



**UNIVERSITÀ
DEGLI STUDI
DI TRIESTE**

Things to do before your mobility period

Erasmus+ Traineeship 2025-2026

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Signing and uploading your Financial Agreement

You will receive by email the financial agreement template with instructions on how to complete it. This document establishes:

- terms and conditions of your mobility;
- details of your mobility grant funding;
- details of your insurance policy;
- the responsibilities of the parties involved.

To do:

- Fill in and sign the Financial Agreement following the instructions we sent you by email. Log in to your reserved area in UniTS Online Academic Services (Esse3) and upload the document.

The International Mobility Office will be responsible for having the Rector's Delegate for International Relations and Mobility sign the document.

Please note:


- if the Financial Agreement has not been signed by both parties (student and Rector's Delegate), you cannot start your mobility period.
- In order to receive your contribution, please enter the details of a bank account held in your name or a joint account in your name in Esse3 (in *Home>Personal Details*). You must have already entered your account details in Esse3 when you submit your Financial Agreement.

Academic and administrative requirements

• Enrolment and taxes


Pursuant to Article 1 of the Erasmus+ Traineeship 2025-2026 Call, in order to carry out a **curricular internship** (i.e. an internship included in your study programme as a mandatory or additional activity), you must be regularly enrolled in a degree programme at the University of Trieste for the entire duration of your mobility.

• Study programme

 Your **Learning Agreement** is not a substitute for your study programme: don't forget to submit it.

In order to submit your study programme or have it amended, please refer to the instructions and deadlines published on your degree programme webpage.

If your internship is included in your study programme as a mandatory activity, all the activities you want to have recognised must be included in your study programme and be visible in your academic records in Esse3 (*Home > Exam Booklet*) **before** your departure.

 If your internship is not included in your study programme, please contact [Academic Services](#)

• Requirements for graduates, PhD students and students enrolled in specialisation schools

- If you are carrying out your mobility period as a **graduate**, you must leave after graduation and complete your internship within one year of graduation.

- If you are enrolled in a PhD programme, a specialisation school or a university master programme, please contact the Doctoral Office or the Office for Postgraduate Students in advance to check if there are any further requirements.

Please note: 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.

Online Language Support (OLS)

Online Language Support (OLS) is the language learning platform designed by the European Commission for Erasmus+ mobility participants. It is not a requirement, but it is an excellent tool that you can use to improve your language proficiency.

What you can do on OLS

- Assess your language level with a **Placement Test**.
- Take a **customised course**.

Register with [EU Academy](#) using your institutional email address.

📌 To start the test:

1. Log in.
2. Type '**Placement Test**' in the search bar.

💡 **FAQ:** Scroll to the bottom of the [EU Academy](#) webpage and select 'Help Centre > OLS assistance'.

International Mobility Office Contacts

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

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