



Internationalisation and Educational Services Division

International services

International Mobility Office

CALL FOR APPLICATIONS ERASMUS+ SHORT-TERM DOCTORAL MOBILITY ACADEMIC YEAR 2025-2026

APPLICATION INSTRUCTIONS

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1. Self-certification

Fill in the form available [here](#).

2. Learning Agreement

The Learning Agreement is essential for your mobility and is available [here](#).

You will need to use the 'Before the Mobility' section at this stage. The document must be completed and signed **in its entirety**.

Please do not modify the information that has already been filled in by the office.

PERSONAL DETAILS:

Higher Education:
Learning Agreement form
Student's name
Academic Year/.....

Enter your full name

| Trainee | Last name(s) | First name(s) | Date of birth | Nationality ¹ | Gender [Male/Female/ Undefined] | Level of education (EQF level) ² | Field of education ³ |
|------------------------|--------------------------|------------------------|---------------------------------|---|---|---|---|
| | | | | | | | |
| Sending Institution] | Name | Faculty/ Department | Erasmus code (if applicable) | Address | Country | Contact person name ⁴ ; email; phone | |
| | UNIVERSITY OF TRIESTE | | I TRIESTE01 | Piazzale Europa, 1 - 34127 - Trieste | ITALY | | |
| Receiving Organisation | Name | Department | Address; website | Country | Size | Contact person ⁵ name; position; email; phone | Mentor ⁶ name; position; email; phone |
| | | | | | <input type="checkbox"/> ≤250 employees <input type="checkbox"/> > 250 employees | | |

↑ Complete all fields with the following information:

- personal details;
- sending institution details (put your supervisor as 'contact person');
- receiving organisation details (registered office and possible location of the traineeship, if different).

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TABLE A:

Before the mobility

| <i>Table A - Traineeship Programme at the Receiving Organisation</i> | |
|--|---------------------------------------|
| Planned period of the physical component: from [day/month/year] to [day/month/year] | |
| If applicable, planned period of the virtual component: from [day/month/year] to day/month/year] | |
| Traineeship title: ... | Number of working hours per week: ... |
| Detailed programme of the traineeship (including the virtual component, if applicable): | |
| Traineeship in digital skills ¹ : Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes): | |
| Monitoring plan: | |
| Evaluation plan: | |
| The level of language competence* in _____ [indicate here the main language of work] that the trainee already has or agrees to acquire by the start of the mobility period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/> | |

↑ complete this table to define your educational project.

Planned period of the physical component: exact start and end dates of the physical mobility period (5 to 30 days).

Planned period of the virtual component: start and end dates of any virtual component.

Traineeship title: title of your educational project.

Number of working hours per week: number of expected working hours (if the activity lasts more than one week, please indicate the expected weekly working hours).

Detailed programme of the traineeship: describe in detail the scheduled activities (including any virtual component).

Pursuant to Article 2(2.2) of the call for applications (building on skills and experience), participation in conferences or symposiums is considered eligible for mobility purposes only if they qualify as an active learning experience. To this end, the candidate must indicate their role (e.g. writing of posters or papers, participation in technical workshops) in the Learning Agreement or describe in detail the research or support activities carried out at the host institution during the event.

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Traineeship in digital skills: indicate whether the activity abroad concerns any specific digital skills (Yes/No).

Knowledge, skills and competences to be acquired: describe the expected learning outcomes (i.e. what you will have learned at the end of your mobility period). Examples: acquisition of new research methodologies, ability to present scientific data to an international audience, in-depth study of X.

Monitoring plan: briefly describe how you will be monitored. *Examples: 'Daily meetings with supervisor for discussion of results' or 'supervision by the organiser during workshop sessions'.*

Evaluation plan: indicate how the host institution will evaluate your work before issuing the final certification (e.g. assessment of the presentation, verbal feedback by the tutor, review of the research report).

Language competence: main working language and proficiency level that you have or expect to have at the time of departure (A1 to native speaker)

TABLE B

| | |
|---|---|
| 2. <input checked="" type="checkbox"/> The traineeship is voluntary and, upon satisfactory completion of the traineeship, the institution undertakes to: | |
| Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/> | If yes, please indicate the number of credits: |
| Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/> | If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/> |
| Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Record the traineeship in the trainee's Diploma Supplement (or equivalent). | |
| Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | |

↑ Complete section 2.



