



**Università degli Studi di Napoli
"Federico II"**

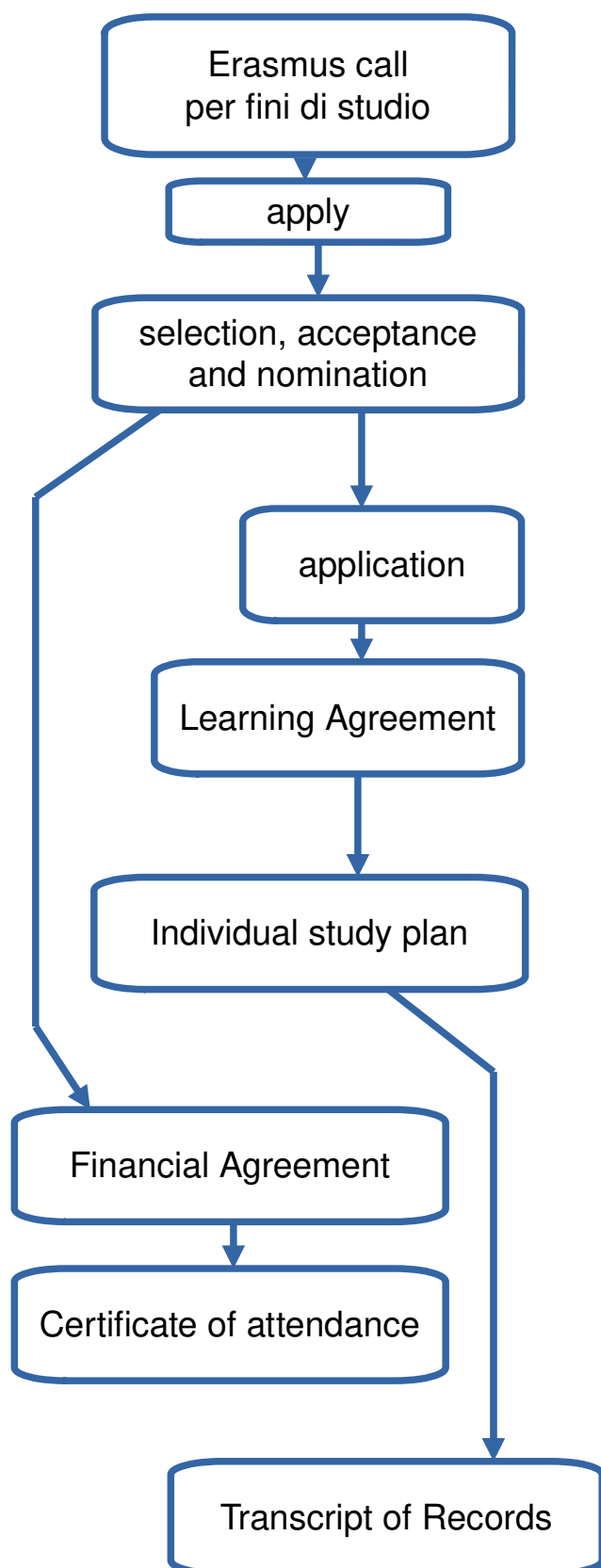
Dipartimento di Fisica "Ettore Pancini"

Vademecum

**Erasmus
student mobility for studies**

January 2023

What are the bureaucratic steps of an Erasmus student mobility?



The call is published on the University's Erasmus portal between January and February.

The student applies for the programme as specified in the call. Students are selected by the departmental Erasmus committee based on their careers, motivations and language skills.

The winners must accept their scholarship and destination within the deadline specified in the call.

Afterwards, the Office for International Relations will proceed with the *nomination* transmitting the names of winning students to the partner Universities..

The winners must present a formal application for admission at the partner University.

In this step it is necessary to compile the [Online Learning Agreement \(https://learning-agreement.eu\)](https://learning-agreement.eu), in which the student chooses which courses to take abroad and which ones to substitute at UNINA. The Learning Agreement will be signed by the Erasmus coordinators of the sending and receiving institutions.

In order to be able to insert the courses of the partner University in the curriculum, the student must change his/her study programme into an individual study programme (student's secretariat).

Before departing, the student signs the financial agreement and must provide documentation of the requested language skills.

The student must ask the partner University to compile the *certificate of attendance* at the beginning and at the end of his/her period studies abroad. The *certificate of attendance* serves to document the length of the study period for which the student receives the scholarship.

After terminating all activities, the students asks the partner University for a Transcript of Records (ToR).

Important details to be considered

Planning

It is important that students interested in spending a period abroad for study, thesis work or training inform themselves about the opportunities that match their interests, preferences, language skills and the state of their academic career. Taking the [list of active exchanges](#) as a starting point, useful information on the exchanges can be found on the partner institutions' web pages, from the contact persons of the exchanges or from students who have done an Erasmus exchange in the past. This information is essential for the choice of the preferred destinations, which must be specified in the application.

Call

The Erasmus calls are published on the [University's ERASMUS web page](#). There are different calls for study and thesis periods (published typically between January and February) and training opportunities (published typically in May with deadline in June). To learn about the application procedure beforehand, one may examine the call from the previous year. It is recommended to view the Erasmus page regularly and to apply as soon as the call comes out.

Application

Although the names of the nominated students are transmitted to the partner Universities by the International Office, students must formally apply for admission at their destination partner University. It is his/her responsibility to get informed about necessary documents and deadlines. Some partner Universities send out invitations and instructions to apply to the nominated students, to others students must apply autonomously.

Learning Agreement (LA)

The LA states which courses the student intends to follow abroad and which ones to substitute at UNINA, with parity of total formation credits (ideally 30 for each semester). It is not necessary that the courses at the receiving institution fit one-to-one with the courses to be substituted. In fact, students may use the opportunity to do things that are not offered at UNINA. The only condition (apart from the parity of the total number of credits) is that essential contents must not be eliminated from the study programme. This implies that one cannot eliminate mandatory courses at UNINA without inserting a similar course at the partner University. During the preparation phase, it is useful that the students consult the contact person of the exchange they are interested in and, in case of necessity, also the Erasmus coordinator of the Department and the degree course coordinator.

Recognition of credits

The recognition of the exams done at the partner university, as stated in the final Learning Agreement and documented by the Transcript of Records, is guaranteed. The student's curriculum will contain the names and credits of these courses, with the votes converted into 1/30 using a conversion table.

Language skills

It is essential that outgoing students possess sufficient knowledge of the foreign language in which the courses are given at the partner institution. Both, the language and the skill level required are specified for each destination in the [list of active exchanges](#). The level of language proficiency may be documented by specific certificates (for example, IELTS, TRINITY, TOEFL, DELF, DELE, ZD, ZDfB) or by a certificate issued by the [University's Language Center](#). For more information see the call or the [University's ERASMUS web page](#).

Financial support

The Erasmus scholarship consists of a monthly financial contribution that depends on the destination country and the economic status of the student. To have an idea on the size of the scholarship, one can look at the [amounts valid for the year 2021/2022](#). Certainly, the scholarship is not sufficient to cover all living expenses. Some countries and host universities offer additional support for incoming students. For information, ask the contact person of the exchange.

Minimum requirement for the Erasmus scholarship

The student maintains the right to the scholarship, if he/she fulfills at least one of the activities (exams, thesis or training) listed in the learning agreement. If not, the entire scholarship has to be paid back. The document attesting the fulfilment is the Transcript of Records or, in case of training or thesis activities, a statement issued by the supervisor.