



UNIVERSITÀ
DEGLI STUDI
DI TRIESTE

WELCOME TO THE UNIVERSITY OF TRIESTE



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Mobility for Incoming Students

Short Guide

2025-2026
second semester

Updated as of 19th February, 2026



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You can find useful **documents** on the International Mobility website [Link](#)

USEFUL DOCUMENTS

The screenshot shows the website interface for the University of Trieste. At the top, there is a navigation bar with 'Info per -' on the left, a search icon, a user icon, and 'ACCEDI' on the right. Below this is a dark blue header with the university logo and name 'UNIVERSITÀ DEGLI STUDI DI TRIESTE' on the left, and social media icons for Instagram, Facebook, LinkedIn, YouTube, X, and RSS on the right. A horizontal menu below the header includes 'Ateneo', 'Studiare', 'Ricerca', 'Impegno sociale', 'Internazionale', and 'Servizi'. The main content area is divided into two columns. The left column is a sidebar menu titled 'Studenti incoming' with the following items: 'Welcome to Trieste', 'Information sheet', 'Erasmus+ Study', 'Erasmus+ Traineeship', 'Other Programs', 'Front desk Info', 'Italian language courses for incoming students', 'Delegates', 'Erasmus Student Network (ESN)', 'University International Policy', 'Contacts & Important info', and 'News'. The right column is the main content area, titled 'Welcome to Trieste' with a small UK and Italian flag icon. The text reads: 'Dear student, in this section you can find some important information for your Erasmus+ Mobility at the University of Trieste. We are happy to have you among our students!'. Below this is a section titled 'ACCOMODATION' with the text: 'The University of Trieste has several campuses located around the cities of Trieste, Gorizia, Portogruaro and Pordenone. Remember to check with your coordinator where most of your courses will be, before finding accommodations. You can find useful information on accommodation at the following links: https://portale.units.it/en/services/living-trieste https://www.welcomeoffice.fvg.it/practical-info/accommodation/'. At the bottom of the right column is a section titled 'HEALTH CARE PLAN TO COME AND STAY IN ITALY' with the text: 'To study in Italy, you must have a health care insurance that covers you in case of sickness, accident etc. Find out the best solution for you here'.



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AFTER THE ARRIVAL IN TRIESTE – KA131 UE Countries/Overseas



Contact the **International Mobility Office** to obtain your Letter of Arrival at:
incoming.students@amm.units.it



Get your Letter of Arrival signed by the International Mobility Office



Get in touch with your **Italian coordinator** to notify them of your arrival



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AFTER THE ARRIVAL IN TRIESTE – KA171 from extra UE Countries



Meet the **International
Projects and Recruitment
Office** at:

projects@amm.units.it



Get in touch with your
Italian coordinator to
notify them of your arrival



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LETTER OF ARRIVAL

- Arrival at UNITS = Physical presence (Welcome Meeting, meeting with your Italian coordinator, appointment with International Mobility Office)
- Letter of Arrival is provided by the **International Mobility Office**
- Your home university may have provided you with its own **Letter of Arrival form**: you can use it. **Important**: it can only be signed by the International Mobility Office.





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BEGINNING OF THE CLASSES

In all departments, classes begin on **23 February 2026**, except for the **Department of Language, Interpreting and Translation Studies**, where the courses are annual and lessons this semester started on **16th February 2026**.





