



**CALL FOR APPLICATIONS SHORT-TERM DOCTORAL MOBILITY
ACADEMIC YEAR 2024-2025**

APPLICATION INSTRUCTIONS

Contents

1. Self-certification.....	2
2. Learning Agreement	2
3. Submitting your application on Esse3.....	5
CONTACT THE INTERNATIONAL MOBILITY OFFICE	6



1. Self-certification

Fill out the form available at: <https://sites.units.it/internationalia/en/erasmusplus-out/?file=dottorandi.html&cod=2024/2025>

2. Learning Agreement

The Learning Agreement is essential for your mobility and is available at the following link: <https://sites.units.it/internationalia/it/erasmusplus-out/?file=dottorandi.html&cod=2024/2025>

You will need to use the 'Before the Mobility' section at this stage. 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 ⁴	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 ⁶ ; email; phone	
	UNIVERSITY OF TRIESTE		I TRIESTE01	Piazzale Europa, 1 - 34127 - Trieste	ITALY		
Receiving Organisation	Name	Department	Address; website	Country	Size	Contact person ⁷ name; position; email; phone	Mentor ⁸ name; position; email; phone
					<input type="checkbox"/> ≤250 employees <input type="checkbox"/> > 250 employees		

↑ Fill in all the fields by entering the following:

- personal details;
- sending institution details (put your supervisor as 'contact person');
- receiving organisation details (registered office and possible location of the traineeship, if different).



TABLE A:

Before the mobility	
<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] <u>to day</u> (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 ⁷ : 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 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 <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"/>	

↑ Enter the name of your traineeship, a breakdown of the programme, the period in which it will take place, and the number of hours planned per week. 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

<i>Table B - Sending Institution</i>	
<i>Please use only one of the following three boxes:⁹</i>	
1. <input type="checkbox"/> The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:	
AwardECTS credits (or equivalent) ¹⁰	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. <input checked="" type="checkbox"/> The traineeship is voluntary 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:
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. <input type="checkbox"/> 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 <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"/>	

↑ PhD students must complete section 2. ECTS cannot 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):
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 completed by the host institution.

SIGNATURES

<p>By signing this document, the trainee, the Sending organisation, the Receiving organisation 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 will communicate to the sending 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 sending institution [and the receiving institution [if the receiving organisation is a higher education institution] undertake[s] 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 ¹¹ at the Sending Institution (PhD Supervisor)					
Coordinator of the PhD program					
Supervisor ¹² at the Receiving Organisation (Stamp and signature)					

↑ Sign the Learning Agreement and ask your **supervisor** and your **PhD programme coordinator** to **sign** it.

It is important that there is a **signature and stamp of the host institution**.

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

Incomplete documents or documents without all the required signatures cannot be accepted.



3. 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:

SHORT-TERM DOCTORAL MOBILITY 2024/2025

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 duration of your traineeship by clicking on the drop-down menu under "pref" and click on "1".
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

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:

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.

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



**UNIVERSITÀ
DEGLI STUDI
DI TRIESTE**

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



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.

CONTACT THE INTERNATIONAL MOBILITY OFFICE

email: outgoing.students@amm.units.it

+ 39 040 558 - 7807 or 2914