

UNIVERSITÀ
DEGLI STUDI
DI TRIESTE

WELCOME TO

UNIVERSITY OF TRIESTE

Edited by the [International Mobility Staff](#)



UNIVERSITÀ
DEGLI STUDI
DI TRIESTE

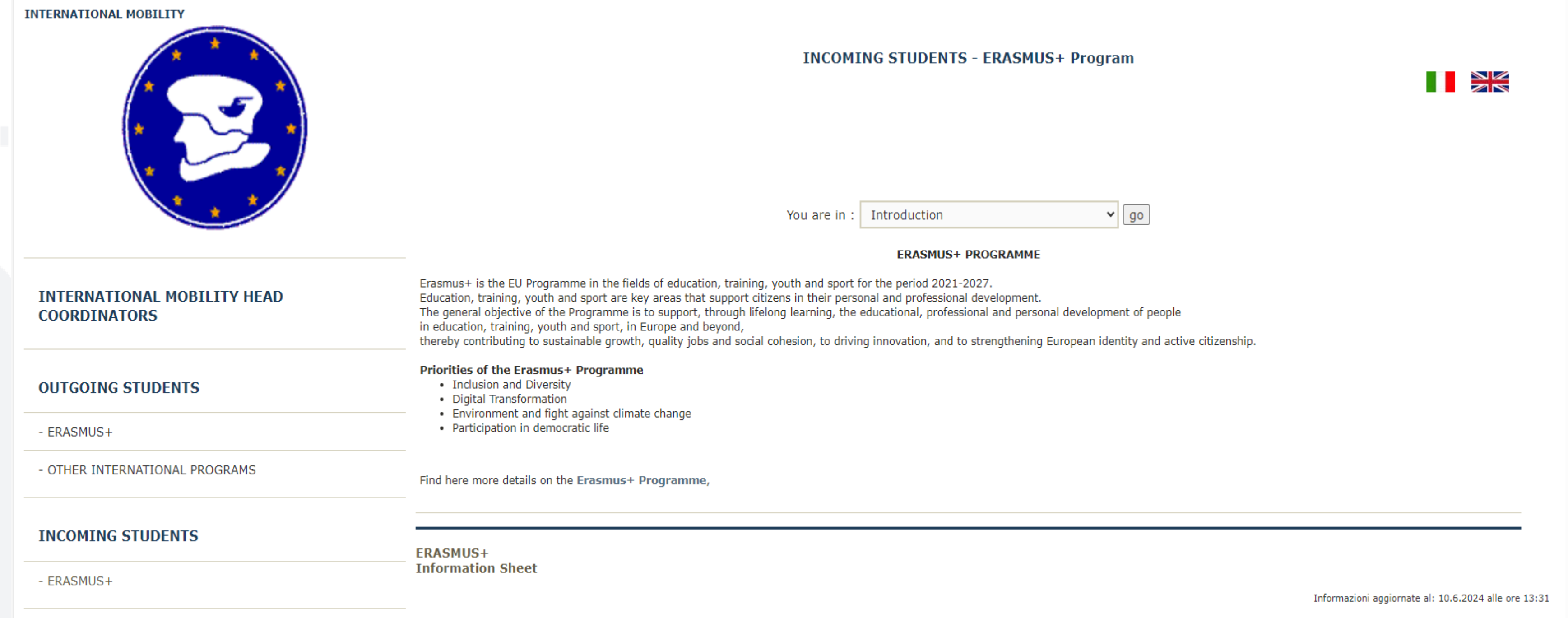
Erasmus Students Short Guide 2024-2025

updated 20th September, 2024

Edited by the [International Mobility Staff](#)

USEFUL DOCUMENTS

- You can find all useful **documents** on the International [Mobility](#) website:



The screenshot displays the 'INTERNATIONAL MOBILITY' website. At the top left, there is a navigation menu with four vertical bars. The main header includes the text 'INTERNATIONAL MOBILITY' and a circular logo featuring a profile of a head with a star, surrounded by a ring of stars. Below the header, there are four main sections: 'INTERNATIONAL MOBILITY HEAD COORDINATORS', 'OUTGOING STUDENTS', 'INCOMING STUDENTS', and 'ERASMUS+ PROGRAMME'. The 'ERASMUS+ PROGRAMME' section is currently selected and expanded, showing a dropdown menu with 'Introduction' and a 'go' button. Below the dropdown, there is a paragraph of text describing the Erasmus+ program and a list of priorities. At the bottom right, there is a footer with the text 'Informazioni aggiornate al: 10.6.2024 alle ore 13:31'.

INTERNATIONAL MOBILITY

INCOMING STUDENTS - ERASMUS+ Program

You are in : Introduction go

ERASMUS+ PROGRAMME

Erasmus+ is the EU Programme in the fields of education, training, youth and sport for the period 2021-2027. Education, training, youth and sport are key areas that support citizens in their personal and professional development. The general objective of the Programme is to support, through lifelong learning, the educational, professional and personal development of people in education, training, youth and sport, in Europe and beyond, thereby contributing to sustainable growth, quality jobs and social cohesion, to driving innovation, and to strengthening European identity and active citizenship.

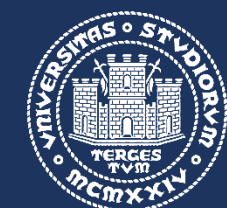
Priorities of the Erasmus+ Programme

- Inclusion and Diversity
- Digital Transformation
- Environment and fight against climate change
- Participation in democratic life

Find here more details on the [Erasmus+ Programme](#),

ERASMUS+ Information Sheet

Informazioni aggiornate al: 10.6.2024 alle ore 13:31



AFTER THE ARRIVAL IN TRIESTE



Contact the **International Mobility office** for your Letter of Arrival at:

incoming.students@amm.units.it

Get your certificate of arrival signed by us

Contact your **Italian coordinator** for the didactic aspect

CERTIFICATE OF ARRIVAL

Arrival at UNITS = Physical event
(Welcome Meeting, Lessons start,
Meeting with your Italian
coordinator)

- Arrival document issued by the **International Mobility Office**
- You may also have a **certificate of arrival** from your **home** University.
It can be signed by our **office**



USERNAME AND PASSWORD

received when you **registered** on line [esse3](#)



- In case of problems after your immatriculation:

please write an e-mail attaching a scanned copy of your ID/passport to:

helpesse3@amm.units.it

ON LINE RECORDED CLASSES AND RESOURCES (DIGITAL SERVICES)

e-Learning (ITA only)

You can get

- [lesson catalogue](#)
- [Class schedule](#)
- [Moodle](#)

Video tutorial

VIDEO TUTORIAL

Per gli studenti



Accedere a Teams

Accesso alla piattaforma Microsoft Teams utilizzando le credenziali d'Ateneo e soluzioni da adottare in caso di malfunzionamenti.



Catalogo della didattica

Consultare correttamente il catalogo della didattica per la ricerca dei corsi, insegnamenti e/o docenti e copia del codice Teams sulla piattaforma.

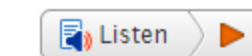


Consultare le lezioni

Visualizzare i file delle lezioni registrate nei Teams e cosa fare in caso di malfunzionamenti.