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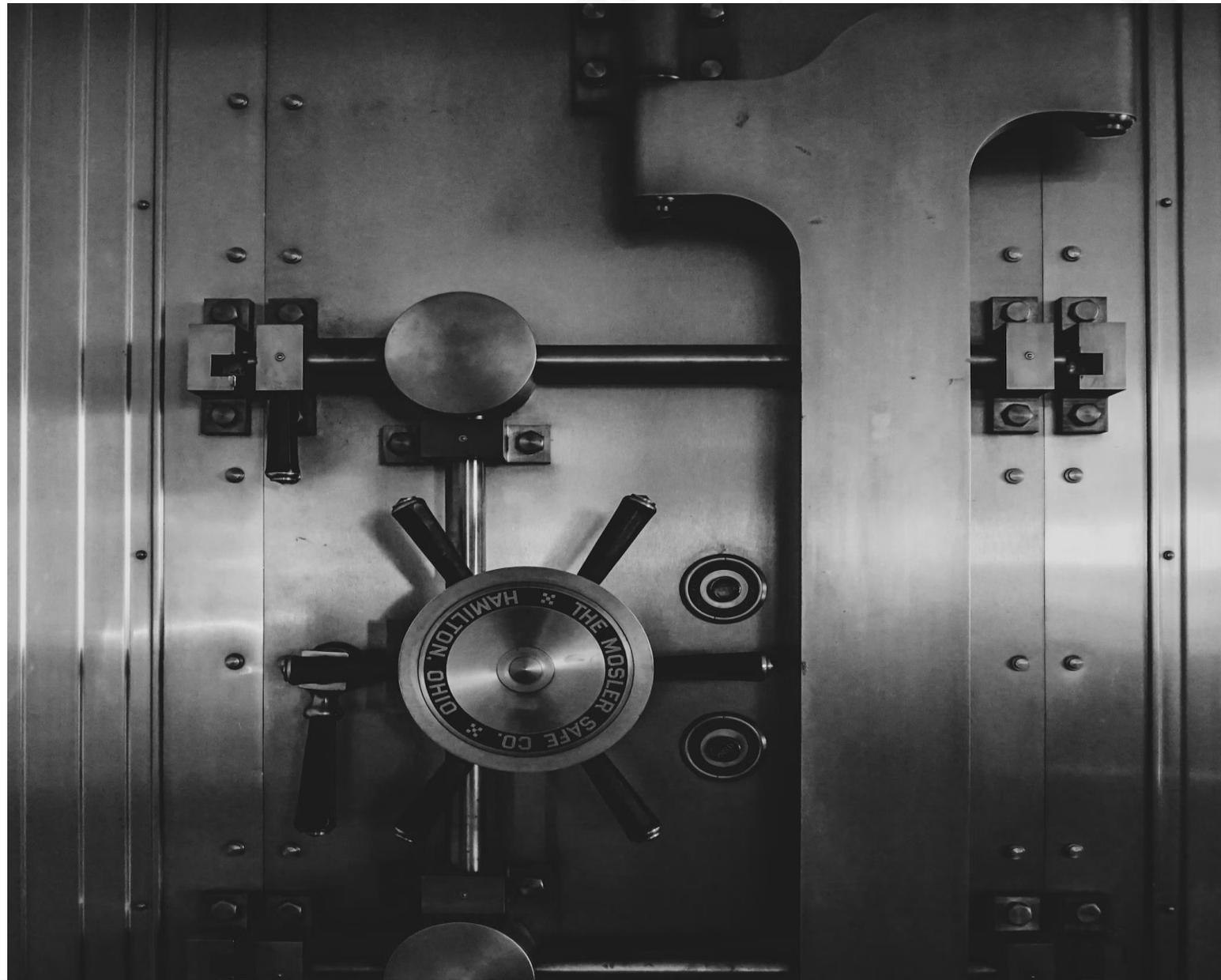
USERNAME AND PASSWORD

are provided after you register in
[Esse3](#)

After you have signed in, you will be
enrolled by the Mobility Office

In case of any **issues** following your
enrollment, please send an email with a
scanned copy of your ID or passport to
request new credentials at the following
email:

helpesse3@amm.units.it

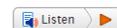




ONLINE RECORDED CLASSES AND RESOURCES (DIGITAL SERVICES)

Digital services

Home / Services / Digital services



Online Students Service (Esse3)

- [Sign in with SPID or credentials](#)
- [Can't remember your credentials?](#)
- [Register without SPID](#)

University email (Office 365)

Note: for student the username is s.....@ds.units.it

- [Log in to your institutional mailbox](#)
- [Can't remember your credentials?](#)

e-Learning

- [Go to e-Learning page \(ITA only\)](#)