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TABLE C

| <i>Table C - Receiving Organisation/Enterprise</i> | |
|--|--|
| The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/> | If yes, amount (EUR/month): <u> </u> |
| The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify: | |
| The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/> | The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/> |
| The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/> | |

↑ To be completed by the host institution.

SIGNATURES

| <p>By signing this document, the trainee, the Sending organisation, the Receiving organisation confirm that they approve the learning agreement and that they will comply with all the arrangements agreed by all parties. The trainee and receiving organisation will communicate to the sending any problem or changes regarding the traineeship period. The sending institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The sending institution [and the receiving institution [if the receiving organisation is a higher education institution] undertake[s] to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships (or the principles agreed in the partnership agreement for institutions located in Partner Countries).</p> | | | | | |
|---|------|-------|----------------|------|-----------|
| Commitment | Name | Email | Position | Date | Signature |
| Trainee | | | <i>Trainee</i> | | |
| Responsible person ¹¹ at the Sending Institution (PhD Supervisor) | | | | | |
| Coordinator of the PhD program | | | | | |
| Supervisor ¹² at the Receiving Organisation (Stamp and signature) | | | | | |

↑ Sign the Learning Agreement and **have your supervisor and your PhD programme coordinator sign it.**
PLEASE NOTE: It is important that the document includes a signature and stamp of the host institution.

If your host institution does not have an official stamp, please contact us. We will explain what you need to do.

It is your responsibility to make sure the document is signed by all relevant parties.

Incomplete documents or documents without all the required signatures cannot be accepted.

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3. Submitting your application on Esse3

We recommend that you prepare and double check all the required documents (see point 9) before starting the procedure in Esse3.

1. Log in to the Esse3 online academic services using your UniTS credentials.
2. Select *International Mobility > International Mobility Grants*. Please note that *International Mobility* appears twice. Please select the penultimate item from the menu.
3. Choose the call you want to apply for by clicking on the lens icon in the column labelled 'Azioni' (actions) on the right:
2025/2026 SHORT-TERM DOCTORAL MOBILITY
4. Click the lens icon in the 'Actions' column.
5. Click '*compila il modulo*' (fill in the form) at the bottom of the page on the right.
6. Read the requirements and tick the relevant box to confirm that you meet them.
7. Select the duration of your traineeship by clicking the drop-down menu under 'pref' and select '1'.
8. Click '*Iscrivi*' (apply) at the bottom of the page
9. Upload the mandatory attachments required by the call in PDF format. To do this, click '*inserisci allegato*' (upload attachment) at the bottom of the page.
 - SELF-DECLARATION
 - LEARNING AGREEMENT
10. Check that the details you have entered are correct and **finalise** the application by clicking '**Conferma iscrizione al bando e stampa definitiva**' (finalise your application to the call and print a final copy).

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11. The following message will appear:

Conferma iscrizione e Stampa definitiva

Attenzione!
Per procedere premere il pulsante 'Conferma', per annullare l'operazione premere il pulsante 'Indietro'. Si ricorda che confermando l'operazione i dati dell'iscrizione non saranno più modificabili.

Conferma Indietro

Click 'conferma' (confirm) to finalise your application.

12. **Please note:** The application is valid only if you complete this last step within the deadline.

Click 'indietro' (back) to exit this confirmation screen and check that you have finalised your application by looking for a green dot and checking the summary detail.

At this point, your application is finalised and can no longer be changed.

Important note on your final step: please note that what you described in Table A (programme, monitoring and evaluation) will form the basis for the final certification of your activities. At the end of the mobility period, the host institution will have to fill in Table D of the Learning Agreement ('After the Mobility') to confirm that you carried out the scheduled activity and achieved the expected results. This certification is one of the necessary conditions for paying the balance of the financial contribution (see Article 7(7.1) of the call).

Contact the International Mobility Office

email: outgoing.students@amm.units.it +39 040 558 2994 / 2981