



CALL FOR APPLICATIONS SHORT-TERM DOCTORAL MOBILITY ACADEMIC YEAR 2024-2025

DEADLINE FOR SUBMITTING APPLICATIONS: 20th November 2025 at 12:00

The University of Trieste provides scholarships for international mobility periods under the Erasmus+ Short-term Doctoral Mobility Programme financed by the European Union through **Erasmus+ funds 2024-2025**.

All information and official documents relating to this call, including the list of possible destinations, the official guidelines and attachments as well as any updates and deadlines, are available on the [Erasmus+ Short-term Doctoral Mobility 2024-2025 call web page](#).

ARTICLE 1 – CANDIDATE PROFILE

GENERAL REQUIREMENTS

To participate in the selection candidates must meet the following requirements:

1. they must be enrolled in a PhD course with its administrative headquarters at the University of Trieste from the submission of their application to the end of their mobility period;
2. they must not be the recipient of a PhD scholarships funded through a European Union programme (e.g., ESF, NOP, NRRP, Horizon 2020, Horizon Europe);
3. they must not have already completed Erasmus mobility periods that, when added to the period covered by this call, equate to more than 12 months of mobility during their third-cycle degree programme (i.e., PhD, advanced master, specialisation school, etc.).

Candidates who fail to meet these requirements may be excluded from the selection at any stage of the procedure, even after the publication of the list of successful candidates. In case of exclusion, they will be required to repay, in full, any contributions already received.



ARTICLE 2 – ELIGIBLE DESTINATIONS AND ACTIVITIES

ELIGIBLE DESTINATIONS

Short mobility periods can only take place in one of the countries participating in or associated with the programme:

Austria	Germany	Malta	Slovenia
Belgium	Greece	Norway	Slovakia
Bulgaria	Iceland	Netherlands	Spain
Cyprus	Ireland	Poland	Sweden
Croatia	Latvia	Portugal	Turkey
Denmark	Liechtenstein	Czech Republic	Hungary
Estonia	Lithuania	Romania	
Finland	Luxembourg	Serbia	
France	North Macedonia		

In one of the third countries not associated with the programme:

Switzerland	United Kingdom
-------------	----------------

Activities can be carried out at any company, public or private institution with a registered office in one of the countries listed above.

In the case that the mobility period will take place at an officially recognised higher-education institution (e.g., university, polytechnic, academy, etc.) in a third country not associated with the programme, the host institution must sign an Erasmus inter-institutional agreement with the University of Trieste before the beginning of the mobility period. In this case, the candidate must contact the International Mobility Office before submitting their application (outgoing.students@amm.units.it).

ELIGIBLE ACTIVITIES

The following activities are eligible: training of a theoretical or practical nature with view to building on skills and/or cultivating professional experience or non-academic experience; research activities linked to the candidate's thesis; participation in conferences, workshops, symposiums, summer schools and winter schools which last at least 5 days (excluding travel days).

ARTICLE 3 – DURATION AND MOBILITY WINDOW

Minimum duration of physical mobility (excluding travel days): 5 days.



Maximum duration of physical mobility (excluding travel days): 30 days.

All activities must be completed by 31st July 2026.

ARTICLE 4 – FINANCIAL CONTRIBUTION

Beneficiaries of an Erasmus+ grant may not simultaneously benefit from any other EU contribution for a training activity abroad (e.g. ESF) or from any other grant provided by the University of Trieste for the same purpose.

Payments will be made exclusively by bank transfer to the recipient's **bank account or to a joint account in the recipient's name**. Bank account details must be entered in the online academic services portal (Esse3).

To support the period of physical mobility, the following financial contributions are offered:

BASIC FINANCIAL CONTRIBUTION

For physical mobility, the student will receive € 79.00 per day until the 14th day of activity, at which point they will receive € 56.00 per day from 15th to 30th day of the activity.

The contribution is paid in a single instalment upon departure and is awarded on the basis of a self-certification declaring that the student will not receive any other funding/reimbursements to cover expenses for the same mobility period and for the same purposes.