Digital services

Home / Services / Digital services



Online Students Service (Esse3)

Sign in with SPID or credentials
Can't remember your credentials?
Register without SPID

University email (Office 365)

Log in to your institutional mailbox

e-Learning

Go to e-Learning page (ITA only)

Course Catalogue

Go to Course Catalogue

Wireless roaming network - eduroam

Learn how to connect to the eduroam network (ITA only)

Room booking

Go to lecture rooms booking

Password

Password recovery

Services

Disability and SLD services

Libraries and cultural services

Digital services

> Online Students Service (Esse3)

> University email (Office 365)

> E-learning (ITA only)

> Course Catalogue

> Wireless network - eduroam (ITA only)

> Room booking

> Password recovery

Health and Safety

Secretariat services

Photography service

Living the University

Living in Trieste

University Language Centre (CLA)



UNIVERSITÀ
DEGLI STUDI
DI TRIESTE

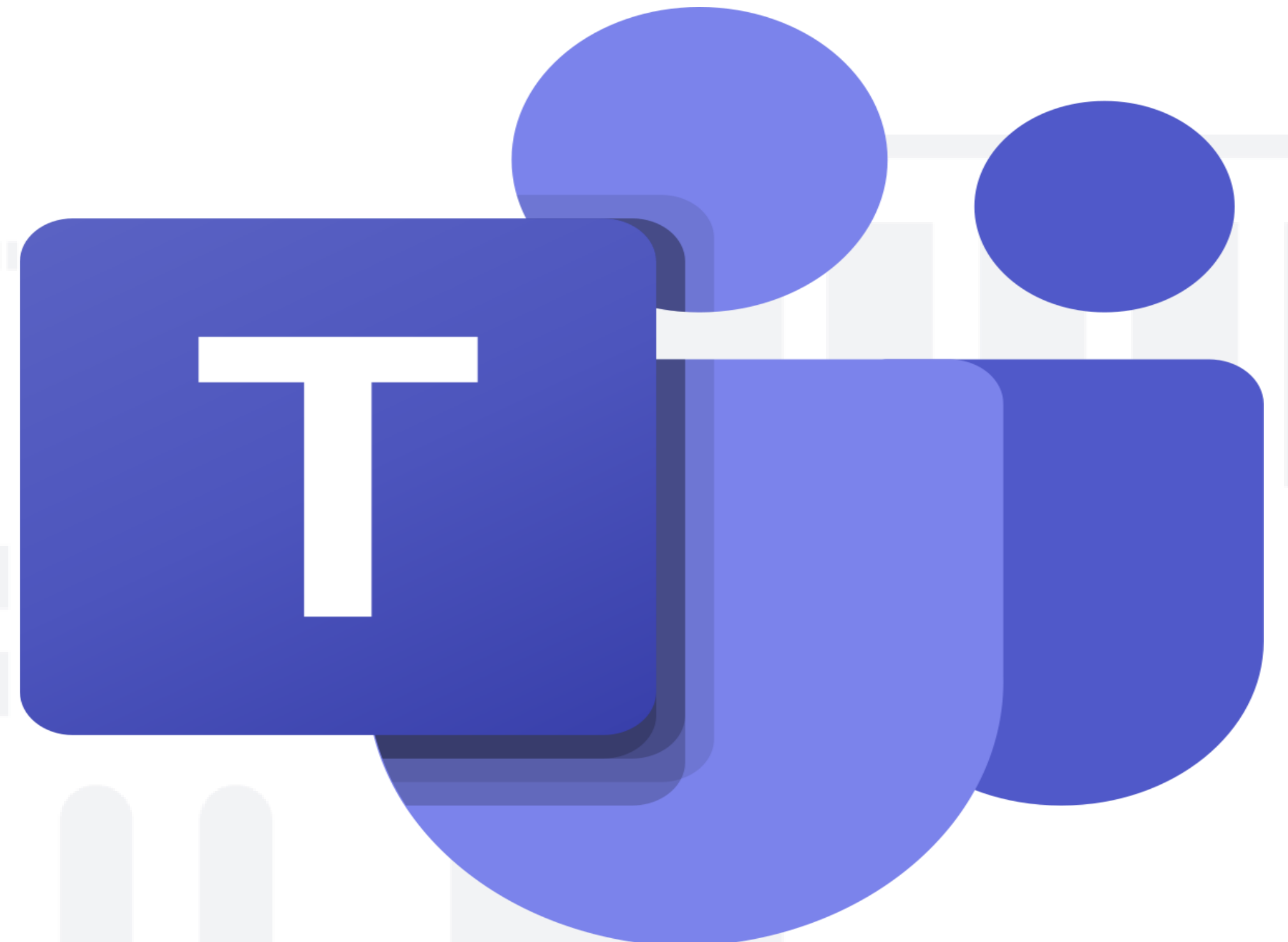
MOODLE

Were you can get the didactic materials
If your Credentials work but you can not access the
[MOODLE](#) platform,
please contact: moodle@units.it



