



ERASMUS+ KEY ACTION 1: MOBILITY FOR STUDY 2024/2025 UNIVERSITY OF TRIESTE

ARTICLE 1 – CANDIDATE PROFILE AND PERMITTED ACTIVITIES

All students enrolled in any degree course at the University of Trieste can apply to this scheme, provided they meet the requirements of the host organisation and the following obligations:

- 1) enrolment at the University from the submission of their application to the end of their mobility period;
- 2) enrolment at the University for the academic year covering the entire mobility period, from departure to return (2024/2025).

The activities eligible under the Erasmus+ programme are as follows:

- 1) full-time study (attendance of courses, exams, or laboratory work);
- 2) preparation of the undergraduate, master's or doctoral thesis;
- 3) study (or thesis) and internship (combined mobility).

Candidates who fail to meet the requirements may be excluded from the selection at any stage of the procedure, even after the publication of the list of successful candidates.

ARTICLE 2 – MOBILITY PERIOD

The duration of the mobility period varies according to the destination and is determined by the individual Erasmus+ agreement.

Mobility periods must last between 2 and 12 months for bachelor's, master's and doctoral degrees and between 2 and 24 months for single-cycle degrees.

All Erasmus+ activities must be completed by 31st December 2025.

ARTICLE 3 – FINANCIAL CONTRIBUTION

Erasmus+ grant recipients may not simultaneously benefit from other EU contributions for training abroad (e.g. ESF) or any other grant provided by the University of Trieste for the same purpose.



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International Mobility Office

Payments will be made exclusively by bank transfer to the recipient's **bank account or to a joint account in the recipient's name**. Bank account details must be entered in the online academic services portal (Esse3).

EU FUNDS

The selected candidates receive a grant funded by the European Union. The monthly allowance is proportional to the final length of the mobility period and varies according to the destination country:

DESTINATION COUNTRY	MONTHLY ALLOWANCE
Group 1 (high cost of living): Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden Region 13 third countries not associated with the Programme: Andorra, Monaco, San Marino, Vatican City State Region 14 third countries not associated with the Programme: Faroe Islands, Switzerland, United Kingdom	EUR 350.00
Group 2 (average cost of living): Cyprus, Czech Republic, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain.	EUR 300.00
Group 3 (low cost of living): Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Poland, Romania, Serbia.	EUR 250.00
Third countries not associated with the Programme can be found on this page .	EUR 700.00

CONTRIBUTION FOR DISADVANTAGED STUDENTS

A disadvantaged student is any student who faces obstacles to effective access to the opportunities offered by the Erasmus+ programme. These obstacles may be economic, social, cultural, geographical or health-related. Access to opportunities may also be limited for students from migrant backgrounds, with disabilities or learning difficulties or for any other reason, including factors which may give rise to forms of discrimination as defined by Article 21 of the Charter of Fundamental Rights of the European Union.

In order to facilitate the mobility of all its students, the University of Trieste ensures equal opportunities for all participants in accordance with the guidelines of the National Agency INDIRE.



Disadvantaged students whose application is successful will receive an additional monthly allowance of EUR 250.00.

In order to receive additional funding, disadvantaged students must identify with one of the following circumstances:

1. come from a disadvantaged economic background;
2. have a certified disability;
3. have children under the age of 18;
4. be a student in employment;
5. be an orphan of at least one parent;
6. be the child of victims of terrorism or organised crime;
7. come from a migrant or refugee background or belong to a national or ethnic minority.

Requirements 3 to 7 must be certified by candidates through a self-declaration attached to their application.

Requirements 1 and 2 will be verified by the International Mobility Office of the University of Trieste through use of the University's database.

The 'self-declaration for additional funding' form (to certify requirements 3-7) is available on this [page](#).

Recipients of additional funding to support students from disadvantaged backgrounds are identified on the basis of their equivalent financial situation index (ISEE) acquired ex officio from the data that the University can consult through the Italian national social security institute (INPS) database. For this to be possible, students must have given their consent following the instructions provided for in the student fee notice. The ISEE parameters will be defined by the Italian Ministry for University and Research (MUR).

