



ERASMUS+ 23-24 - STUDENTS' MOBILITY FOR TRAINEESHIP LEARNING AGREEMENT, FINANCIAL AGREEMENT AND INSTRUCTIONS

Students who have successfully passed the departmental selection process, have been awarded the Erasmus scholarship for Traineeship 2023-24.

However, Erasmus+ and International Mobility Office is checking the eligibility requirements and the language proficiency declarations; lack of confirmation will constitute grounds for exclusion from the selection.



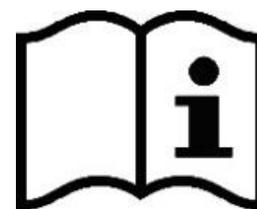
Once candidates have selected the host institution autonomously, they have to fill in the Learning Agreement for Traineeship (LAT), with the clear indication of STARTING DATE (day-month year) and END DATE.

The form is available at our web-site

<http://www.unina.it/didattica/opportunita-studenti/erasmus/programma>

The LAT, duly signed by the student, the Departmental coordinator or other responsible identified in the Department, and the host institution, has to be uploaded at least 10 days before departure and, far all by 31-03-2024 according to the following steps:

HOW TO ACCESS?

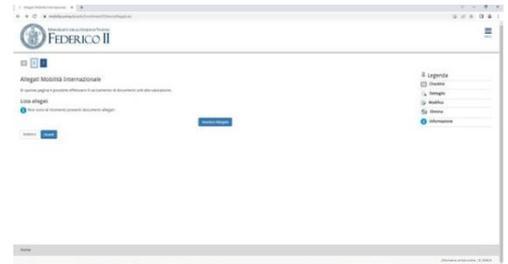


- 1) Enter the page <https://mobility.unina.it>
- 2) From the menu on the right (icon made up of three horizontal lines) click on Login
- 3) Enter using you UNINA credentials (use your email credentials EXAMPLE: if your e-mail is `mario.rossi@studenti.unina.it` WRITE `mario.rossi@studenti.unina.it` then your password in use)
- 4) In case you have more than one career (i.e. Bachelor and master), select the active one in link **Altre carriere** of the menu
- 5) If you need to change your bank account number (IBAN), write an email to: `gerardo.imperato@unina.it`

6) From the menu, select **Home** and then **Allegati carriera**

7) In the page **Allegati Mobilità Internazionale** click on **Inserisci Allegato**, fill in the compulsory fields of the form and, once selected the file to upload, select **Avanti** and the file will be effectively sent to the Erasmus+ Office

8) You will receive a message on you institutional e-mail address, confirming the correct delivery of the documents (it is a no-reply message)



The Erasmus+ and International Mobility Office Office will check the documents and will work out the Financial Agreement that will be uploaded in the same page **Allegati Mobilità Internazionale**.

Students have to verify that the financial agreement has been uploaded in the personal Mobility page. We kindly invite students not to call to accelerate the process, this will only cause further delays.

FINANCIAL AGREEMENT

Read it carefully (personal data included address and telephone numbers are taken from the University database and can, eventually, be modified only by students' secretary offices - NOT FROM ERASMUS+ OFFICE)



Sign the last page of the agreement (modifications or additional information are not allowed)

Upload the Financial Agreement in the page **Allegati Mobilità Internazionale**.

You will receive a message of confirmation

FINAL DOCUMENT

At the end of the Traineeship Period, the hosting institution has to fill in the section "AFTER THE MOBILITY" of the LAT stating, among others, the period of stay and the results achieved, that the trainee will have to upload on <https://mobility.unina.it> and send to the Departmental coordinator.