TEAMS

You can get access to courses through the
TEAMS platform
In case of problems to access in Teams,
please contact the **teacher** of the course.



UNITS APPS

[myUniTS](#)



myUniTS

To view your transcript, register for exams and have your university career at your fingertips

[Go to the App Store](#)

[Go to Google Play](#)

[Orari UniTS](#)

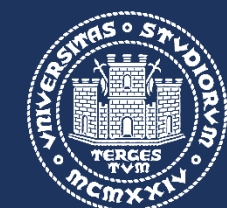


Orari UniTS

Check the schedules, classrooms, and details of the lessons, and stay updated with notifications

[Go to the App Store](#)

[Go to Google Play](#)



CLASS SCHEDULE

Classes timetable:

<https://orari.units.it/agendaweb/index.php?view=easycourse& lang=it>

The screenshot shows the 'Orario delle lezioni' (Class Schedule) page on the University of Trieste website. The page features a dark blue header with the university logo and name, a search bar, and a user profile icon. A left sidebar contains navigation icons for home, calendar, document, list, checkmark, and mobile. The main content area includes a link to return to the home page and three primary search options, each with an icon and a 'Cosa significa' (What it means) dropdown menu:

- Ricerca l'orario delle lezioni per corso di studio** (Search for the class schedule by course of study) - icon: graduation cap
- Ricerca l'orario delle lezioni per docente** (Search for the class schedule by lecturer) - icon: chalkboard with graph
- Ricerca l'orario delle lezioni per insegnamento** (Search for the class schedule by teaching) - icon: purple book

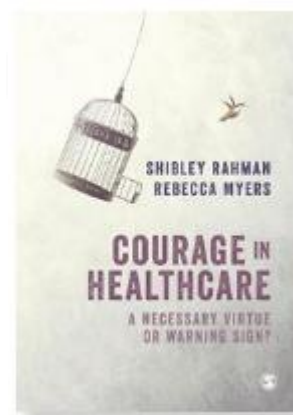
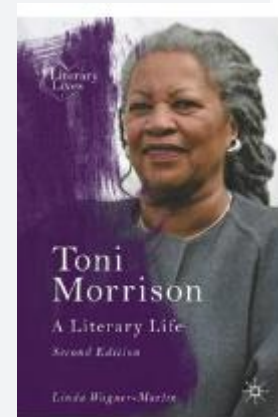
At the bottom right, there is a 'Powered by EasyStaff - 2024' notice and a 'Powered by EasyStaff - 2024' footer.

UNIVERSITY LIBRARIES

The **University Library System** offers **study rooms**.

You can **borrow** books and digital materials, and access databases.