Applicants who have uploaded a disability certificate in Esse3 (online Student Academic Services) will receive a notification from the International Mobility Office as soon as the National Agency INDIRE publishes the relevant provisions.

The grant is paid in two instalments. The first instalment is 70% of the presumed total and the second instalment will be calculated on the basis of the final, confirmed duration of the mobility period.

Disadvantaged students who identify with more than one of the circumstances above are still only eligible for a maximum additional monthly allowance of EUR 250.00. Additional financial support may be granted to applicants with a disability certificate in the event of higher costs incurred for duly motivated special needs. The instructions for requesting additional funding will be sent by email to interested parties upon publication of the relevant information by the National Agency INDIRE.



GREEN TRAVEL

Students demonstrating that they reached their destination by travelling by greener means of transport (bus, train, car-sharing, bicycle) instead of by plane will receive a 'green travel' contribution at the end of their stay, upon verification of the documentation submitted pursuant to the provisions of the National Agency INDIRE:

Distances	Green Travel – Amount per participant
between 10 and 99 km	EUR 56.00
between 100 and 499 km	EUR 285.00
between 500 and 1,999 km	EUR 417.00
between 2,000 and 2,999 km	EUR 535.00
between 3,000 and 3,999 km	EUR 785.00
between 4,000 and 7,999 km	EUR 1,188.00
8,000 km or more	EUR 1,735.00

Reimbursement for travel expenses **for mobility to third countries not associated with the Programme will be paid** in accordance with the provisions of the Italian Ministry for University and Research (MUR).

In this case, the reimbursement will be calculated by using the [distance calculator](#) and the reference distances below.

Distances	Standard Travel – Amount per participant	Green Travel – Amount per participant
between 10 and 99 km	EUR 28.00	EUR 56.00
between 100 and 499 km	EUR 211.00	EUR 285.00
between 500 and 1,999 km	EUR 309.00	EUR 417.00
between 2,000 and 2,999 km	EUR 395.00	EUR 535.00
between 3,000 and 3,999 km	EUR 580.00	EUR 785.00
between 4,000 and 7,999 km	EUR 1,188.00	EUR 1,188.00
8,000 km or more	EUR 1,735.00	EUR 1,735.00

Example of calculation:

City of departure: Trieste

Destination city: Oslo

Distance according to the Distance Calculator: 1599.43 km



Distance range: between 500 and 1,999 km

Contribution: EUR 309.00 (round trip) – EUR 417.00 (green round trip)

ARTICLE 4 – CHOICE OF THE HOST UNIVERSITY

Mobility can only be carried out at a university that has signed an Erasmus+ agreement with the University of Trieste. The list of target universities is available on this [page](#).

For each possible destination, you will find:

the number of places available for study; the subjects you will be able to study (area or ISCED code); the degree cycle; the duration in months of the mobility period; the reference teacher (coordinator of the specific mobility).

When choosing their host institution, students must consider whether the courses offered are consistent with their study programme. In order to do so, they may refer to the coordinator of that specific mobility period and/or the person in charge of mobility for their department.

The list of coordinators is available with the list of target universities linked above.

The list of teachers in charge of mobility for each department is available on this [page](#).

It is the student's responsibility to verify that they have the language skills required by their host organisation. The language and level required can be found on the host institution website. Should they fail to meet this requirement, they may be excluded by the host institution itself.

ARTICLE 5 – LANGUAGE SKILLS

Applicants must indicate their language skills in their motivation letter, declaring any certificates they may have or indicating their presumed language level.

Selected students will have access to the OLS (*Online Language Support*) assessment made available by the Erasmus+ programme through the EU Academy platform to improve their language skills. Students will receive the necessary information about this service before departure.

All selected students are strongly advised to take the OLS assessment test before departure.

