



Erasmus+



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# During-mobility checklist Erasmus+ Traineeship 2024-2025

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## Communicating your mobility start date

Once you have started your internship, you must confirm your exact start date within **10 days**.

To do:

 Send an email from your UniTS email account to [outgoing.students@amm.units.it](mailto:outgoing.students@amm.units.it)  Subject: 'Erasmus+ Traineeship 2024-2025 - start date'

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## Modifying your Learning Agreement

You can change your **Learning Agreement (LA)** by filling in the section '**During the Mobility**', but you can do it only once.

To do:

- Make sure you fill out the document completely.
- Get the document signed and stamped by all involved parties.
- Send the form via email from your UniTS email account to [outgoing.students@amm.units.it](mailto:outgoing.students@amm.units.it)

 **Deadline:** Within **60 days** of arrival at your host institution.

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## Approval of your Learning Agreement

The International Mobility Office will send you the '**Before the Mobility**' and '**During the Mobility**' sections of your **Learning Agreement** to the Department Council or Degree Course Council for their approval.

 **When is your LA sent for approval?**

After the deadline for submitting any changes to your LA (i.e. within 60 days of arrival at your host institution).

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## Extending your mobility period

You can request an **extension** of your mobility period for educational purposes. You must do so **no later than 30 days before the scheduled end of your mobility, as per your financial agreement**.

 **Please note:**

- The request may be **rejected** or **approved without funding**.
- No breaks between the original period and the extension are allowed.
- The entire mobility period, including the extension, must be completed by 31<sup>st</sup> December 2026.



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### Who approves an extension?

- **Your host institution**
- **Your department's delegate for international mobility**  
(if you are a **PhD student**, you need the approval of your **PhD coordinator**; if you are **enrolled in a specialisation school**, you need the approval of the **Head of the School**).

### How to apply for extension

- You can only apply for an extension **after you have started your mobility period**.
- Once your extension has been approved, email the details to **outgoing.students@amm.units.it** from your UniTS email account.
- You must send notice of extension approval no later than **30 days before the scheduled end of your mobility**, as per your financial agreement.
- To apply for the extension of your mobility period, you must use the **official form**, called 'Extension application'. You can find this [here](#).

### Useful information

- If UniTS is able to fund the extension of your mobility period, you will be updated about this via email to your UniTS email account.
  - Any integration of your scholarship will be paid to you upon return, together with the balance provided for in your financial agreement.
  - If you submit your application after the deadline (i.e. less than 30 days before the end of the mobility period), the extension may still be granted, but **without funding**.
  - **Applications submitted after the end of mobility will not be accepted.**
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## Rules during your mobility period

- During your internship, **you cannot sit any exams or attend any educational activities** at the University of Trieste or any other institution.
  - You can only take exams at UniTS **after the end of your mobility period**.
  - If you already have an **expected graduation date**, please inform us by sending an email at [outgoing.students@amm.units.it](mailto:outgoing.students@amm.units.it).
  - Credit recognition takes time and involves several offices, so you should plan to return **well in advance of your expected graduation date**.
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## International Mobility Office Contacts

✉ email: [outgoing.students@amm.units.it](mailto:outgoing.students@amm.units.it)

☎ Telephone: +39 040 558 7807 / 2994