Course Catalogue

- [Go to Course Catalogue](#)

Wireless roaming network - eduroam

- [Learn how to connect to the eduroam network \(ITA only\)](#)

EasyAcademy

For class schedules management, rooms booking and attendance tracking

- [Go to EasyAcademy](#)

Services

[Disability and SLD services](#)

[Wellbeing, equity and inclusion](#)

[Libraries and cultural services](#)

Digital services

- > [Online Students Service \(Esse3\)](#)
- > [University email \(Office 365\)](#)
- > [E-learning \(ITA only\)](#)
- > [Course Catalogue](#)
- > [Wireless network - eduroam \(ITA only\)](#)
- > [EasyAcademy](#)
- > [Room booking](#)
- > [Password recovery](#)
- > [Cybersecurity](#)

[Health and Safety](#)

[Secretariat services](#)

[Photography service](#)

[Living the University](#)

About e-Learning you can find:

- [Lesson catalogue](#)
- [Class schedule](#)
- [Moodle](#)
- [Video Tutorial](#)

VIDEO TUTORIAL

Per gli studenti



Accedere a Teams

Accesso alla piattaforma Microsoft Teams utilizzando le credenziali d'Ateneo e soluzioni da adottare in caso di malfunzionamenti.



Catalogo della didattica

Consultare correttamente il catalogo della didattica per la ricerca dei corsi, insegnamenti e/o docenti e copia del codice Teams sulla piattaforma.



Consultare le lezioni

Visualizzare i file delle lezioni registrate nei Teams e cosa fare in caso di malfunzionamenti.



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MOODLE

In the Moodle platform, you can get the didactic materials.

If your credentials work but you cannot access the MOODLE platform, please contact: incoming.students@amm.units.it



TEAMS

You can get the access to courses through the TEAMS platform.

If you experience any issues accessing TEAMS, please contact the course professor.





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UniTS Apps



myUniTS

[Go to App Store](#)
[Go to Google play](#)

To view your booklet, sign up for your exams and visualize your grades



Orari UniTS

[Go to App Store](#)
[Go to Google Play](#)

Check the schedules, classrooms, and details of the lessons, and stay updated with notifications



CLASS SCHEDULE

Classes timetable:

<https://orari.units.it/agendaweb/index.php?view=easycourse& lang=it>



<< Back to the home page



Search your timetable by
degree

What does it mean



Search your timetable by
lecturer

What does it mean



Search your timetable by
course

What does it mean

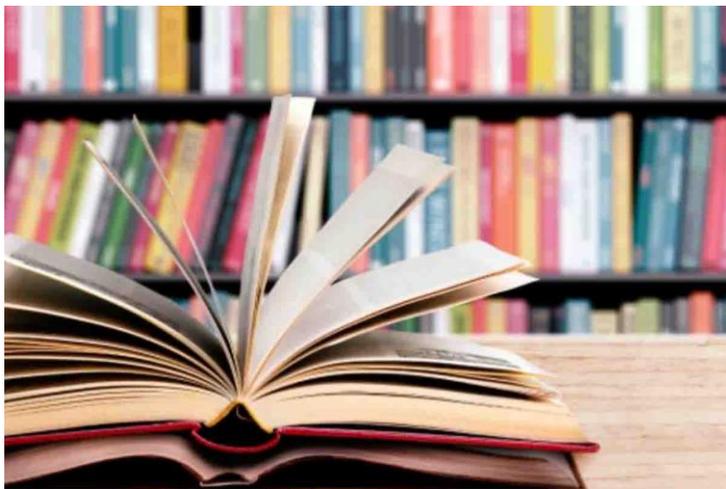


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UNIVERSITY LIBRARIES

The University Library System offers study rooms.
You can borrow books and digital materials, and
access databases.

Find out more about on BiblioUniTS.



