



## ERASMUS+ TRAINEESHIP 2024/2025

### HOW TO APPLY

#### Index

1. SELF DECLARATION .....	2
2. LEARNING AGREEMENT BEFORE – HOW TO FILL IN .....	2
3. CREDIT RECOGNITION FORM .....	5
APPLICATION PROCEDURE ON ESSE3 .....	5



**Area dei Servizi istituzionali  
Servizi Internazionali  
Ufficio Mobilità Internazionale**

## 1. SELF DECLARATION

Fill in the form Self Declaration available at the page [https://sites.units.it/internationalia/it/erasmusplus-out/?file=stu\\_out\\_training.html&cod=2024](https://sites.units.it/internationalia/it/erasmusplus-out/?file=stu_out_training.html&cod=2024)

## 2. LEARNING AGREEMENT BEFORE – HOW TO FILL IN

The Learning Agreement is one of the fundamental documents for your mobility and it is available at the page [https://sites.units.it/internationalia/it/erasmusplus-out/?file=stu\\_out\\_training.html&cod=2024](https://sites.units.it/internationalia/it/erasmusplus-out/?file=stu_out_training.html&cod=2024)

In this phase you must use only the “Before the Mobility” section, which has to be **entirely filled out** and signed by all parties involved.

Please, do not modify the pre-filled data.

### HEADING:

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



Write your name and surname

Trainee	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Gender [Male/Female/ Undefined]	Level of education (EQF level) <sup>2</sup>	Field of education <sup>3</sup>
Sending Institution]	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name <sup>4</sup> ; email; phone	
	UNIVERSITY OF TRIESTE		I TRIESTE01	Piazzale Europa, 1 - 34127 - Trieste	ITALY		
Receiving Organisation	Name	Department	Address; website	Country	Size	Contact person <sup>5</sup> name; position; email; phone	Mentor <sup>6</sup> name; <u>position</u> ; <u>email</u> ; phone
					<input type="checkbox"/> ≤250 employees <input type="checkbox"/> > 250 employees		

↑ Fill in all the required fields with the data concerning:

- Personal information;
- Your Sending Institution (“contact person” refers to your Department’s International Mobility Head Coordinator\* or, if you are a PhD student, your supervisor);
- Your Receiving Organisation (legal office and operations office, if applicable).

\*The list of the coordinators is available at the page:

<https://www2.units.it/internationalia/en/delegati/?file=delegati.html>



Area dei Servizi istituzionali  
Servizi Internazionali  
Ufficio Mobilità Internazionale

TABLE A:

<b>Before the mobility</b>	
<i>Table A - Traineeship Programme at the Receiving Organisation</i>	
Planned period of the physical component: from [day (optional)/month/year] ..... to [day (optional)/month/year] .....	
If applicable, planned period of the virtual component: from [day (optional)/month/year] ..... to <b>day</b> (optional)/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?: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes):	
Monitoring plan:	
Evaluation plan:	
The level of <b>language competence</b> <sup>8</sup> 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 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>	

↑ Add the title and the detailed program of the traineeship, the period and the number of hours per week expected (mandatory between 30 and 40), whether the activity you will carry out includes digital skills, the learning outcomes expected, the monitoring and evaluation methods, the language of competence.

TABLE B:

<i>Table B - Sending Institution</i>	
<i>Please use only one of the following three boxes:<sup>9</sup></i>	
1. The traineeship is <b>embedded in the curriculum</b> and upon satisfactory completion of the traineeship, the institution undertakes to:	
Award .....ECTS credits (or equivalent) <sup>10</sup>	Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's <u>Europass</u> Mobility Document: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
2. The traineeship is <b>voluntary</b> and, upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits: ....
Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's <u>Europass</u> Mobility Document: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
3. The traineeship is carried out by a <b>recent graduate</b> and, upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, please indicate the number of credits: /
Record the traineeship in the trainee's <u>Europass</u> Mobility Document ( <i>highly recommended</i> ): Yes <input type="checkbox"/> No <input type="checkbox"/>	

↑ Check the box corresponding to the type of traineeship you will carry out and add the required information:



**Area dei Servizi istituzionali  
Servizi Internazionali  
Ufficio Mobilità Internazionale**

1. **traineeship embedded in the curriculum:**  
Please contact your Department's International Mobility Head Coordinator about the number of ECTS to be awarded (mandatory).
2. **supernumerary** (not embedded in the curriculum) **or voluntary** (for PhD students) **traineeship:**  
contact your Department's International Mobility Head Coordinator about the number of ECTS to be awarded (mandatory)  
N.B. if you are a **PhD student** fill in this section without adding any ECTS (for PhD students no ECTS are awarded).
3. traineeship carried out as a **recent graduate** (to be carried out within 12 months after graduation): no ECTS can be awarded.

