

- 1) The first screen you will see is your **Dashboard/Cruscotto**. From here, you will manage your application. Click on the green button “**New submission**” to go on with your application.

UNIVERSITÀ DEGLI STUDI DELL'AQUILA

← Home

### BANDO ERASMUS+ EXTRA UE KA171

Apertura / Opening date: 14-01-2026 15:04      Chiusura / Closing date: 31-01-2026 15:04      Cod: erasmus-extra-ue-ka171

Il termine per la presentazione delle domande scadrà il 31-01-2026 alle ore 15:04 / Applications will be accepted until 31-01-2026 at 15:04

Domande in bozza / Draft applications: .  
Domande presentate / Submitted applications: 0

Compila una nuova domanda / New submission

- 2) The first section is for your **Personal Data and Address**. Fill in the fields accordingly:  
**BANDO ERASMUS+ EXTRA UE KA171**

Cruscotto/Dashboard | Indice/Index      Pagina/Page 1/5      Domanda/Application Id: 2486370      → Successiva/Next

#### Personal Data and Address

Personal Data and Address of the sending institution person in charge of the uploading

**Dati anagrafici**

Nome/Name

Cognome/Surname

Sesso/Sex  
 M  
 F

Data di nascita/Date of birth  
 -  -

Cittadinanza Italiana/Italian citizenship  
 Si/Yes  
 No

Codice fiscale/Italian tax code (if available)

**Stato di nascita/Country of birth**

**Comune di nascita/Place of birth**

*Per modificare o integrare i dati anagrafici necessari alla compilazione della domanda, utilizzare la voce 'Profilo utente' nel menu utente sito in alto a destra e successivamente ricaricare questa pagina / To modify or complete your personal data in order to apply for the call, click on 'User profile' in the top-right menu and then reload the webpage*

**Sending institution details**

**Institutional email address:**

**University name**

**University email address**

**Erasmus OID number**

Salva e prosegui / Save and proceed

Successiva/Next

Once finished, click on “**Save and proceed**”.

- 3) In this section, “**Admission Requirements**”, you will be asked to enter the members of the Selection Committee (Full name and Position at the Sending Institution). You can enter **max. 5 members**. Add them by clicking the green button “**Add**”.

## BANDO ERASMUS+ EXTRA UE KA171

Cruscotto/Dashboard | Indice/Index      Pagina/Page 2/5      Domanda/Application Id: 2486428

Precedente/Previous      Successiva/Next

*Admission requirements*

**Selection Committee**

Full name and position of each member of the Committee in charge of the selection procedure.

1

Full name

Position at the sending institution

Aggiungi / Add

Cancella / Delete

*Insert up to 5 members*

- Numero minimo di elementi: 1. Inseriti 0 elementi / Required at least 1 elements. You provided 0 elements

After adding the members, you will be asked to upload the **PDF FILE** for the **Minutes of the procedure**<sup>1</sup> (this must be **SIGNED** by the selection committee members), the related **EXCEL FILE**<sup>2</sup> with the **ranking scores** and the official **NOMINATION LETTER (STAFF and/or STUDENTS)** in **pdf format**<sup>3</sup>. You will find the templates in their sections, and we will share them with you as well, in the e-mail for the opening Call announcement. You can upload these files by clicking on “Scegli file”:

