

# Guidelines for Students of the Department of Chemical, Materials and Production Engineering Erasmus+ Scholarship Holders 2026–2027

## Requirements before departure

1. Accept the Erasmus+ grant on the Mobility platform (<https://mobility.unina.it>). Follow the application instructions available here:

[https://www.unina.it/documents/d/guest/erasmus\\_2026\\_27\\_avv\\_selezione\\_ita\\_istruzioni](https://www.unina.it/documents/d/guest/erasmus_2026_27_avv_selezione_ita_istruzioni)

2. Application to the Host Institution. Carefully check the administrative requirements and deadlines on the host institution's website before applying.

## 3. Learning Agreement

- The Learning Agreement can be completed online through the OLA – Online Learning Agreement platform: <https://learning-agreement.eu>. Students must select the activities they intend to carry out at the host institution (i.e. Exams (courses), Thesis work, traineeship, Other academic activities). The mobility period (Minimum duration: 60 days. maximum duration: 360 days) must take place between **1 June 2026 and 30 September 2027**.

### Courses

- Check the course catalogue for the relevant semester at the host university.
- For compulsory courses, verify equivalence with courses in your degree programme in order to obtain recognition after your return.
- Contact your Degree Programme Coordinator (CdS – Corso di Studio) and obtain the detailed syllabus of the host course for comparison purposes.

### Thesis Activities

- Contact the host institution to inquire about available thesis topics (these are often published on the Erasmus section of the host university's website).
- Choose: One thesis supervisor at the host institution and one internal supervisor from our Department (who must be kept regularly informed about your progress).
- Complete health surveillance and the mandatory safety training at our University before departure.
- Submit the completed Learning Agreement to the your Degree Programme Coordinator for review.
- After any required revisions, sign the Learning Agreement and send it to the Department Erasmus+ Delegate (Prof. Giovanna Tomaiuolo) or your Degree Programme Coordinator and the responsible person at the host institution for their signatures.
- Upload the fully signed Learning Agreement to the Mobility platform.
- Send a copy to Dr. Paola Desidery at: [desidery@unina.it](mailto:desidery@unina.it)

## 4. Additional Host Institution Requirements

Complete any additional requirements requested by the host institution, including the possible submission of another Learning Agreement according to the procedures indicated by their Erasmus+ Office.

## Requirements During and After the Erasmus+ Mobility

5. Check the examination rules at the host university. Please note that at some European universities It is not possible to refuse a grade and It is not possible to retake an exam multiple times within the same exam session.

6. Verify any restrictions regarding Minimum or maximum number of credits and Course selection rules.

7. Before returning, obtain: A copy of the Transcript of Records and A certificate confirming thesis and/or traineeship activities (if not included in the Transcript of Records). Upload the Certificate of Attendance (confirming both start and end dates of your Erasmus period) to the Mobility platform.

**Send it also to Dr. Paola Desidery** – [desidery@unina.it](mailto:desidery@unina.it)

This documentation is necessary for the official recognition of credits.

### **Who to Contact for Erasmus+ Information**

It is essential that students contact the appropriate person depending on whether the issue is academic or administrative.

Sending administrative questions to academic staff (or vice versa) may cause delays and confusion. For example, questions regarding the payment of the Erasmus grant should not be addressed to the Erasmus Coordinator of your Degree Programme, as they are not responsible for financial matters. Please avoid sending multiple separate emails to different recipients regarding the same issue. If you need to contact more than one person, include all recipients in the same email (as main recipients or in CC).

You may also request clarification via Microsoft Teams chat; however, responses cannot be expected in real time, especially outside working hours or during weekends.

Please avoid sending repeated reminder emails, as this may slow down the handling of ongoing administrative procedures.

### **Academic Contacts**

#### **Chemical Engineering**

- Prof. Giovanna Tomaiuolo [g.tomaiuolo@unina.it](mailto:g.tomaiuolo@unina.it) Departmental Erasmus+ Delegate
- Prof. Almerinda Di Benedetto – Coordinator of the Degree Programmes

#### **Materials and Biomaterials Engineering & Materials Engineering**

- Prof. Veronica Ambrogi – Erasmus+ Coordinator
- Prof. Ernesto Di Maio – Degree Programme Coordinator

#### **Industrial Bioengineering**

- Prof. Maurizio Ventre – Erasmus+ Coordinator and Degree Programme Coordinator

### **Administrative Contacts**

- Dr. Paola Desidery - [didattica.dicmapi@unina.it](mailto:didattica.dicmapi@unina.it); [desidery@unina.it](mailto:desidery@unina.it)
- Erasmus and International Mobility Office  
<https://www.unina.it/it/visualizzatore?query=-/768443-ufficio-erasmus-mobilita-internazionale>

### **Important Notes**

- Students must carefully read the official Erasmus+ Call for Applications published on the University website, as well as the notices regularly published on the University website, the Department website, Their Degree Programme website.
- The nomination to the host institution is carried out by our University's Erasmus Office: Luigia Mondo – [luigia.mondo@unina.it](mailto:luigia.mondo@unina.it)
- If a student decides to withdraw from the Erasmus+ grant and mobility period, they must promptly notify Dr. Paola Desidery.