CONTRIBUTION TOWARDS TRAVEL EXPENSES

In this case, reimbursement is calculated using the [distance calculator](#) and the reference distances below.

Distance of journey	Green Travel – Amount per participant	Standard Travel – Amount per participant
10 - 99 km	EUR 56.00	EUR 28.00
100 - 499 km	EUR 285.00	EUR 211.00
500 -1,999 km	EUR 417.00	EUR 309.00
2,000 - 2,999 km	EUR 535.00	EUR 395.00
3,000 - 3,999 km	EUR 785.00	EUR 580.00
4,000 - 7,999 km	EUR 1,188.00	EUR 1,188.00
8,000 km or more	EUR 1,735.00	EUR 1,735.00

The contribution towards travel expenses will be paid upon presentation of travel documents bought for the trip.

CONTRIBUTION FOR STUDENTS FROM DISADVANTAGED BACKGROUNDS

Students with fewer opportunities, as identified below, will receive an additional contribution.

Recipients of additional funding to support students from disadvantaged backgrounds are identified on the basis of their equivalent financial situation index (ISEE) 2024 acquired ex officio from the



data that the University can consult through the Italian national social security institute (INPS) database. For this to be possible, students must have given their consent following the instructions provided in the student fee notice.

In the absence of consent or in the absence of a valid ISEE, the student cannot be considered for the additional contribution for economic disadvantage.

The requirements established by ministerial decree are the following:

ISEE: EUR 27,726.79

ISPE: EUR 60,275.66.

If you fall into this economic category, you will receive the following additional contribution:

- a one-off instalment of EUR 100.00, paid on departure, for the duration of physical mobility between 5 and 14 days;
- a one-off instalment of EUR 150.00, paid on departure, for the duration of physical mobility between 15 and 30 days.

ARTICLE 5 – APPLICATION PROCEDURE

Applicants who meet the requirements can submit their application from the publication of this call until **20th November 2025 at 12:00 (CET)**.

Candidates should read **this call and the application instructions carefully before applying, both of which are available on the** relevant section of the call webpage.

The application must be submitted through your reserved area in Esse3.

In order to ensure that there is enough time for the evaluation of the application and (in the case that the student's application is successful) the preparation of the documents necessary for the start of the mobility, **it is recommended that applicants submit and confirm their application in Esse3 at least 45 days before the scheduled date of departure.**

It should **be noted that, if the application is submitted close to departure, it will not be possible to guarantee that the evaluation process will be completed within the necessary timeframe.**

For the application procedure to be considered complete, candidates must:

- fill in and upload the Learning Agreement signed by their supervisor, their PhD programme coordinator and their contact at the host institution;
- fill in and upload the self-certification;
- confirm their application in Esse3 online academic services.

Incomplete applications or applications submitted after the deadline will not be considered.

If the host institution has not designated a contact person – e.g. for conferences, workshops, symposia, summer schools or winter schools – the Learning Agreement must be signed by the event organiser.

As a general rule, only one application can be submitted for this call per student. Any second



application will be considered an exception and may be **assessed on a case-by-case basis**, subject to confirmation of the financial resources available and consistency with the call criteria.

ARTICLE 6 – COMMUNICATION OF SUCCESSFUL CANDIDATES

Applications will be considered in order of submission until the available funds are exhausted.

Applications submitted by the 20th of the month, will be evaluated from the 21st of the same month (or from the next working day).

Candidates will be notified as to whether their application has been successful or unsuccessful via their institutional email.

Successful candidates will receive all necessary instructions and documents by email.

ARTICLE 7 – OBLIGATIONS OF SELECTED CANDIDATES

The notification of a successful application constitutes the automatic acceptance of the mobility by the selected student, unless the student explicitly withdraws.

All withdrawals must be communicated without delay and duly justified to outgoing.students@amm.units.it.

ARTICLE 8 – INSURANCE

During their mobility period, students will have health, civil liability and accident insurance coverage.