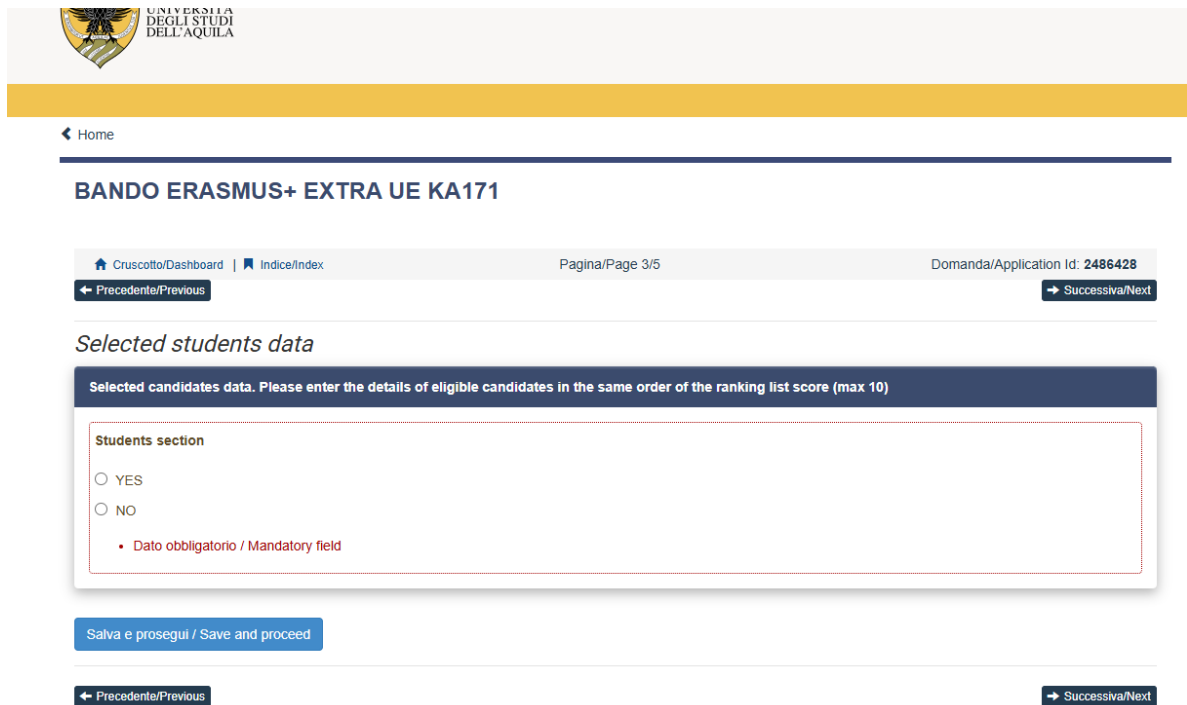
The screenshot displays a web interface titled "Minutes of the selection procedure". It contains three main sections for file uploads:

- Section 1:** "Full minutes of the procedure (pdf signed) - Upload the document only pdf format". It includes a link to a template and a file upload area with a "Scegli il file" button and a file named "prova.pdf" (12.88KB).
- Section 2:** "Ranking list with scores (Excel file sample to be used mandatory) - Upload the document only xls format". It includes a link to a template and a file upload area with a "Scegli il file" button and a file named "prova.xlsx" (11.08KB).
- Section 3:** "Student and staff nomination (pdf signed) - Upload the document only pdf format". It includes a link to a template and a file upload area with a "Scegli il file" button and a file named "prova.pdf" (12.88KB).

At the bottom of the interface, there is a blue button labeled "Salva e prosegui / Save and proceed". Navigation links for "Precedente/Previous" and "Successiva/Next" are also visible.

Once finished, click on **“Save and proceed”**.

- 4) Now you can start to upload the data and documents for the **Selected Students**. If you **do not have** selected students, tick the **NO** option and then click on “Save and proceed”. If you **have** selected students, tick the **YES** option. A new section will appear, as in the second slide:



UNIVERSITÀ DEGLI STUDI DELL'AQUILA

← Home

### BANDO ERASMUS+ EXTRA UE KA171

Cruscotto/Dashboard | Indice/Index | Pagina/Page 3/5 | Domanda/Application Id: 2486428

← Precedente/Previous | → Successiva/Next

#### Selected students data

Selected candidates data. Please enter the details of eligible candidates in the same order of the ranking list score (max 10)