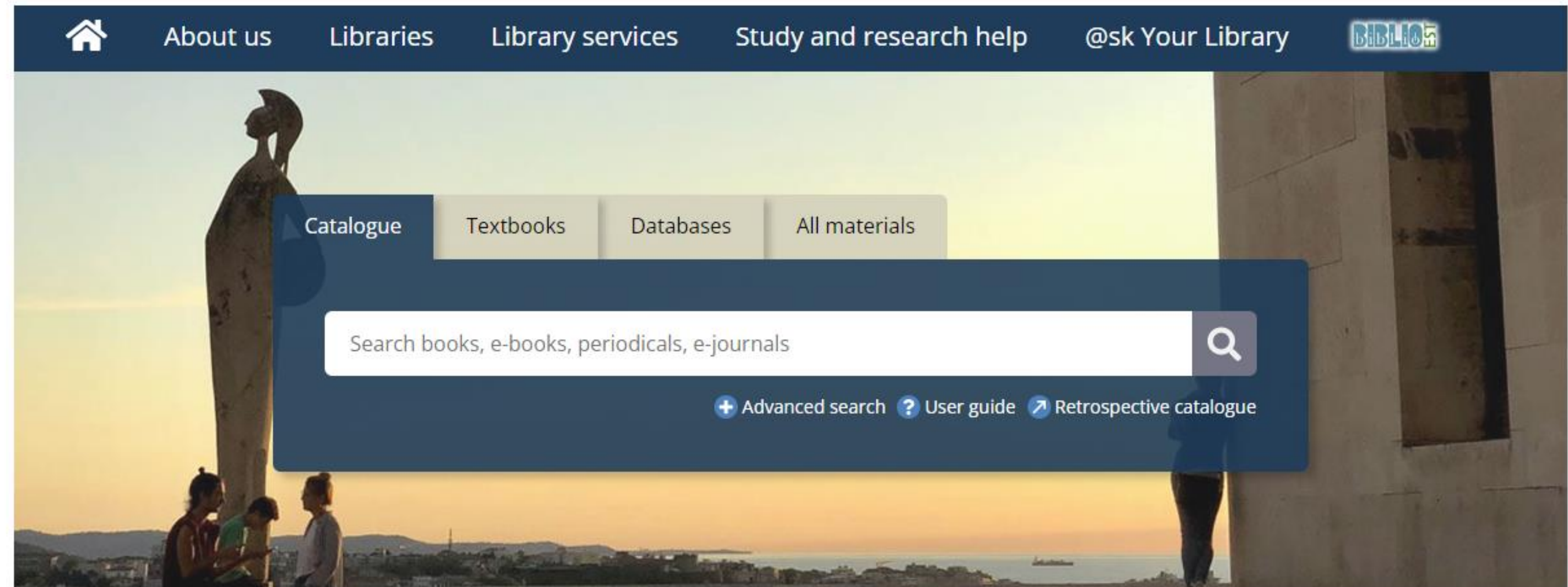
Find out more about on **BiblioUniTS**.



UNIVERSITÀ
DEGLI STUDI
DI TRIESTE

BiblioUniTS

Login



Access remotely to databases, e-books and e-journals

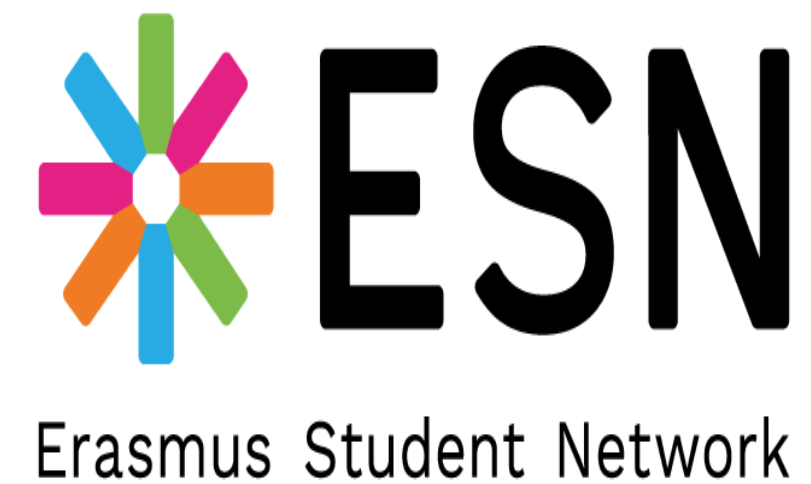
Join the library

Databases by subject areas



UNIVERSITÀ
DEGLI STUDI
DI TRIESTE

BEYOND UNIVERSITY



Register with the
National Health System

Information Office

Parco di San Giovanni
Via Giovanni Sai, 7,
34128 Trieste
tel. 040 3997273/
0403997194

