

Things to do during your mobility period

Erasmus+ Traineeship 2025-2026

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Communicating your mobility start date

Once you have started your internship, you must confirm your exact start date within **10 days**.

You cannot start your mobility period before the date indicated in your Financial Agreement.

To do:


- Send an email from your UniTS email account to outgoing.students@amm.units.it.
 - Subject: 'Erasmus+ Traineeship 2025-2026 – Start Date'
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Modifying your Learning Agreement

You may change your **Learning Agreement** (LA) by completing the section '**During the Mobility**'. This may only be done once.

To do:

- Make sure you fill out the document completely.
- Get the document signed by the department's delegate for international mobility.*
- Get the document signed and stamped by your host institution.
- Send the form via email from your **UniTS email account** to outgoing.students@amm.units.it.

 **Deadline:** within **60 days** of your scheduled return date.

*If you are a **PhD student**, get it signed by your **PhD coordinator**; if you are enrolled in a **specialisation** programme, by the **head of the school**; if you are enrolled in a university master programme, by your Head of Programme.

Please note: In case of changes in the number of ECTS credits from the initial Learning Agreement, the change must be agreed with the teacher in charge of your mobility (as defined in the Guidelines) and communicated to the Mobility Office.

Extending your mobility period

You can request an **extension** of your mobility period for educational purposes. You must do so **no later than 30 days before the scheduled end of your mobility, as per your financial agreement**.

Please note:


- The request may be **rejected** or **approved without funding**.
- No interruption between the original period and the extension is allowed.
- The entire mobility period, including the extension, must be completed by 31 December 2026.

Who approves an extension?

- **Your host institution**
- **Your Department's delegate for international mobility***

*If you are a **PhD student**, get it signed by your **PhD course coordinator**; if you are enrolled in a **specialisation** programme, by the **Head of the Specialisation School**; if you are enrolled in a university master, by your Head of Programme.

How to apply for extension

- You can only apply for an extension **after you have started your mobility period**.
- Once your extension has been approved, email the details to **outgoing.students@amm.units.it** from your UniTS email account.
- You must notify the Mobility Office of the approved extension **no later than 30 days before** the scheduled end of your mobility, as per your financial agreement.
- To apply for the extension of your mobility period, you must use the **official form**, called 'Extension application'. You can find the form  [here](#).

Useful information


- If the extension of your mobility period is approved, you will be informed via email to your UniTS email account.
- Any additional grant funding will be paid upon your return, together with the balance provided for in your financial agreement.
- If you submit your application after the deadline (i.e. less than 30 days before the end of the mobility period), the extension **may** still be granted, but **without funding**.
- **Applications submitted after the end of the mobility period will not be accepted.**

Rules during your mobility period

- During your internship, you may not sit any exams or attend any educational activities to be included in your academic records neither at the University of Trieste nor at any other institution.
- You will be able to take exams at UniTS **only after you have provided proof of the end of your mobility period**.
- If you already have an **expected graduation date**, please inform us by sending an email to outgoing.students@amm.units.it.
- Recognition of credits for a mobility internship takes time and involves several offices. We therefore recommend that you return **at least one month** before your scheduled graduation date, as verification processes or unexpected events may require more time.

Contact the International Mobility Office

 **Email:** outgoing.students@amm.units.it

 **Telephone:** +39 040 558 2994 / 2981



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