The University Language Centre (CLA) organises English, French and Spanish courses.

The courses will start indicatively in February 2024 and will have a duration of 30 hours each. At the end of the course, students will have to take a test which will be scheduled approximately in June 2024. The course schedules are published on this [page](#).

Rosetta Stone licenses will be issued for German learners.

To enrol to a course, you must fill in the form available on this [page](#) by 29 February 2024.



ARTICLE 6 – APPLICATION PROCESS

Candidates must first read the call and the application instructions available in this [page](#).
Candidates must apply for the relevant call by logging in the Esse3 online academic services.
Candidates may indicate up to a maximum of 4 possible destinations in order of priority (from first to last choice).

Candidates must:

- fill in and upload the 'additional form' with the information necessary to evaluate their application;
- fill in and upload the 'self-declaration for additional funding' form referred to in Article 3, if relevant.
- confirm their application within the Esse3 online academic services.

The 'additional form' and the 'self-declaration for supplementary allowances' are available on this [page](#).

APPLICATION PERIOD:

from the publication of the call until 29 February 2024 at 12:00 During this period candidates may submit applications for any mobility period (first term, second term and the entire academic year).

Candidates are invited to complete the application procedure well before the deadline, in order to avoid server overload close to the deadline.

Only applications complete with the 'additional form' duly filled in and confirmed through the Esse3 online academic services will be accepted.

Possible further application period: from 6 May to 3 June 2024 at 12:00
After verification of the availability of funds and of places at host universities, there may be a further application period for mobility during the second semester.



Art. 7 – SELECTION AND SUCCESSFUL CANDIDATES

Candidates receive a score consisting of the sum of two elements: one automatically determined from the student's academic record, and the other related to the evaluation of the motivation letter. The academic record score is determined as follows.

If the candidate is enrolled in a bachelor's degree or in a single-cycle master's degree:

$(2/3) \times [(average\ mark) + 30 \times (acquired\ credits/required\ credits)]$

- To calculate the average mark and the number of credits acquired, the office will take into account all exams taken by 29 February 2024.
- The required credits are 60 ECTS/CFU per year of course.

If the candidate is enrolled in a master's degree:

$\{(1/6) \times [(average\ mark) + 30 \times (acquired\ credits/required\ credits)]\} + [bachelor's\ degree\ score]$

- To calculate the average mark and number of credits acquired, all exams taken by 29 February 2024 are taken into account.
- The required credits are 60 ECTS/CFU per year of course.
- The bachelor's degree score is calculated on the basis of the final mark the candidate obtained at the end of their bachelor's degree:
30 points for a final mark of 110 or 110 cum laude;
28 points for a final mark of 105 to 109;
26 points for a final mark of 101 to 104;
24 points for a final mark of 66 to 100;

In both cases, academic record score is added to the assessment of the motivation letter made by the mobility coordinator, who can assign an additional score from 0 to 30 points.

If two or more candidates earned the same final score, priority is given to the candidate who confirmed their application first in the online academic services Esse3.

Doctoral candidates are evaluated by a special committee appointed by the Rector.

The list of successful candidates is published on the University Official Register and on the International Mobility Office [webpage](#).

The online publication of the list has legal value.



ARTICLE 8 – OBLIGATIONS OF SELECTED CANDIDATES

The list of successful candidates will be published on **14 March 2024**.

Successful candidates must accept their mobility by logging in the online academic services Esse3. They may only do so during the following period:

- from 14 March 2024 at 18:00 to 19 March 2024 at 12:00

Failure to accept or refusal of the mobility period / destination equates to giving up any alternative within the same application period.

Candidates not present on the official lists may check and confirm any reallocations by logging in to the online academic services Esse3 during the following periods:

- from 21 March 2024 at 14:00 to 25 March 2024 at 12:00
- from 26 March 2024 at 14:00 to 27 March 2024 at 12:00

Also in this case, failure to accept or refusal of the mobility period/destination equates to giving up any alternative within the same application period.

