

ERASMUS+ STUDENTS' MOBILITY FOR TRAINEESHIP 2022

FINANCIAL AGREEMENT INSTRUCTIONS

Students who have successfully passed the departmental selection process, have been awarded the Erasmus scholarship for Traineeship 2022.

The traineeship period has to be completed by **31st July 2024**, while **graduate students have to complete it by one year after their graduation**.

In any case the Erasmus period **cannot be shorter than two months (60 consecutive days) nor longer than six months**, and shall end no later than 31 July 2024.

Once candidates have selected the host institution autonomously, they have to fill in the Learning Agreement for Traineeship (LAT), complete of 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 45 days before departure and, far all by 30-11-2023 according to the following steps:

- 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 name.surname@studenti.unina.it and then enter your password. EXAMPLE: mario.rossi@studenti.unina.it, and then the password**)
- 4) In case you have more than one career (i.e. Bachelor and master), select the active one throu "Altre carriere"
- 5) From the menu, select **Home** and then **Allegati carriera**
- 6) 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 International Office

The file to upload is only the LAT, complete and duly signed. No other documents will be considered.

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 international Office will check the document 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 (*the office will process them on the basis of the dates of departure indicated*). Please, do not call with demanding urge that will cause further delays.

Once received the Financial Agreement, students have to

- Read it carefully (personal data included address and telephone numbers are taken from the University database and can, eventually, be modified only from the students' secretary offices – NOT FROM INTERNATIONAL OFFICE)
- Sign it (modifications or additional information are not allowed)
- Upload the Financial Agreement in the page **Allegati Mobilità Internazionale**. You will receive a message of confirmation

Monthly scholarship are determined as follows (differently from art. 10 of the Call for applicants DR 2782 del 5-7-22)

Group 1 High cost of living	Denmark, Finland, Iceland, Ireland, Luxembourg, Lichtenstein, Norway, Sweden	€ 500
Group 2 Average cost of living	Austria, Belgium, Germany, France, Italy, Cyprus, Greece, Spain, Netherlands, Malta, Portugal	€ 450
Group 3 Low cost of living	Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, Northern Macedonia, Serbia, Turkey	€ 400

An additional €250 monthly contribution is also available for students in disadvantaged socio-economic conditions, with ISEE \leq €15,000 used for university purposes as submitted by the Erasmus grant winners for their latest enrolling.

At the end of the Traineeship Period, the hosting institution has to fill in the section "AFETER 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>