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Login

BiblioUniTS

The screenshot shows the BiblioUniTS website interface. At the top, there is a dark blue navigation bar with a home icon and links for 'About us', 'Libraries', 'Library services', 'Study and research help', '@sk Your Library', and 'POLO SBN TSA'. Below the navigation bar is a large banner image featuring a statue and a sunset. Overlaid on the banner is a search bar with the text 'Search books, e-books, periodicals, e-journals' and a search icon. To the left of the search bar are tabs for 'Catalogue', 'Textbooks', 'Databases', and 'All materials'. Below the search bar are links for '+ Advanced search', '? User guide', and '↗ Retrospective catalogue'. At the bottom of the page, there are three call-to-action buttons: 'Access remotely to databases, e-books and e-journals', 'Join the library', and 'Databases by subject areas' (which includes a globe icon).



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EU countries: [EHIC](#)

You can register to the
National Health System

[Information Office](#)

Parco di San Giovanni

Via Giovanni Sai, 7,

34128 Trieste

Tel. 040 3997273/

0403997194

BEYOND UNIVERSITY



Download the app for
[canteens ARDIS](#) -
[BookAmeal](#)



ESN

Erasmus Student Network

Contact **ESN** Trieste

<https://linktr.ee/esntrieste>



Welcome Office FVG

<http://www.welcomeoffice.fvg.it/>



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Tax code - CODICE FISCALE (CF)

- An official Tax code must be requested to Revenue Agency office (Agenzia delle Entrate). You will need it for e.g. for a rental contract and university canteen.
- Please follow the instructions on how to request your tax code [here](#)

Agenzia delle entrate

VIA L.STOCK 2/3 - 34135 Trieste (TS)





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ARDIS – Canteen service



- You can download the app «[bookAmeal](#)» by ARDIS after your arrival and enrollment
- The app is free of charge
- Information contact: ristorazione.trieste@ardis.fvg.it



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PUBLIC TRANSPORT

- Please contact ARDIS
info.trieste@ardis.fvg.it

<https://www.ardis.fvg.it/contenuti.php?view=page&id=215>



trasporto
pubblico
locale

Your next trip starts here

 PLAN AND BUY YOUR TRIP



Customer Care Login/Register

IT

EN

SL



<https://tplfvg.it/en/>



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EMERGENCY NUMBERS

- 112 European Emergency Number (NEE)
- 113 Police
- 115 Firefighters
- 118 Ambulance





CHANGES DURING THE MOBILITY

Exceptional changes to the learning agreement

Exceptional changes to Table A						
Table A2	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change [Add the applicable reason code or write other reason]	Number of ECTS credits (or equivalent) to be awarded
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	

Exceptional changes to Table B (if applicable)							
Table B2	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	<Reason for change>	Number of ECTS credits (or equivalent) to be awarded	Automatic recognition [Yes/No]
			<input type="checkbox"/>	<input type="checkbox"/>			
			<input type="checkbox"/>	<input type="checkbox"/>			

Exceptional changes to Table C (if applicable)						
Table C2	Component code (if any)	Component title or description of the study programme at the Receiving Institution	Short description of the virtual component	Reason for change [Add the applicable reason code or write other reason]	Number of ECTS credits (or equivalent) to be awarded	Automatic recognition [Yes/No]
				Choose an item.		
				Choose an item.		

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the learning agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies. The Beneficiary Organisation and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Commitment	Name	Email	Position	Date	Approval
Student			Student		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

Approval of exceptional changes to the learning agreement

Any change to the original Learning Agreement must be explicitly approved by the Italian coordinator of the exchange.

- To be sent to: incoming.students@amm.units.it
- Use the section «Changes to the Learning Agreement»
- After we receive your Changes we update your courses on your Booklet!

Please note: Credits will be validated only for courses in the LA/Changes.



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DURING THE EXCHANGE

- Send your Learning Agreement and/or Changes
- Attending lessons in “presence” is important!
- Register [on line](#) for exams “appello” through your website profile Esse3 or myUniTS before doing the exam in presence
- Is an extension needed?





