



**CALL FOR APPLICATIONS
ERASMUS+ SHORT-TERM DOCTORAL MOBILITY
ACADEMIC YEAR 2025-2026
UNIVERSITY OF TRIESTE**

DEADLINE FOR SUBMITTING APPLICATIONS: 20th November 2026 at 12:00

The University of Trieste provides scholarships for international mobility periods under the Erasmus+ Short-term Mobility Programme financed by the European Union through **Erasmus+ funds 2025-2026**.

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 Mobility 2025-2026 call web page](#).

Note on terminology:

The University of Trieste is hereinafter referred to as ‘the University’.

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ARTICLE 1 – CANDIDATE PROFILE

1.1 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) for the same mobility period and for the same purposes;
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, candidates will be required to repay, in full, any contributions already received.



ARTICLE 2 – ELIGIBLE DESTINATIONS AND ACTIVITIES

2.1. Eligible destinations

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

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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		

- or in one of the following third countries not associated with the programme:

Switzerland, Kingdom	United Kingdom
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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).

2.2 Eligible activities

The following activities are eligible: training of a theoretical or practical nature with a 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 2027.

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:

4.1 Grant

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 the 15th to the 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 whether the student will receive other funding/reimbursements to cover expenses for the same mobility period and for the same purposes. The International Mobility Office will check whether this is compatible with the Erasmus+ grant.

4.2. 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

Reimbursement for travel costs is determined on the basis of the distance between the place of departure and the place of destination (not on the total distance travelled). Travel costs for the entire round trip are reimbursed in one instalment.



For the green transport allowance to apply, sustainable means of transport must be used for more than 50% of the whole journey distance. The green transport allowance will be granted only upon presentation of supporting documentation (boarding passes, tickets, invoices, receipts, etc.).

4.3. Contribution for disadvantaged students

A disadvantaged student is any student who faces obstacles to effective access to the opportunities offered by the Erasmus+ programme. These obstacles may be economic, social, cultural, geographical or health related. Access to opportunities may also be limited for students from migrant backgrounds, with disabilities or learning difficulties or for any other reason, including factors which may give rise to discrimination as defined by Article 21 of the Charter of Fundamental Rights of the European Union.

Successful applicants from a disadvantaged background will receive an additional monthly allowance.

Disadvantaged students must identify with one of the following circumstances:

1. disadvantaged economic background;
2. a certified disability;
3. parent to children under the age of 18;
4. students in employment;
5. students who are an orphan of at least one parent;
6. children of victims of terrorism or organised crime;
7. students with a migrant and refugee background or who come from national or ethnic minorities.

Requested documentation:

Requirements 3 to 7 must be certified by candidates through a self-declaration attached to their application. The form for the 'self-declaration for supplementary allowances' is available on the call webpage.

Requirements 1 and 2 will be verified **exclusively** by the International Mobility Office of the University of Trieste through the use of data **already uploaded** to the University's databases.

Documentation submitted directly by students will not be considered.

Only data relating to academic year 2025-2026 shall be taken into account to verify the above requirements.

In order to qualify for the **disadvantaged economic background** allowance, students must:

- be enrolled at the University for the academic year 2025-2026;



- **Students with their permanent address in Italy** must have obtained their equivalent financial situation index (ISEE Università) following the instructions provided for in the 2025-2026 PhD student fee notice.
- **students with their permanent address abroad** must have been awarded an ARDIS scholarship for the academic year 2025-2026.

The requirements established by ministerial decree are the following:

equivalent financial situation index (ISEE) up to euro 27,948.60
equivalent assets situation index (ISPE) up to euro 60,757.87

Eligible candidates 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.

Students who identify with more than one of the circumstances above are only eligible for one additional monthly allowance.

ARTICLE 5 – APPLICATION PROCESS

Applicants who meet the requirements can submit their application **from the publication of this call until 20th November 2026 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 students' 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.**

Candidates must attach the following documents to their application:

- a) self-declaration;
- b) Learning Agreement signed by their supervisor and their PhD course coordinator. The document must also be signed and stamped by the host institution on paper or signed with a legally valid digital signature.



In order to apply for the supplementary allowance referred to in Article 4, candidates must also include the following '*Self-declaration for additional contributions*' form in their application.

Only applications complete with the above documentation, duly filled in, signed, and confirmed in Esse3 online academic services will be accepted.

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

In the case that the host institution does not have an official stamp, you should include a signed declaration on headed paper from the host institution confirming they accept the candidate's mobility. The declaration must specify the candidate's details and their mobility period. Alternatively, candidates should ask the host entity to send the declaration directly to outgoing.students@amm.units.it. We recommend that this email be sent directly from the host institution.

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. In no case can a student submit two applications to carry out the same activity.

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 FOR SUCCESSFUL 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.

7.1. Obligations for successful candidates

Before mobility period:

- read the additional obligations provided for in the Guidelines published on the call web page.
- sign the Financial Agreement;



- be up to date with taxes and university fees and fulfil any other obligations required by the University of Trieste;

During mobility period:

- in case the original Learning Agreement must be modified, submit the agreement ('During the Mobility or Change' section);

NOTE: students cannot pass any exams nor attend any educational activities at the University of Trieste or any other institution during their mobility period.

After mobility period:

- submit the Learning Agreement ('After the Mobility' section) or Transcript of Records or any similar document issued by the host institution certifying the type of activities carried out as well as the start and end date of their traineeship – ideally **within 15 days of their return**;
- fill in and submit the online EUSurvey questionnaire (end-of-mobility report) by logging in to the appropriate platform, in accordance with the procedures received via email.

7.2. Failure to fulfil these obligations

These actions are required for:

- the recognition of educational activities;
- the payment of the financial contribution;
- the closure of the mobility procedure.

Participants who do not fulfil all obligations will be required to refund the entire or part of the contribution received. In this case, no credits will be awarded and the mobility procedure will not be closed.

ARTICLE 8 – INSURANCE COVERAGE

During their mobility period, students will be covered by health, civil liability and accident insurance.

- **Health insurance:** guaranteed by the European Health Insurance Card (EHIC). For further information, please visit this [page](#) (mobility to EU countries). All recipients are invited to contact the local health authority (*azienda sanitaria locale* – ASL) to verify the health care in their destination country. Non-EU citizens will have to pay particular attention to entry and health insurance requirements.
- **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 take out supplementary insurance at their own expense.

Candidates undertake 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.
- carefully assess the safety conditions of their selected countries. For this purpose, candidates may consult the [website of the Italian Ministry of Foreign Affairs and International Cooperation](#) (in Italian)..

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. 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 on the basis of adequacy decisions pursuant to Article 45 of the General Data Protection Regulation – Commission Implementing Decision (EU) 2021/1773 of 28 June 2021.

Candidates are guaranteed access to the documents relating to the procedure. Terms and conditions of current legislation apply.

The data controller is the University of Trieste acting through 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 of 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

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. Communications sent from private email addresses or from institutional addresses belonging to other bodies or organisations will be ignored.

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.

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 is not liable, even after a financial contribution has 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.