**Students section**

YES

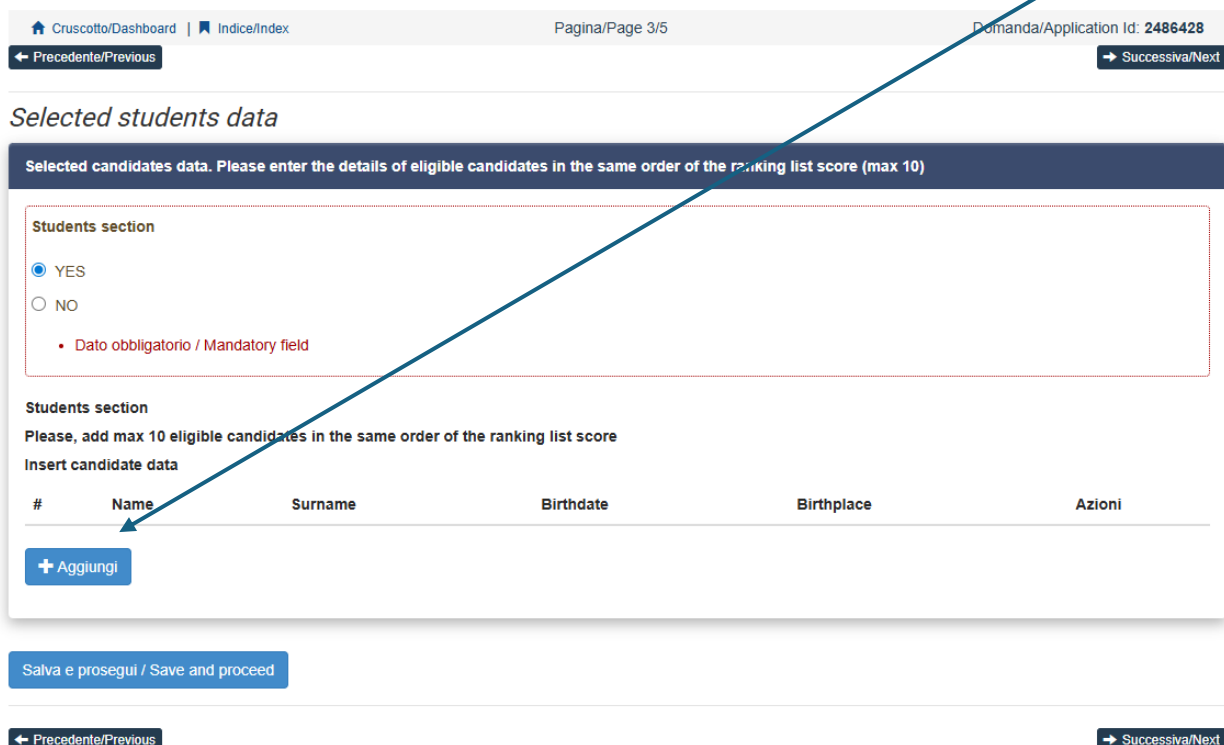
NO

• Dato obbligatorio / Mandatory field

Salva e prosegui / Save and proceed

← Precedente/Previous | → Successiva/Next

Here you can start adding your selected students data. Click on the button “+ **Aggiungi**”.



Cruscotto/Dashboard | Indice/Index | Pagina/Page 3/5 | Domanda/Application Id: 2486428

← Precedente/Previous | → Successiva/Next

#### Selected students data

Selected candidates data. Please enter the details of eligible candidates in the same order of the ranking list score (max 10)

**Students section**

YES

NO

• Dato obbligatorio / Mandatory field

**Students section**

Please, add max 10 eligible candidates in the same order of the ranking list score

Insert candidate data

#	Name	Surname	Birthdate	Birthplace	Azioni
---	------	---------	-----------	------------	--------

+ Aggiungi

Salva e prosegui / Save and proceed

← Precedente/Previous | → Successiva/Next

A list of fields will appear. **All fields are mandatory, the only file format eligible is a PDF:** click on “Scegli file” to upload the required document **with the indicated file name**. Only the last field (Further certifications) is not mandatory, it will depend on the gathered documents of each student. See below:

The screenshot shows a modal window titled "Aggiungi elemento" with the following fields and options:

- Name (MANDATORY) - Text input field
- Surname (MANDATORY) - Text input field
- Birthdate (MANDATORY) - Text input field
- Birthplace (MANDATORY) - Text input field
- Regularly enrolled at the sending institution at cycle level (MANDATORY) - Dropdown menu with "Selezionare una voce/Choose one"
- ID document (passport, ID card) - Upload the MANDATORY document only pdf format named with the candidate surname (es: surname\_ID) - "Scegli il file" button, "Nessun file scelto"
- Candidate CV - Upload the MANDATORY document only pdf format named with the candidate surname (es: surname\_CV) - "Scegli il file" button, "Nessun file scelto"
- Candidate ToR - Upload the MANDATORY document only pdf format named with the candidate surname (es: surname\_TOR) - "Scegli il file" button, "Nessun file scelto"

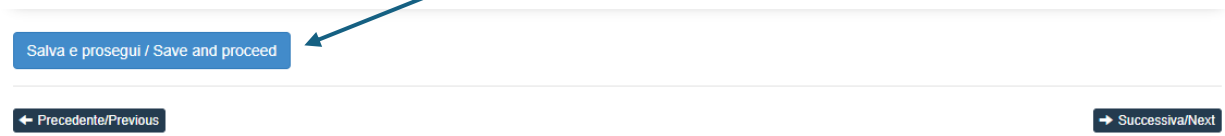
The screenshot shows the following fields and options:

- Previous participation in the Erasmus programme - Upload the MANDATORY document only pdf format named with the candidate surname (es: surname\_PP) - "Scegli il file" button, "Nessun file scelto"
- Further certification (any certificate evaluated by the selection committee for the candidate)- If you want to submit more than one certificate for this candidate, please merge them in one file - Upload the OPTIONAL document only pdf format named with the candidate surname (es: surname\_FC) - "Scegli il file" button, "Nessun file scelto"

At the bottom right, there are two buttons: "Salva" (Save) and "Annulla" (Cancel). A blue arrow points from the "Salva" button to the text in the paragraph below.

Once finished the uploading, click on “**Salva**” (eng. Save). You will go back on the **Selected students data** section, where you can add the other students data. **You cannot enter more than 10 students.**

When you will have uploaded all the documents for each student selected, you can close the section by clicking on the lower-left button **“Salva e procedi/Save and procede”**.



**WARNING!**

If you click on the arrowhead buttons **“Precedente/Previuos”** - **“Successiva/Next”**, you **will not save** your progresses, but you will just browse through the sections and **you will lose all updates/actions made.**

- 5) Now you can start to upload the data and documents for the **Selected Staff**. If you **do not have** selected staff, tick the **NO** option and then click on **“Save and proceed”**. If you **have** selected staff, tick the **YES** option. A new section will appear, as in the second slide:

◀ Home

---

## BANDO ERASMUS+ EXTRA UE KA171

Cruscotto/Dashboard | Indice/Index      Pagina/Page 4/5      Domanda/Application Id: 2486428

← Precedente/Previous      → Successiva/Next

### Selected staff data

Selected candidates data. Please enter the details of eligible candidates in the same order of the ranking list score (max 10)

**Staff section**

YES

NO

- Dato obbligatorio / Mandatory field

Salva e prosegui / Save and proceed

← Precedente/Previous      → Successiva/Next

Here you can start adding your selected staff data. Click on the button “+ Aggiungi”.

BANDO ERASMUS+ EXTRA UE KA171

Crusotto/Dashboard | Indice/Index Pagina/Page 4/5 Domanda/Application Id: 2486428

← Precedente/Previous → Successiva/Next

### Selected staff data

Selected candidates data. Please enter the details of eligible candidates in the same order of the ranking list score (max 10)

**Staff section**

YES  
 NO

• Dato obbligatorio / Mandatory field

**Staff section**  
Please, add max 10 eligible candidates in the same order of the ranking list score

Insert candidate data

#	Name	Surname	Birthdate	Birthplace	Position at the sending institution	Azioni
---	------	---------	-----------	------------	-------------------------------------	--------

+ Aggiungi

Salva e prosegui / Save and proceed

← Precedente/Previous → Successiva/Next

As for the students section, a list of fields will appear. **All fields are mandatory, the only file format eligible is a PDF:** click on “Scegli file” to upload the required document **with the indicated file name**. Only the last field (for Further certifications) is not mandatory, it will depend on the gathered documents of each staff. See below:

Aggiungi elemento

Name (MANDATORY)

Surname (MANDATORY)

Birthdate (MANDATORY)

Birthplace (MANDATORY)

Position at the sending institution (MANDATORY)

ID document (passport, ID card) - Upload the MANDATORY document only pdf format named with the candidate surname (es: surname\_ID)

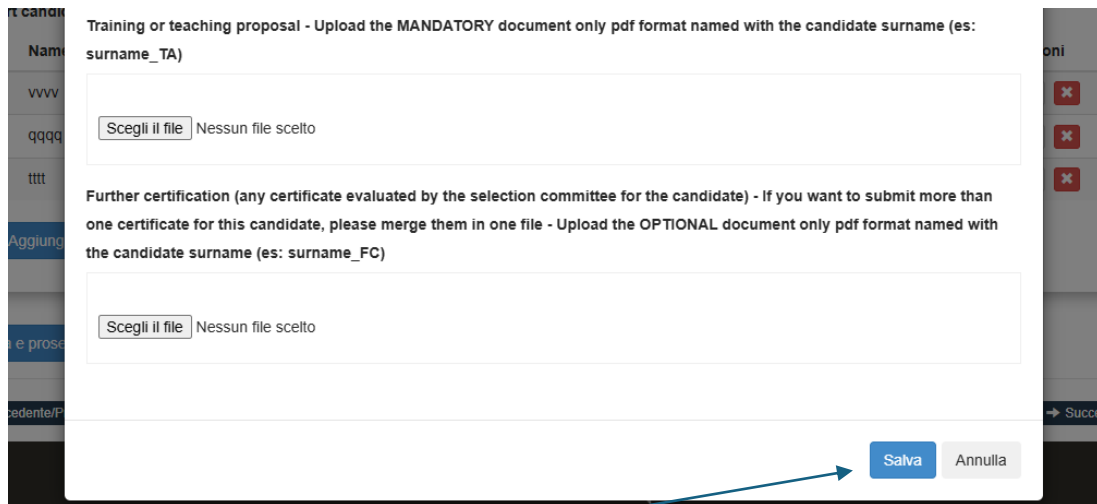
Scegli il file Nessun file scelto

Candidate CV - Upload the MANDATORY document only pdf format named with the candidate surname (es: surname\_CV)

Scegli il file Nessun file scelto

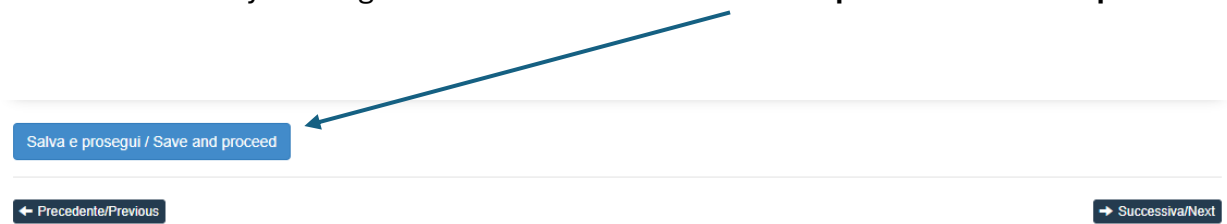
Training or teaching proposal - Upload the MANDATORY document only pdf format named with the candidate surname (es: surname\_TA)

← Precedente/Previous → Successiva/Next



Once finished the uploading, click on **“Salva”** (eng. *Save*). You will go back on the ***Selected staff data*** section, where you can add the other staff members data. **You cannot enter more than 10 staff members.**

When you will have uploaded all the documents for each staff member selected, you can close the section by clicking on the lower-left button **“Salva e procedi/Save and proceed”**.



**WARNING!**

If you click on the arrowhead buttons **“Precedente/Previous”** - **“Successiva/Next”**, you will **not save** your progresses, but you will just browse through the sections and **you will lose all updates/actions made.**

- 6) After the uploading and saving of the selected staff, the last section will appear. This concerns the privacy and management of personal data. You have to tick all three fields since they are mandatory. You can then click on “**Salva e torna al cruscotto/Save and back to dashboard**”.