After 27 March 2024 no vacancies can be filled and places will no longer be reassigned for the same period.

To allow the office to verify if there are any vacancies and thus evaluate whether to open a second application period, after 27 March 2024 all waivers must be duly justified and communicated without delay to outgoing.students@amm.units.it.

Successful candidates must read the additional obligations provided for in the [Guidelines](#).

Participants who fail to submit the necessary documentation for the recognition of training activities and the payment of the financial contribution, and those who fail to fill in and submit the online questionnaire at the end of their mobility period may be required to reimburse the contribution received in full or in part.

Upon the confirmed availability of funds and places at host universities, a second application period will be opened during the second term.

This second application period is scheduled **from 6 May to 3 June 2024 at 12:00**.

The list of available places will be published on the International Mobility Office [webpage](#).

ARTICLE 9 – ACCESS TO OFFICIAL DOCUMENTS, DATA PROCESSING AND STAFF MEMBER IN CHARGE OF THE ADMINISTRATIVE PROCEDURE

The personal data collected for the purposes of this selection will be processed in accordance with the European Regulation No 2016/679 on the protection of personal data. Data may also be



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processed using IT. Aggregate data may also be used for statistical purposes by the Italian Ministry of University and Research.

When necessary, personal data may be transferred to universities located in non-EU countries. In this case, the University will adopt an adequacy decision pursuant article 45 of the General Data Protection Regulation – Commission Implementing Decision (EU) 2021/1773 of 28 June 2021.

Candidates are guaranteed access to the records of the selection procedure pursuant Regulation (EU) 2016/679 on the protection of personal data.

The data controller is the University of Trieste – Piazzale Europa, 1 – 34127 Trieste, in the figure of its legal representative, the Rector.

The Head of the International Mobility Office of the University of Trieste is responsible for data processing.

Pursuant to Law 241/90 and subsequent amendments and additions, the staff member responsible for the administrative procedure is the Head of the International Mobility Office of the University of Trieste.

For anything not specified in this call, please refer to the current legislation on the subject, to the Regulation on International Mobility of Students and to other provisions in force at the University of Trieste.

Updated information on Regulation (EU) 2016/679 is available on the [dedicated section](#) of the University's website.

Art. 10 – FINAL PROVISIONS

This call for applications and the list of selected and eligible candidates will be published on the [University Official Register](#).

These publications shall have the status of full official notification. Candidates should not expect to receive notification via email.

For all communications and for the transmission of official documents between students and the University, both parties should only use an institutional email address assigned to them by the online academic services Esse3 when they first enrolled at the University. Requests and communications from private e-mail addresses will not be considered.

Applicants are required to read the call, information, notices, instructions, forms and guidelines published and continuously updated on the International Mobility Office [webpage](#).

Applicants must also read the [University Regulation on International Mobility of Students](#).



The allocation of a mobility period becomes effective upon acceptance by the host institution.

Eligibility for a mobility period does not automatically entitle a candidate to a mobility grant. Selected candidates who do not benefit from an Erasmus+ mobility grant can still go abroad with Erasmus student status. This will allow them to attend the same courses and benefit from the same facilities at the host institution as grant recipients.

The University will only pay grants after receiving the relevant contributions from the National Agency INDIRE.

Any requests for the extension of a mobility period will be accepted if both origin and host institutions agree to it. Financial contribution during such extended periods, however, is not guaranteed and depends on the availability of funds.

During the mobility period students will not be able to take exams or any complete other official degree-related activity at the University of Trieste.

With regards to any ongoing health emergencies, candidates will have to:

- constantly monitor the situation in their destination country so as to remain up-to-date about the health and safety provisions in force and to ensure that they comply with all consequent requirements, restrictions and the specific rules of the host institution.
- If necessary, they will provide additional health and/or travel insurance covering the risks related to any ongoing emergencies. The University will not be liable for any risks, inconveniences or exceptional or unexpected costs incurred due to any interruptions or cancellations of mobility.