



**UNIVERSITY  
OF TRIESTE**

**Education and Research Services Division  
International Services Branch  
International Mobility Office**

# **Pre-mobility checklist OVERSEAS MOBILITY ACADEMIC YEAR 2025-2026**

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## Financial Agreement

Fill in and sign the **Financial Agreement** within around 45 days of your departure following the instructions we sent you by email.

Please note: If the Financial Agreement has not been signed by both parties, you **cannot start** your mobility period.

## Learning Agreement

- Submit your Learning Agreement 30 days before your departure.
- Once your Learning Agreement has been digitally signed by your mobility coordinator, you must send the signed pdf to your host institution for them to sign.
- Once the Learning Agreement has also been signed by the host institution (and in any case **no later than 1 month** after it was signed digitally by the UniTS mobility coordinator), you must upload the completed document to Esse3.

You can find instructions for filling in your Learning Agreement and uploading it to Esse3 on the following page: <https://sites.units.it/internationalia/it/altmobil-out/?file=overseas.html&cod=2025>

**PLEASE NOTE: Only exams that have been included in your Learning Agreement will be recognised.**

## Study programme and University fees

- **Enrol for academic year 2025-2026** by paying your first instalment before departure. You must be up to date with all tuition fees for the entirety of your mobility period.
- **Submit your study programme** following the instructions and within the deadlines detailed on the following page: <https://portale.units.it/en/study/student-career/study-plan-and-profit-exams>.  
Please note: the Learning Agreement is not a substitute for your study programme.
- If you want make changes to the study programme created for 2025-2026 or take some exams earlier than planned, i.e., this year rather than in subsequent years of your course, contact the Student Academic Services: <https://portale.units.it/en/study/contacts/students-career>.

## Important information

- Make sure you check whether you have to do anything before leaving with your host institution. It is important that you follow both the procedures at UniTS and at your host institution.
- You will not be able to take exams at UniTS during your mobility period. You will be able to sit exams again at UniTS after the end of your mobility period.
- Once you return from your mobility period, you cannot take any exams at UniTS that you have already taken, passed and registered your mark for abroad.
- You cannot take any exams at your host institution after the end of your mobility period.
- If you already know when you are going to graduate, write to us as soon as possible at the following address: [outgoing.students@amm.units.it](mailto:outgoing.students@amm.units.it)

## Contact International Mobility Office

e-mail: [outgoing.students@amm.units.it](mailto:outgoing.students@amm.units.it)

Tel: +39 040 558 7807/2914