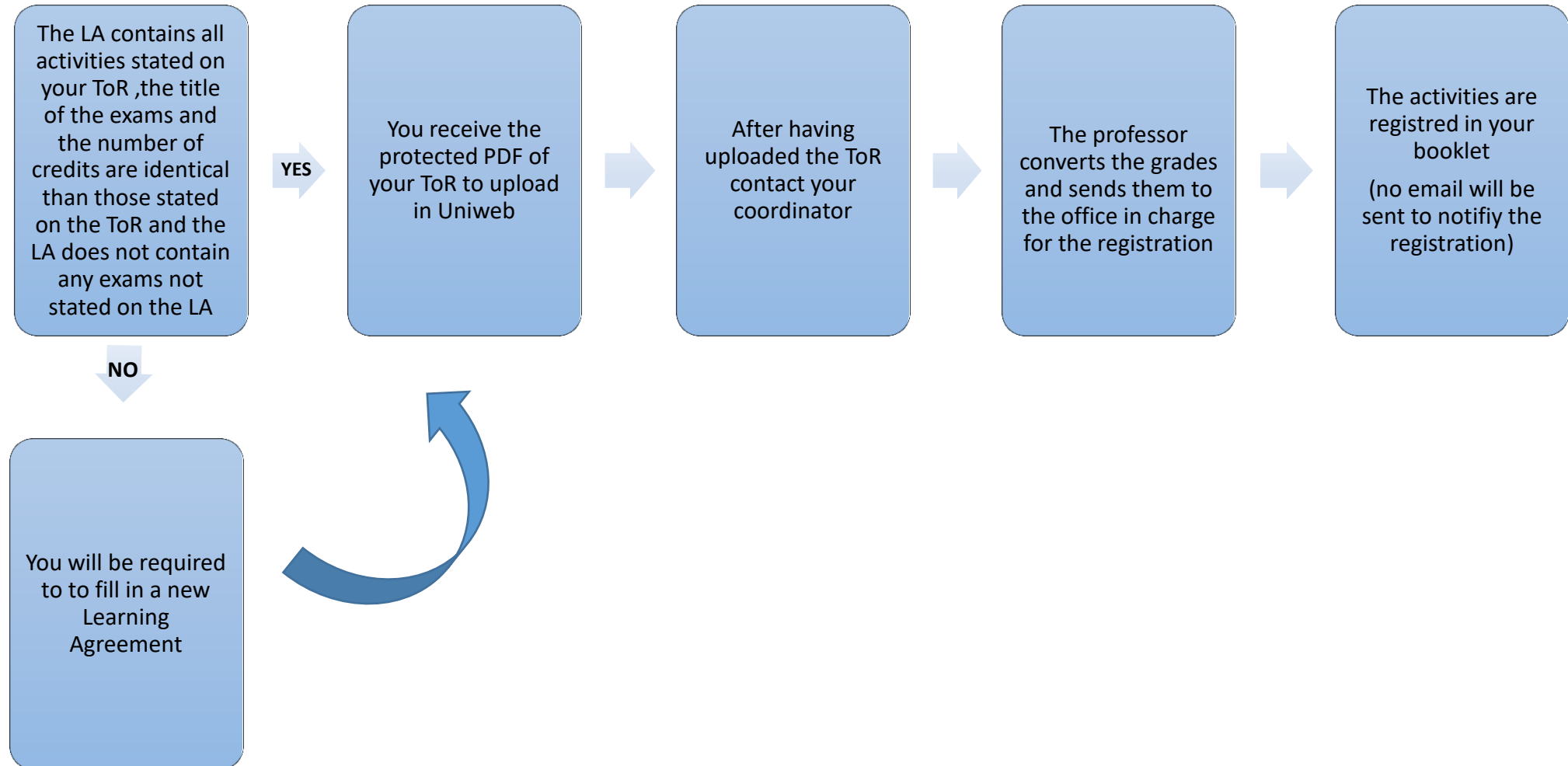
The procedure involves several steps you can find below.

Please check your institutional e-mail on a regular basis.

1. Upload the end-of-mobility documents on [www.unipd.it/relint](http://www.unipd.it/relint)
2. The Mobility Unit Desk receives the final Transcript of Records from the Host University
3. The Mobility Unit Desk checks the Learning Agreement. The LA must contain all exams stated on the ToR, the title of the exams and the number of credits must be identical to the ones stated on your ToR. Should there be any difference you will be asked to fill in a new Learning Agreement
4. Upload in Uniweb the protected PDF of your Transcript of Records you receive from the Mobility Unit Desk
5. Your academic coordinator\* will convert the foreign grades
6. The activities carried out abroad will be registred in your booklet

\*academic coordinator  
(except for Sociological  
Sciences = responsible prof.  
Setiffi)

**STEPS:**



## Please note:

- Should you not pass an exam it is possible to carry out an «integration» at Unipd only after the activities have been registered in your booklet
- In case that you are registering for graduation all documents (ToR included ) must be available at least 30 days before the beginning of the graduation session in order to be able to complete the procedure on time (mind the summer break)
- To recognize the thesis and/or traineeship upload all documents (Short Evaluation Report for Thesis Work /Traineeship and Proposal for Recognition of Credits for Thesis abroad)\*
- In the absence of the academic coordinator the recognition will be carried out by the Erasmus coordinator of your Department
- Please notify us in case of deadlines or urgencies
- Free-credits activities can be added to your study plan after they have been registered in your booklet. Exceeding credits can be registered as free credits or out of plan (please specify it on your Learning Agreement)

\* Available at the following link: <https://www.unipd.it/en/node/5293>

## DEADLINES

The activities carried out abroad must be registered in Uniweb within:

- August, 10th if you apply for ESU accommodation
- September, 30th if you apply for the Regione Veneto scholarship
- October, 31st for all other students

\* Students registering for graduation must check the deadlines here ->  
<https://www.unipd.it/en/graduation>