

Erasmus+ programme

Four good reasons to go on Erasmus+

1. **Benefit from academic recognition:** the Department will not only recognise exams taken abroad and included in the Learning Agreement, but will also award additional points towards the final assessment, in accordance with the regulations governing final exams for bachelor's and master's degrees.
2. **Improve your foreign language skills:** studying abroad – attending classes, interacting with local and international students, and experiencing everyday life – will give you the opportunity to deepen your knowledge of the language and culture of the host country.
3. **Enrich your CV:** knowledge of other languages and the ability to adapt to different contexts are considered necessary requirements for entering the world of work.
4. **Enjoy a unique experience:** living in a foreign country for a few months, stepping outside your comfort zone, is a valuable opportunity to grow, make friends, engage with other cultures and strengthen your independence and problem-solving skills.

What to do before submitting your application?

1. **Plan your experience well in advance.** We recommend visiting the websites of the host institutions and carefully reviewing their course offerings at the beginning of the academic year. Information on partner universities, divided by country, can be found on the following web page: <https://www.old.unina.it/didattica/opportunita-studenti/erasmus/atenei-partner-2025/26>
2. **Carefully read the documents** on the University's Erasmus website: <https://www.unina.it/it/visualizzatore?query=/didattica/opportunita-studenti/erasmus/programma>
3. **Consult the list of institutions** that have active exchange programmes with the Department of Political Science (https://www.unina.it/documents/d/guest/scienze_politiche_2026_27) and find out about the courses available at possible host universities.
4. If you have any questions, **contact the professors** promoting the individual exchange programmes, even before the call for applications is published. The list is available at the following link: https://www.unina.it/documents/d/guest/scienze_politiche_2026_27_delegati_e_promotori
5. Before departure, **improve your language skills** in order to meet the requirements set out in the call for applications at the time of publication.
6. **Check the publication and deadline dates** for the Erasmus+ call for applications (usually published between January and March each year); download the documentation to be completed and send it by the deadline.

How do I fill in the application form?

Instructions for filling in the application form can be found at the following link: https://www.old.unina.it/documents/11958/67064354/ER_25-26_2025-02-13_ISTRUZIONI_OK.pdf

What are the evaluation criteria established by the Department's Erasmus Committee?

The final ranking score will be calculated using specific algorithms provided for in Article 4 of the call for applications. In addition, the 'α' factor and/or any additional evaluation elements will be identified by the Committee and published on the Department's website.

How many times can you receive an Erasmus grant?

You can receive the Erasmus grant **more than once**, for a maximum of 12 months for each cycle of studies, regardless of the number and type of mobility (for study and/or internship purposes) you have already benefited from. The calculation of the Erasmus study period already completed also includes any extension for which you have not received a grant.

How long does the Erasmus grant last?

The duration of the grant varies depending on the agreement signed. For details, please refer to Article 9 of the call for applications.

In any case, for all participants in the selection process, the academic semester/year and the duration of mobility must be established upon acceptance of the grant and are subject to the start and end dates of courses and/or other activities at the host institution, as well as the number of months indicated in the tables published on the Erasmus page.

Please also note that:

- mobility for a single semester is funded **for a maximum of 5 months**;
- mobility for an entire academic year is funded **for a maximum of 9 months**.

It will be possible to formally request an extension of the study period, previously agreed upon by the student with the host university and the exchange promoter, using the forms provided by the Erasmus+ and International Mobility Office, to be sent at least one month before the originally scheduled end of the mobility period. The additional period is not covered by financial support, unless otherwise indicated.

Is knowledge of a foreign language mandatory?

Language proficiency **must be documented at the time of signing the contract by means of the following documents**:

1. One or more certificates issued by international bodies and/or institutions recognised by the Ministry of Education and Merit (<https://piattaformaenticert.pubblica.istruzione.it/pocl-piattaforma-enti-cert-web/elenco-enti-accreditati>);
2. A level certificate issued by the CLA following a placement test. The CLA organises several placement tests free of charge throughout both semesters, the dates of which will be communicated in due course;
3. level certificate issued by the CLA at the end of French, German and Spanish courses, offered free of charge to Erasmus scholarship winners in June/July;
4. language proficiency certificate issued by foreign universities where the student has previously studied on an Erasmus programme.

The following are exempt from the requirement to document their language proficiency:

- a) students enrolled in the English-language **Master's Degree programme in International Relations**, if the courses to be attended at the host university are taught in English;
- b) students selected for double degrees;
- c) doctoral/specialisation school students;
- d) students who are native speakers of the language of the host country.

More detailed information on the certificates and courses offered by the University Language Centre is available at <https://www.cla.unina.it/home>.

Please also note that, after signing the contract, outgoing students will be able to take advantage of online language courses provided by the European Commission.

What must be done before departure?

1. Before departure, the beneficiary student must have a detailed plan of the activities (Learning Agreement for Studies) to be carried out abroad, approved and signed by the promoting lecturer (or the relevant departmental Erasmus delegate) and the host institution. In particular, the Learning Agreement shall indicate the courses to be attended and the corresponding number of credits awarded by the host institution, as well as the corresponding courses and credits in the study plan that are to be recognised in Italy. It should be noted that it is possible to achieve the number of credits required for a single course by combining the credits of several courses/activities offered by the host institution, provided that they are relevant to the specific subject area of the exam for which recognition is sought.

The Learning Agreement remains mandatory even if you are going abroad to carry out thesis or internship activities.

During your stay abroad, you may propose a change to the Learning Agreement, which must be signed by both the Italian and foreign supervisors.