- Health insurance guaranteed by the European Health Insurance Card (EHIC). For further information, please visit the following page: <https://tinyurl.com/y3co3j83> (mobility to EU countries). All recipients, and in particular non-EU citizens, are invited to contact the local health authority (*azienda sanitaria locale* – ASL) to verify the health care in their destination country.
- Civil liability: the University of Trieste offers all enrolled students civil liability insurance through a policy signed by companies operating in the sector.
- Insurance for accidents at work: the University of Trieste offers insurance coverage for accidents at work through the national insurance system (consolidated law on the National Institute for Insurance against Accidents at Work [INAIL], Italian presidential decrees No 1124/65 and 156/99).

University insurance cover for accidents at work and civil liability only covers accidents which occur during study and internship activities. It does not cover any risks associated with the medical profession and the use of health facilities. Therefore, recipients who fall into this category must provide a supplementary insurance at their own expense.

In the event of any ongoing health emergencies candidates will have to:

- constantly monitor the situation in their destination country so as to remain up to date about the health and safety provisions in force and to ensure that they comply with all resulting requirements, restrictions and the specific rules of the host institution.



- If necessary, they will provide additional health and/or travel insurance covering the risks related to any ongoing emergencies. The University will not be liable for any risks, inconveniences or exceptional or unexpected costs incurred due to the interruption or cancellation of mobility periods.

ARTICLE 9 – ACCESS TO OFFICIAL DOCUMENTS, DATA PROCESSING AND STAFF MEMBER IN CHARGE OF THE ADMINISTRATIVE PROCEDURE

The personal data collected for the purposes of this selection will be processed in accordance with the European Regulation No 2016/679 on the protection of personal data. Data may also be processed using IT. Aggregate data may also be used for statistical purposes by the Italian Ministry of University and Research.

When necessary, personal data may be transferred to universities located in non-EU countries. In this case, the University will adopt an adequacy decision pursuant article 45 of the General Data Protection Regulation – Commission Implementing Decision (EU) 2021/1773 of 28 June 2021.

Candidates are guaranteed access to the records of the selection procedure pursuant to Regulation (EU) 2016/679 on the protection of personal data.

The data controller is the University of Trieste – Piazzale Europa, 1 – 34127 Trieste, in the figure of its legal representative, the Rector.

The Head of the International Mobility Office of the University of Trieste is responsible for data processing.

Pursuant to Italian Law No 241/90 and subsequent amendments and additions, the staff member in charge of the administrative procedure is the Head of the International Mobility Office the University of Trieste.

For anything not specified in this call, please refer to the current legislation on the subject, to the Regulation on international student mobility and to other provisions in force at the University of Trieste.

Updated information on Regulation (EU) 2016/679 is available on the [dedicated section](#) of the University's website.

Art. 10 – FINAL PROVISIONS

Future communications and recipient responsibilities

The rankings will be published on the University Notice Board (<http://www.units.it/ateneo/albo/>) and on the call webpage. This publication shall have the status of full official notification.

For all communications, students must use the institutional email address assigned to them by the online academic services Esse3 when they first enrolled at the University. Any emails from personal email addresses will not be considered.

Applicants are required to check the call webpage regularly, where available information, notices,



instructions, forms and guidelines and the [Regulation on international student mobility](#) are available.

Applicants must comply with all mobility procedures communicated by the International Mobility Office.

Responsibilities during international mobility

The recipients are responsible for obtaining a visa for entry into the country of destination, for taking out international insurance policies (health or other, if required by the host institution) and for all related costs. The destination country may require medical and/or financial certifications that attest to the availability of sufficient funds.

Since some countries impose financial requirements higher than the mobility contribution, students should inform themselves well in advance about visa costs and processing times.

Please note that visa requirements depend on nationality. Each participant is required to verify the requirements and documentation necessary for entry and stay in the destination country by contacting the diplomatic representation of the country in Italy. Applicants are responsible for all procedures related to entry visas and/or residence permits.

In the case that an applicant is not issued a visa, the University of Trieste is not liable, even after any contributions have been awarded.

If the recipient has received the contribution in accordance with Article 4 of this call and does not obtain a visa, thus being unable to carry out the mobility, they will be required to repay the amount received in full.