Get your
codice fiscale
tax code

Download the
app for
canteens
ARDIS

Contact **ESN**
Trieste

<https://linktr.ee/esntrieste>

Welcome
Office FVG

<http://www.welcomeoffice.fvg.it/>



**UNIVERSITÀ
DEGLI STUDI
DI TRIESTE**

CODICE FISCALE

- **Agenzia delle entrate**
Via L. Stock 2/3

Please find [here](#) the request form:

Instructions already sent by e-mail to you all!

Contact address:
dp.trieste@agenziaentrate.it



ARDIS - CANTEENS



- You can download the **app** «[bookAmeal](#)» by ARDIS after your arrival and immatriculation
- The app is free of charge

- For information contact:
ristorazione.trieste@ardis.fvg.it

PUBLIC TRANSPORT

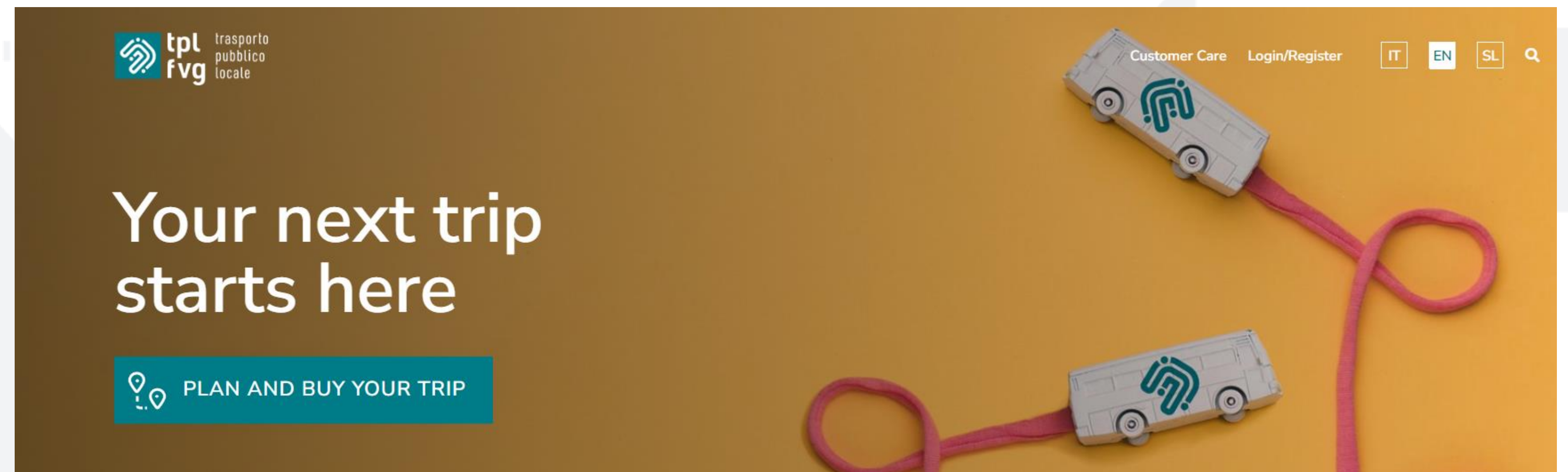
Please contact ARDIS

info.trieste@ardis.fvg.it

<https://www.ardis.fvg.it/contenuti.php?view=page&id=215>



<https://tplfvg.it/en/>



EMERGENCY NUMBERS

- **112** GENERAL EMERGENCY NUMBER
- **113** POLICE
- **115** FIREFIGHTERS
- **118** AMBULANCE



LEARNING AGREEMENT

How to fill out your Learning Agreement

Erasmus+ Learning Agreement
Student Mobility for Studies

General information

Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender
	ESI	Study cycle	Field of education (ISCED)	Field of education (clarification)	

