

# Pre-mobility checklist

## Erasmus+ Traineeship 2024-2025

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## Signing and uploading your Financial Agreement

You will receive the financial agreement template with instructions on how to complete it by email. This document establishes:

- terms and conditions of your mobility;
- funding details of your mobility grant;
- details of your insurance policy;
- the responsibilities of the parties involved.

### To do:

- Fill in and sign the Financial Agreement following the instructions we sent you by email.  
Log in to your reserved area in UniTS Online Academic Services (Esse3) and upload the document.

### Please, remember:

- If the Financial Agreement has not been signed by both parties, you cannot start your mobility period.
- Enter the details of a bank account registered to you or of a joint account in your name in Esse3. Alternatively, a direct deposit can be made to a prepaid card with an account number, i.e. an IBAN.

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## Academic and administrative requirements

- **Enrolment and taxes**

Pursuant to Article 1 of the Erasmus+ Traineeship 2024-2025 Call, in order to carry out a **curricular internship**, you must be regularly enrolled in a degree course at the University of Trieste for the entire duration of your mobility.

- **Study programme**

Submit your study programme following the instructions and within the deadlines detailed on the following page:

 [Study programme and University exams](#)

 Your **Learning Agreement** is not a substitute of your study programme: don't forget to submit it.

If your internship is included in your study programme as a mandatory or additional activity (i.e. it is a curricular internship), all the activities you want to have recognised must be included in your study programme and be visible in your academic records in Esse3 (Home > Exam Booklet).

 If any activities are missing from your academic records, contact UniTS Student Academic Services to check whether your study programme can be updated before the end of your mobility period.

- **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.

- **Requirements for graduates, PhD students and students of specialisation schools**

- If you are carrying out your mobility period as a **graduate**, you must leave after graduation and you must complete your internship within one year of graduation.



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- If you are a **PhD student** or a **student of a specialisation school**, contact the Doctoral Office in advance to check if there are any further requirements.
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## Online Language Support (OLS)

Online Language Support (OLS) is the language learning platform designed by the European Commission for Erasmus+ mobility participants. It is not a requirement, but it is an excellent tool that you can use to improve your language proficiency.

### What you can do on OLS

- Assess your language level with a **Placement Test**.
- Take a **customised course**.



**Register on [EU Academy](#)** using your institutional email address.



To start the test:

1. Log in.
2. Type '**Placement Test**' in the search bar.



**FAQ:** Scroll to the bottom of the **EU Academy** webpage and select 'Help centre > OLS assistance'.

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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