← Home

### BANDO ERASMUS+ EXTRA UE KA171

Cruscotto/Dashboard | Indice/Index Pagina/Page 5/5 Domanda/Application Id: 2486428

← Precedente/Previous

#### Information notice on personal data treatment

**Personal data**

I declare that I have read the privacy statement regarding personal data  
• Dato obbligatorio / Mandatory field

I understand that the Data Controller and Data Processor are authorized in the terms specified in the above mentioned privacy statement  
• Dato obbligatorio / Mandatory field

**Responsibility statement**

I declare that what is stated in this application is true, pursuant to articles 46 and 47 of Presidential Decree No. 445 of 28 December 2000 and aware of the penalties provided for in articles 75 and 76 of that same decree as amended.  
• Dato obbligatorio / Mandatory field

Salva e torna al cruscotto / Save and back to dashboard

← Precedente/Previous

You will be redirected to the summary of your application, as in the following slide:

UNIVERSITÀ DEGLI STUDI DELL'AQUILA

← Home

### BANDO ERASMUS+ EXTRA UE KA171

Apertura / Opening date: 14-01-2026 15:04 Chiusura / Closing date: 31-01-2026 15:04 Cod: erasmus-extra-ue-ka171

Il termine per la presentazione delle domande scadrà il 31-01-2026 alle ore 15:04 / Applications will be accepted until 31-01-2026 at 15:04

Domande in bozza / Draft applications: 3  
Domande presentate / Submitted applications: 0

Id: 2486345 **IN BOZZA / DRAFT**

Modifica/Edit Verifica/Verify Presenta/Submit Elimina/Delete

Ultimo aggiornamento / Last update: 2026-01-28 10:44:53

Here you can check and edit your application (**Modifica/Edit**), browse your application (**Verifica/Verify**: this option does not give you the chance to edit though), submit the application (**Presenta/Submit**) or delete it (**Elimina/Delete**).

- 7) When you click on **Presenta/Submit**, you will get a recap of your application.

At the end of this recap, you will find the final green button **Presenta/Submit** to confirm your application.

**WARNING!** Once your application is submitted, you will not be able to delete or withdraw it.

Further certification (any certificate evaluated by the selection committee for the candidate) - If you want to submit more than one certificate for this candidate, please merge them in one file - Upload the OPTIONAL document only pdf format

Scegli il file Nessun file scelto

prova.pdf 12.88KB | SHA256:8d392f34d9984d51c181f91a55a85fe9220cb0a5a393dd9a29874efa9e005357

Information notice on personal data treatment

**Personal data**

I declare that I have read the privacy statement regarding personal data

I understand that the Data Controller and Data Processor are authorized in the terms specified in the above mentioned privacy statement


**Responsibility statement**

I declare that what is stated in this application is true, pursuant to articles 46 and 47 of Presidential Decree No. 445 of 28 December 2000 and aware of the penalties provided for in articles 75 and 76 of that same decree as amended.

Presenta/Submit

In collaborazione con **CINECA**  
Per problemi tecnici contatta il [supporto](#)  
[Informativa privacy](#) | [Informativa cookie](#)

You will then be redirected to the Dashboard, when you will be able to see your finalized and submitted application. You can download the *pdf recap* (i.e., *application pdf*) or just view the application, but **you cannot edit it anymore**.



UNIVERSITÀ DEGLI STUDI DELL'AQUILA

---

← Home

## BANDO ERASMUS+ EXTRA UE KA171

Apertura / Opening date: 14-01-2026 15:04      Chiusura / Closing date: 28-02-2026 15:04      Cod: erasmus-extra-ue-ka171

La domanda con identificativo 2486370 risulta già presentata/Application with id 2486370 has already been submitted.

Domande in bozza / Draft applications: 0  
Domande presentate / Submitted applications: 1

id: 2486370 **PRESENTATA / SUBMITTED**

Modifica/Edit    Visualizza/View

PDF

PDF domanda/Application PDF

Ultimo aggiornamento / Last update: 2026-02-06 14:47:32