Sending Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone

Receiving Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone
	UNIVERSITÀ DEGLI STUDI DI TRIESTE		I TRIESTE01	ITALY	

The level of language competence in _____ [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is:
 A1 A2 B1 B2 C1 C2 Native speaker

Mobility type and duration

<p>Mobility type (select one)</p> <ul style="list-style-type: none"> • Semester(s) <input type="checkbox"/> / Virtual component (only if applicable) <input type="checkbox"/> • Blended mobility with short-term physical mobility <input type="checkbox"/> 	<p>Estimated duration (to be confirmed by the Receiving Institution)</p> <p>Planned period of the physical mobility:</p> <ul style="list-style-type: none"> • from [day (optional)/month/year] • to [day (optional)/month/year]
--	--

Study Programme at the Receiving Institution
Mobility type: Semester(s)

Table A	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester (e.g. autumn/spring; term)	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
Total: ...				

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information]

Recognition at the Sending Institution
Mobility type: Semester(s)

Table B	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester (e.g. autumn/spring; term)	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution	Automatic recognition
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
Total: ...					

If applicable, description of the virtual component at Receiving Institution and recognition at the Sending Institution
Mobility type: Semester(s)

Table C	Component code (if any)	Component title or description of the study programme at the Receiving Institution	Short description of the virtual component (obligatory field):	Number of ECTS credits to be awarded	Automatic recognition
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
Total: ...					

Commitment of the three parties
Any Mobility type

<p style="text-align: center;">Commitment</p> <p style="font-size: 8px;">By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies. The Beneficiary Institution and the student should also commit to what is set out in the Erasmus grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.</p>					
Commitment	Name	Email	Position	Date	Signature
Student			Student		
Responsible persons at the Sending Institution: Exchange Coordinator					
Responsible person at the Receiving Institution					

- Always indicate the **exact number of credits**: any change to the standard number of credits must be explicitly approved by the teacher of that course and by the Italian coordinator of the exchange.

- Choose only courses offered by **your own Department** at UniTS; courses from other Departments can be chosen only exceptionally and upon authorization by the Mobility Delegate.

Search for a teaching



IT EN

SEARCH FOR A TEACHING

It is necessary to specify a criterion for at least one of the following fields: teaching, course of study, teacher, and one between year of enrollment and academic year

Unit **

Ex: Calculus

At least three characters

Teacher **

Ex: Rossi Mario

At least three characters of the surname/name. If both specified enter the surname followed by the name

Year of enrolment **

- Choose year -

Academic year **

2024/2025

Department

- Choose department -

Course type

- Choose course type -

Course **

START TYPING...

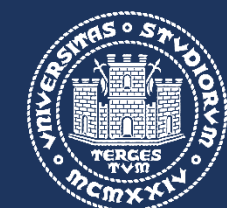
Subject area

Start typing...

Language

- Choose here -

SUBMIT



UNIVERSITÀ
DEGLI STUDI
DI TRIESTE

DURING THE EXCHANGE



- Learning Agreement & Changes
- Register on line for **classes** if needed
- **Attending lessons** is important!
- Register on line for **exams (appello)** before doing to the exam in presence

Is an extension needed?

EXTENSION FORM (SEE WEBPAGE)

- Must be asked for **BEFORE** the normal expiration of the exchange
- Must be **confirmed** by the student's sending university
- Lacking a request of extension, all the exams given after the exchange normal expiration **SHALL NOT BE VALIDATED**



UNIVERSITÀ
DEGLI STUDI
DI TRIESTE

Area dei Servizi Istituzionali
Servizi Internazionali
Ufficio Mobilità Internazionale

REQUEST OF EXTENSION OF THE ERASMUS+ EXCHANGE

The undersigned (Name and surname).....
coming from the University (country)
enrolled as Erasmus student at the University of Trieste from..... to.....
(Italian coordinator Prof.)