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EXAMS REGISTRATION

Please find the Academic didactic calendar on the department website.

Exams must be taken in presence, **NOT REMOTLY**.

Whenever you want to take an exam, you must sign up on-line session following the specified deadlines through your Online [profile \(Esse3\)](#) or via the myUniTS app.

All the exam procedures are completed on-line.





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ERASMUS ITALIAN COURSES

Italian courses for Erasmus students are free of charge.

In order to have the credits included in the Transcript of Records, it is mandatory to indicate "**Corso Italiano Erasmus**" in the Learning Agreement/Changes and to pass the final test.

The final test will give you the right to get 6 CFU. Since the courses are extracurricular, no marks will be awarded.

Courses will be organized by Centro Linguistico d'Ateneo (CLA): <https://iuslit.units.it/it/node/45390>

Levels for this semester are A1, A2, B1.
You will be informed by CLA by email when the lessons start.





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BEFORE LEAVING



- You must take an [appointment](#) with the International Mobility Office to get your Certificate of Departure signed
- **NB: all exams must have been completed before leaving!**



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THE DEPARTURE

Departure = the last day you must be physically present at UNITS (last day of the examination/course/work/ mandatory attendance period).

When you request the **Letter of Departure** from the International Mobility Office, your online profile will be frozen.

No exams will be valid after that date.

Be careful! Request the Letter of Departure to the Office only **AFTER** completing all your exams!!





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AFTER THE EXCHANGE

A **Transcript of Records (TOR)** will be sent to you and to your home University by the Office.





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DIDACTIC CALENDARS

- **HUMANITIES**

<https://disu.units.it/it/didattica/informazioni-studenti/calendari-didattici>

- **ECONOMICS**

<https://deams.units.it/it/didattica/corsi-studio/Calendario-Didattico>

- **POLITICAL SCIENCES**

<https://dispes.units.it/it/didattica/informazioni-studenti/calendari-didattici>

- **MATHEMATICS, INFORMATICS AND GEOSCIENCES**

<https://dmg.units.it/it/didattica/corsi-studio/Calendario-didattico>



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DIDACTIC CALENDARS

- **PHYSICS**

<https://lauree.units.it/it/0320106203000001/area-studenti/calendario-didattico>

- **LIFE SCIENCES**

<https://lauree.units.it/it/0320106202400001/area-studenti/calendario-didattico> (Psychology)

<https://lauree.units.it/it/0320106201300002/area-studenti/calendario-didattico> (Biology)

- **CHEMICAL AND PHARMACEUTICAL SCIENCES**

<https://lauree.units.it/it/0320106202700001/area-studenti/calendario-didattico> (Chimical)

<https://lauree.units.it/it/0320107301400001/area-studenti/calendario-didattico> (Pharmaceutical)

- **MEDICINE**

<https://corsi.units.it/me03/calendario-didattico>



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DIDACTIC CALENDARS

- **ENGINEERING AND ARCHITECTURE**

<https://lauree.units.it/it/0320107311900002/area-studenti/calendario-didattico> (Architecture)

<https://lauree.units.it/it/0320106200700001/area-studenti/calendario-didattico> (Engineering)

- **SCHOOL FOR INTERPRETERS/TRANSLATORS**

<https://lauree.units.it/it/0320106201200002/area-studenti/calendario-didattico>

- **LAW**

<https://lauree.units.it/it/0320107051400003/area-studenti/calendario-didattico>



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INFORMATION DESK KA131 – EU/OVERSEAS

The **Mobility Office** is open to incoming students twice a week:

Mondays: 3:00 PM to 5:00 PM

Wednesdays: 9:00 AM to 11:00 AM

Please make an appointment in advance through [Easy Planning](#)





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CONTACTS

E-mail **Mobility Office** (KA131/Overseas):
incoming.students@amm.units.it
Erasmus Incoming [info page](#)

E-mail **Projects Office** (KA171/Uniadrion):
projects@amm.units.it
Erasmus Incoming [info page](#)





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ENJOY YOUR EXCHANGE!

