ERASMUS+ TRAINEESHIP 2025-2026 CALL

APPLICATION INSTRUCTIONS

Contents

UNIVERSITÀ DEGLI STUDI DI TRIESTE

Internationalisation and Educational Services Division
International Services Branch
International Mobility Office

1. Self-declaration

Fill out the form available here.

2. Filling out your Learning Agreement (LA)

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. There you will find your educational project. The document must be completed and signed **in its entirety.**
Please do not modify the information that has already been filled out by the office.

PERSONAL DETAILS:

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

← Enter your name and surname

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[4] name; position; email; phone
					☐ ≤250 employees ☐ > 250 employees		

↑Fill in all the fields by entering the following information:
   a) your personal details
   b) sending institution details (under 'contact person' write the name of your department's delegate for international mobility*. If you are a PhD student, write the name of your PhD coordinator. If you are enrolled in a specialisation school, write the name of the head of the school).
   c) receiving organisation details (registered office and possible location of the traineeship, if this differs from the office).

*The list of delegates is available here.

TABLE A:

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation

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[7]: Yes ☐   No ☐

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**[8] 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 ☐   A2 ☐   B1 ☐   B2 ☐   C1 ☐   C2 ☐   *Native speaker* ☐

↑ Enter the name of your traineeship, a breakdown of your training programme, the period in which it will take place and the number of hours planned per week (between 30 and 40). You should also include any virtual components, the expected learning outcomes, monitoring and evaluation plan and the language in which the activity will be carried out.

TABLE B

Table B - Sending Institution

Please use only one of the following three boxes:[9]

1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

Award ....ECTS credits (or equivalent)[10]	Give a grade based on: Traineeship certificate ☐ Final report ☐ Interview ☐

Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).

Record the traineeship in the trainee's Europass Mobility Document: Yes ☐   No ☒

2. The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes ☐ No ☐	If yes, please indicate the number of credits: ....
Give a grade: Yes ☐ No ☐	If yes, please indicate if this will be based on: Traineeship certificate ☐ Final report ☐ Interview ☐

Record the traineeship in the trainee's Transcript of Records: Yes ☐   No ☐

Record the traineeship in the trainee's Diploma Supplement (or equivalent).

Record the traineeship in the trainee's Europass Mobility Document: Yes ☐   No ☒

3. The traineeship is carried out by a **recent graduate** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes ☐ No ☒	If yes, please indicate the number of credits: /

Record the traineeship in the trainee's Europass Mobility Document *(highly recommended)*: Yes ☐   No ☐

↑ Tick the option corresponding to the type of internship you will be carrying out and fill in the box:

1. **mandatory curricular internship** (an original element of your study programme):
   contact your department's delegate for international mobility to find out how many credits you need to enter (mandatory)
2. **additional curricular internship** (not an original element of your study programme):
   contact your department's delegate for international mobility to find out how many credits you need to enter (mandatory)
3. **recent graduate internship** (to be completed within 12 months of graduation):
   credit recognition is not possible.

If you are a PhD student or if you are enrolled in a specialisation school, please contact your PhD coordinator or the head of the school to learn how to fill the box and if you must enter any number of credits.

TABLE C

Table C - Receiving Organisation/Enterprise

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes ☐ No ☐	If yes, amount (EUR/month): ………..
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes ☐ No ☐ If yes, please specify: ….	

The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes ☐ No ☐	The accident insurance covers: - accidents during travels made for work purposes: Yes ☐ No ☐ - accidents on the way to work and back from work: Yes ☐ No ☐
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes ☐ No ☐	

↑To be completed by the host institution.

SIGNATURES

By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise 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/Enterprise will communicate to the Sending Institution 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 institution undertakes 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).

Commitment	Name	Email	Position	Date	Signature
Trainee			*Trainee*		
Responsible person[11] at the Sending Institution (Supervisor for PhD students)					
Coordinator of the PhD program (only for PhD students)					
Supervisor[12] at the Receiving Organisation (Stamp and signature)					

Sign the Learning Agreement and ask your department's delegate for international mobility or the delegate for traineeships to sign it along with the contact person at your host institution.
Please note: a **signature and stamp** from the host institution is required.

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

If you are a **PhD student**, ask your supervisor and your PhD programme coordinator to sign your LA.
If you are **enrolled in a specialisation school**, ask the head of the school to sign your LA.

3. Credit recognition form

If your traineeship covers a **mandatory or additional curricular internship** you must also complete the credit recognition form. This document is necessary for the recognising the activities carried out during your mobility (this is not required for PhD students and post-graduate mobility). The document is available here.

Please note: You must enter the information of the activity (or activities) that you want UniTS to recognise. You can find this information in your academic records in Esse3. If the activity (or activities) to be recognised are not registered in Esse3, you will need to check with UniTS Academic Services whether you can modify your study programme and submit any changes before your mobility ends.

The credit recognition form must be signed by you and your department's delegate for international mobility.

4. 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 details.

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:

   TRAINEESHIP ERASMUS+ AA 2025/2026 curriculare/post lauream

4. Click on the lens icon in the 'Actions' column.

5. Click on '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 only item available on the drop-down menu under 'pref'

UNIVERSITÀ DEGLI STUDI DI TRIESTE

Internationalisation and Educational Services Division
International Services Branch
International Mobility Office

8. Click on the 'Iscrivi' (apply) button at the bottom of the page

9. Upload the mandatory attachments provided for in the call in PDF format. To do this, click on 'inserisci allegato' (upload attachment) at the bottom of the page.

   - SELF-DECLARATION

   - LEARNING AGREEMENT

   - CREDIT RECOGNITION FORM (not necessary for PhD students and post-graduate mobilty).

10. Check that the details you've entered are correct and **finalise** the application by clicking on the button "Conferma iscrizione al bando e stampa definitiva" (**finalise your application to the call and print a final copy**).

11. The following message will appear:

   Click on the 'conferma' (confirm) button to finalise your application.

12. **Please note**: The application is valid only if you complete this last step within the deadline. Click on the 'indietro' (back) button 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.