Applies for an extension of the Erasmus study period of months, until
..... for the following reasons:

-
-
-

Student's signature	Date
---------------------	------

Acceptance by the Erasmus coordinator of the University of Trieste:

The University of Trieste authorises the above mentioned student's extension of the Erasmus exchange.		
Coordinator's name	Date	Signature

NB: The present request of extension must be approved by the sending University

Università degli Studi di Trieste
Piazzale Europa, 1
I - 34127 Trieste
www.units.it - ateneo@pec.units.it

Tel. +39 040 558 3025 / 2912
incoming.students@amm.units.it



UNIVERSITÀ
DEGLI STUDI
DI TRIESTE

EXAMS REGISTRATION (HOW)



- Please find on the department website the Academic calendar
- Exam must be taken in presence

- Whenever you want to take an exam, you must **sign up on-line**

<https://esse3.units.it/Home.do>

- All the exam procedures are completed **on-line**

ERASMUS ITALIAN COURSES

- Italian courses for Erasmus students are **free of charge**.
- In the Learning Agreement indicate « **Corso Italiano Erasmus**» (No code)
- The **final test** will give you the right to get credits 6 CFU. As the courses are extracurricular **you can not get marks**
- Courses will be organized by **Centro Linguistico d'Ateneo (CLA)**
<https://iuslit.units.it/it/node/45390>

All levels (A1, A2, B1, B2) will start in October
You will be informed by e-mail



BEFORE LEAVING



- Contact the International Mobility Office to get your **Certificate of Departure** signed
- **NB: all exams must have been completed before leaving!**
- **It is not possible to do the exams remotely**

THE DEPARTURE

Departure = the last day you must be physically present at UNITS (last day of the examination/course/work/ mandatory attendance period)

- When you request the Statement of Departure to the International Mobility Service, your online **profile** will be **frozen**
- **No exams** will be valid after that date
- **Be careful!** Request the Statement of Departure to the Office only **AFTER** completing all your exams!!



AFTER THE EXCHANGE



- **Transcript of records** (will be sent to you and to your home University)

ACADEMIC CALENDARS

HUMANITIES

<https://disu.units.it/it/didattica/informazioni-studenti/calendari-didattici>

ECONOMICS

<https://deams.units.it/it/didattica/corsi-studio/Calendario-Didattico>

POLITICAL SCIENCES

<https://dispes.units.it/it/didattica/informazioni-studenti/calendari-didattici>

MATHEMATICS, INFORMATICS AND GEOSCIENCES

<https://dmg.units.it/it/didattica/corsi-studio/Calendario-didattico>



ACADEMIC CALENDARS

PHYSICS

<https://df.units.it/it/didattica/corsi-studio/Calendario-accademico>

LIFE SCIENCES

<https://www.biologia.units.it/pagine/211/Calendario-Didattico-e-Orario-Lezioni>

<https://www.biologia.units.it/pagine/210/Calendario-Didattico-e-Orario-Lezioni>

CHEMICAL AND PHARMACEUTICAL SCIENCES

<https://dscf.units.it/en/teaching/student-information/calendar>

MEDICINE

<https://corsi.units.it/me03/calendario-didattico>



ACADEMIC CALENDARS

ENGINEERING AND ARCHITECTURE

<https://dia.units.it/it/didattica/corsi-studio/Calendario-accademico>

LAW

<https://iuslit.units.it/it/node/6609>

<https://iuslit.units.it/it/node/6734>

SCHOOL FOR INTERPRETERS/TRANSLATORS

<https://iuslit.units.it/it/node/9750>

INFORMATION DESK

Our office will be open to the public (incoming students) in the next few days

Times will be published on our website

<https://sites.units.it/internationalia/it/erasmusplus-in/>



CONTACTS

E-mail:
incoming.students@amm.units.it

Erasmus Incoming [info page](#)



ENJOY YOUR EXCHANGE!