**TABLE C**

<i>Table C - Receiving Organisation/Enterprise</i>	
The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, amount (EUR/month): ..... <a href="#">.....</a>
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify: ....	
The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>	

↑ To be filled in by the Receiving Organisation.

**SIGNATURES**

<p>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).</p>					
Commitment	Name	Email	Position	Date	Signature
Trainee			<i>Trainee</i>		
Responsible person <sup>11</sup> at the Sending Institution (Supervisor for PhD students)					
Coordinator of the PhD program (only for PhD students)					
Supervisor <sup>12</sup> at the Receiving Organisation (Stamp and signature)					

↑ Sign the LA and have the Department's International Mobility Coordinator (or Traineeship) Head, as well as your supervisor at the Receiving Organisation, sign the document.  
The **signature** and the **stamp** of the Receiving Organisation are necessary.



It is your responsibility to make sure the document is signed by all parties involved.  
Documents that are only partially signed or filled out will not be accepted.

If you are a **PhD student**, the document must be signed by your supervisor and by the coordinator of the PhD program.

If you are attending a **Specialisation School**, the document must be signed by its director.

### 3. CREDIT RECOGNITION FORM

If your internship is a **traineeship embedded in the curriculum** or a **supernumerary traineeship** (the document is not required for doctoral students and post-graduate mobilities), you must also entirely fill out the "Credit Recognition Form", which is necessary for the recognition of the activities carried out during your mobility. The form is available at the link [https://sites.units.it/internationalia/it/erasmusplus-out/?file=stu\\_out\\_training.html&cod=2024](https://sites.units.it/internationalia/it/erasmusplus-out/?file=stu_out_training.html&cod=2024)

**NB:** You must enter the information of the activity/activities to be recognized at UniTs as listed in your study plan on ESSE3. If the activity/activities to be recognized are not present in your study plan on ESSE3, you will have to check with Ufficio Carriere the possibility of modifying your study plan and submit any modification request before the end of your mobility.

The document must be signed by you and your Department's International Mobility Coordinator Head.

### APPLICATION PROCEDURE ON ESSE3

Before starting the Esse3 procedure, we recommend checking the accuracy of all mandatory attachments (see point 9).

1. Enter your private area on ESSE3 and LOG IN with your credentials.
2. Select "Bandi di Mobilità" from the menu "Mobilità Internazionale" (second to last option)
3. Select the appropriate Notice ("Avviso") by clicking on the highlighted icon from the column "azioni":  
**TRAINEESHIP ERASMUS+ A.A.2024/2025**
4. Click on the magnifying glass in the column "azioni"
5. Click on "compila il modulo" in the bottom right corner
6. Check if you meet the necessary requirements and click on the corresponding box
7. Select the duration of your internship from the drop-down menu (under the heading "pref")
8. Click on "Iscrivi" at the bottom of the page



9. Click on “inserisci allegato” at the bottom of the page and upload the mandatory attachments in PDF format:

- SELF DECLARATION
- LEARNING AGREEMENT
- CREDIT RECOGNITION FORM (not required for PhD students and post-graduate mobilities)

10. Check if all data are correct and **confirm** your application by clicking on the button “Conferma iscrizione al bando e stampa definitiva”.

11. You will see the following notice:

Conferma iscrizione e Stampa definitiva

Attenzione!  
Per procedere premere il pulsante 'Conferma', per annullare l'operazione premere il pulsante 'Indietro'. Si ricorda che confermando l'operazione i dati dell'iscrizione non saranno più modificabili.

Conferma Indietro

Click on the button “Conferma” to officially confirm your application.

12. **WARNING:** your application is valid only if step 11 is completed before the deadline.

Click on the button “indietro” to exit the page and verify that you have completed the application correctly (a green dot should appear).

The application procedure is now complete and cannot be modified.