Most foreign universities require the Learning Agreement (OLA) to be completed online. The guide to completing the OLA can be found at the following link: https://www.old.unina.it/documents/11958/67064354/ER_25-26_guida_OLA.pdf.

In order **to complete the Learning Agreement correctly**, students are invited to:

- carefully consult the host university's website and search for the programme/syllabus of the courses they intend to take abroad;
- compare the contents of the chosen courses with the programmes of the courses in their study plan;
- contact the Erasmus coordinator for their degree programme to verify the correspondence of the courses.

The degree programme coordinators are as follows:

Prof. Marco Maria Aterrano (Erasmus+ coordinator for degree programmes L-36 and LM-52)

Prof. Giovanni Coccozza (Erasmus+ coordinator for degree programmes LM-62/LM-91)

Prof. Gabriella Duranti (Erasmus+ coordinator for degree programmes L-16 and LM-63)

Prof. Maria Iannario (Erasmus+ contact person for degree programmes L-41 and LM-82)

Prof. Pietro Maffettone (Erasmus+ contact person for degree programme LM-52e)

Prof. Giovanni Scarpato (Erasmus+ contact person for degree programmes L-39 and LM-87)

The number of credits for the exam taken during the mobility period may not correspond to that of the course in your study plan. However, a tolerance of 2 credits per exam is allowed.

After consulting with the Erasmus coordinator for your degree programme, you can choose from the exams included in your study plan.

You can only choose courses from your year of enrolment.

The Learning Agreement must be approved and signed by the professor promoting the agreement or by the Erasmus delegate. In the case of an OLA, the name of the delegate, Prof.

Sole Alba Zollo, and the **email address disp.international@unina.it** must be entered in the section dedicated to “Sending Responsible Person” for the digital signature.

2. It is possible to use the Erasmus period to prepare your degree thesis, provided that you independently identify a professor at the host institution who is willing to supervise your thesis and issue a final certificate. To ensure that the credits earned for thesis work carried out abroad appear on the degree certificate, upon return from the Erasmus period, the relevant committee will award a number of credits equal to those required by the student's study plan for the final exam.
3. Before departure, students must complete the **application form** to enrol at the host university as Erasmus students. As soon as they are awarded an Erasmus grant, they are required to find out about the enrolment procedures and deadlines, which vary considerably between universities. With the exception of some universities in Northern Europe, which set deadlines as early as April, deadlines are generally set in May and June.
4. Before departure, students must sign a **contract** (financial agreement) at the Erasmus+ and International Mobility Office, on the dates and according to the procedures indicated on the office's website.

How many exams must be taken in order to receive the scholarship?

In order to be eligible for the scholarship, students must have passed at least one of the activities listed in the Learning Agreement (exams, internship, thesis work) for each semester spent abroad. Otherwise, students will be required to return the entire scholarship, if already received.

For this purpose, the *Transcript of Records* (exam certificate issued by the partner university) will be considered valid. Similarly, for internships and thesis work, the certification of the professor who supervised the activities will be considered valid.

What to do during your stay abroad?

- Once you arrive abroad, you must immediately go to the Erasmus Office of your host university. There, you must have the **Certificate of Attendance** filled in under the ‘Arrival’ section and then send it by email to the Erasmus+ and International Mobility Office. Similarly, they must have the Learning Agreement approved by the host university, if this has not already been done, and send it by email to the Erasmus+ and International Mobility Office.

- If, for valid educational reasons, the student wishes **to extend their stay** at the host university, they must send the duly completed and signed extension form to the Erasmus+ and International Mobility Office in a timely manner and, in any case, one month before the end of the period of stay established in the contract. Authorisation for the extension will only be granted after approval by the Italian supervising professor or the delegate of the Department of Political Science. The extension of mobility will be possible provided that the total period does not exceed 12 months. **In any case, the extension period will not be funded.**

- At the end of the stay, the student must ask the host university for a **Transcript of Records** certifying the results obtained. On the basis of this document, procedures will be initiated for the recognition of credits earned during the period of study abroad and for the payment of the balance of the scholarship.

What to do upon returning to Italy?

At the end of the Erasmus+ period, students must upload the following documentation to the platform <https://mobility.unina.it>:

- *Certificate of Attendance*;
- *Learning Agreement* and any changes, complete with all signatures;
- *Transcript of Records* or, in the case of thesis research or internship, a certificate issued by the host university regarding the activity carried out, to be sent to the Department by the student concerned.

How to receive the grant?

The University grant will be paid, after the student's return and the closure of the Erasmus+ file, in a single instalment and exclusively to an IBAN relating to a current account or prepaid card held by the student or co-holder (the details of which must be provided at the time of application). Students will be required to repay any amounts relating to days not covered by the certificate of attendance.

When and why is the right to a scholarship lost?

To be eligible for a scholarship, you must have passed/completed at least one of the activities specified in the Learning Agreement (at least one exam, internship, thesis work) for each semester spent abroad. Otherwise, the entire scholarship, if already received, must be returned.

Where can I find more information?

All information about the Erasmus+ programme can be found on the university website <https://www.unina.it/it/visualizzatore?query=/didattica/opportunita-studenti/erasmus/programma>

For purely bureaucratic matters, please contact the University's Erasmus+ and International Mobility Office (<https://www.unina.it/it/visualizzatore?query=-/768443-ufficio-erasmus-mobilita-internazionale>), and in particular to Dr Alessia De Michele (alessia.demichele@unina.it), Erasmus coordinator for the Department of Political Science.