

ERASMUS VADEMECUM

The Erasmus program represents a unique opportunity for students to broaden their academic and professional horizons, immersing themselves in an international context and developing fundamental skills for their future.

Internationalization is an essential pillar in academic development strategies, and, in recent years, the School of Medicine and Surgery of the Federico II University has worked intensely to strengthen the exchange network with high-level European universities.

Thanks to the efforts of the Internationalization Commission and the commitment of teachers and students, the Erasmus program has undergone a profound reorganization. The main objective is to make the process more fluid, avoiding bureaucratic criticalities and maximizing opportunities for students. The decentralization of management has led to the division of destinations between different referents, in order to optimize the accompaniment of students in choosing their study experience abroad.

During the preparatory meeting for this document, the need to provide clear tools for managing outgoing and incoming mobility emerged, with particular attention to the construction of the Learning Agreement and the recognition of exams. Furthermore, the fundamental role of student support was highlighted, through student representatives and the implementation of the Buddy system, aimed at facilitating their integration into the academic and social community.

This handbook was created with the aim of providing a clear and detailed guide to both students and teachers, ensuring efficient management of Erasmus mobility and promoting a quality training experience.

1. ORGANIZATIONAL STRUCTURE

1.1. Main actors

- University Erasmus Office: Manages administrative aspects (call, applications, financial agreements, closing of Erasmus practices).
- Contacts: international@unina.it
 - Office Head: marta.maciocia@unina.it
 - Rector's Delegate: valeria.costantino@unina.it; delegate.erasmus@unina.it
- Erasmus Delegate of the Department: Participates in the meetings of the International Erasmus Commission and coordinates the activities of his/her department.
 - Consult the website of the relevant department
- Promoter (Location Referents): Responsible for exchanges with partner universities, they accompany students in the construction of the Learning Agreement.
 - Consult the list of activity exchanges
- Signatories of the Online Learning Agreement (OLA): Teachers in charge of signing the educational agreements for students.

2. PROCEDURES FOR OUTGOING STUDENTS

2.1. Application

- The Erasmus call expires on March 6, 2025 at 12:00.
- After the application, a ranking will be drawn up based on the credits acquired and any departmental priority criteria.
- The assignment of the scholarship will be published on the departmental websites.
- The students who are awarded the scholarship MUST accept it on Mobility UNINA within the established deadlines.
- The language requirements, if required by the foreign university, must be met when signing the financial agreement or within a deadline indicated by the host university. The language requirements are indicated in the list of activated exchanges and/or on the websites of the foreign universities;

After the application, the Erasmus+ and International Mobility Office sends the lists of applications to the departments with the elements useful for drawing up the rankings. The departments make the

selection according to the criteria published on their respective websites, send the ranking and the related report to the Erasmus+ and International Mobility Office which will upload the results to the ESSE3 platform.

2.2. Learning Agreement (LA)

- Each student must define his/her own Learning Agreement with the support of the office contact.
- The LA must contain equivalent exams between the host institution and the Federico II University.
- The total number of credits must be equal to or greater than the credits required by the Italian study plan (about 60 CFU per year, about 30 per semester);
- The student must generally take the exams of the current year at the time of departure. However, it is possible to take exams from subsequent or previous years so that the total number of CFU is 30/60;
- If an exam is not perfectly equivalent, it can be integrated with a practical internship (25 hours per CFU), but it is not mandatory.
- A specific Mobility Agreement is required for the ERASMUS for traineeship program.
- The student must necessarily take at least one exam and/or one activity per semester. Otherwise, the student will have to return the financial support received.

Instructions for selecting exams within the Erasmus program

1. Check the official instructions

- Consult the file of activated exchanges and refer to the "Teaching note" column for any specific instructions.
- Perform an online search using the formula "University Name + Erasmus + Incoming" to check for official guides on the procedures and requirements of the host university.

2. Criteria for choosing exams

- You can take:
 - Exams from the academic year in which you participate in the mobility program.
 - Exams from previous academic years.
 - Only one exam from the following semester, with rare exceptions.
- The recognition of exams must be based on a comparison between the curriculum of the host university and that of the home university, ensuring substantial equivalence between the Italian CFU and the foreign ECTS.
- The total credits acquired must be approximately 60 CFU for an academic year or 30 CFU for a period of five months.

3. Guidelines and flexibility

- In the absence of specific directives from the host university, students can select any exam, compatible with the location, class schedule and any attendance requirement.
- When dealing with students who have already participated in the program in the same destination, it is important to consider that procedures and availability may vary from year to year. The experience of previous students is useful, but not always directly applicable to your situation.
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4. Support during the selection process

- The definition of the Learning Agreement takes place with the support of the professor promoting the exchange and the Erasmus offices of the host university, guaranteeing the necessary assistance in all phases of the procedure.

2.3. Changes to the Learning Agreement

- During the mobility, students can request changes to the Learning Agreement by contacting the professor who signed the OLA. (Procedure called “During the mobility”)
- The changes must be approved by both the host institution and the Federico II University.

2.4. Closing the mobility

- At the end of the mobility, the student must upload to Mobility UNINA:
 - ○ Certificate of stay (certifies the period spent abroad);
 - ○ Transcript of Records (ToR): certificate of exams taken
 - ○ Final signed Learning Agreement (LA).
- The Transcript of Records must also be sent to the administrative contact of your department for the inclusion of credits in your career with relative validation of the grades.
- If the mobility was shorter than the agreed period, the financial contribution will be reduced proportionally. It is therefore possible to reduce the mobility period, but it is not recommended.

3. PROCEDURES FOR INCOMING STUDENTS

- Incoming students will be followed by the Promoters (Location Contact Persons) and by the Erasmus delegates of each Department.
- Presumably, a Buddy system will be activated to support foreign students in their academic and social integration.
- The Buddy's support activity can be certified with an Open Badge, useful for the curriculum.

4. SELECTION CRITERIA AND PRIORITY

- Students who intend to leave in the fourth and fifth year will have a slight priority compared to other years, through the corrective factors, determined annually by the department (for academic year 25/26 the corrective factors of the previous year are confirmed), since they have curricula that are more compatible with the curricula of foreign courses.
- The exams should be taken entirely at the foreign location but it is possible to integrate the exams with missing modules and/or practical activities once you return with the knowledge that the integrated exams will be entirely taken in Italy
- The qualifying pre-degree internship cannot be replaced by a traineeship abroad.

5. PROBLEMS AND QUESTIONS RESOLUTION

- If the host institution does not offer a module of an integrated course, it can also be integrated with an extra practical internship, always abroad.
- For linguistic difficulties in searching for the study programs of the partner universities, contact the Erasmus contact person of the department.
- Requests for clarification can be forwarded via email or Microsoft Teams to the contact persons.

6. USEFUL RESOURCES

- Mobility Online: Portal for accepting grants, uploading documents and managing mobility.
- ERASMUS section of the University website (<https://www.unina.it/didattica/opportunita-studenti/erasmus/programma>): List of promoters, list of activated exchanges, complete call for proposals, guides for filling out the forms.
- Erasmus departmental websites: Publication of rankings, contact persons, updates.