

UNIVERSITÀ
DEGLI STUDI
DI TRIESTE

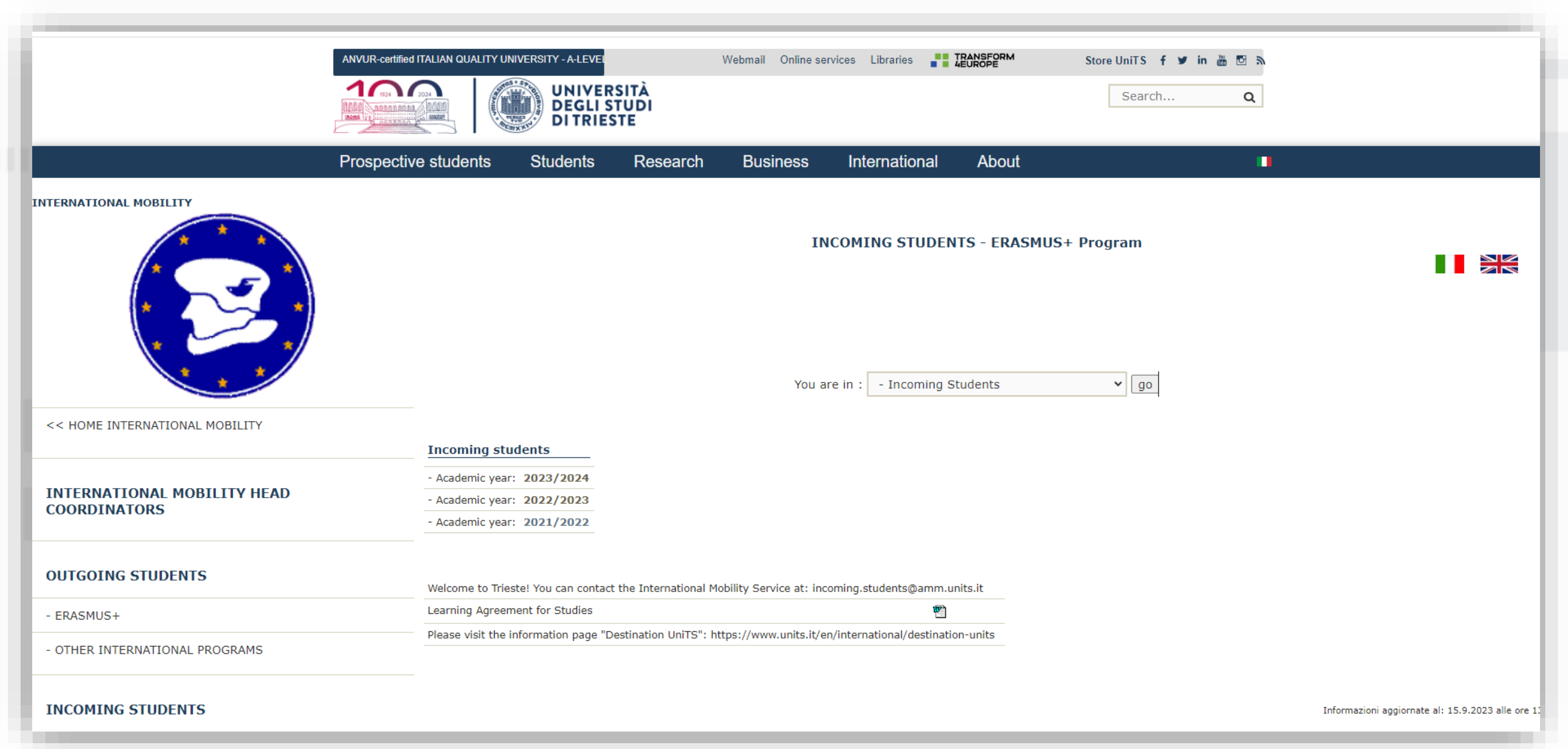
Erasmus Students Short Guide 2023-2024

updated September 2023

Edited by the International Mobility Staff

USEFUL DOCUMENTS

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



The screenshot displays the website for the International Mobility service at the University of Trieste. The page features a dark blue header with navigation links: Prospective students, Students, Research, Business, International, and About. A search bar is located in the top right corner. The main content area is titled "INTERNATIONAL MOBILITY" and includes a large circular logo with a profile of a head and stars. Below the logo, there are sections for "INTERNATIONAL MOBILITY HEAD COORDINATORS" and "OUTGOING STUDENTS". The "INCOMING STUDENTS" section is highlighted, showing a list of coordinators for the academic years 2023/2024, 2022/2023, and 2021/2022. A "You are in" dropdown menu is set to "Incoming Students". The footer contains the text "Informazioni aggiornate al: 15.9.2023 alle ore 11".



AFTER THE ARRIVAL IN TRIESTE



Student's name
Academic Year 20../20..

Student	Last name(s)	First name(s)	Date of birth	Nationality	Sex (M/F)	Study cycle	Field of education
Sending Institution	Name	Faculty/Department	Erasmus code*	Address	Country	Contact person name*, email, phone	
Receiving Institution	Name	Faculty/Department	Erasmus code	Address	Country	Contact person name, email, phone	

Before the mobility

Study Programme at the Receiving Institution

Planned period of the mobility: from [day/month/year] to [day/month/year]

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]

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 () *Author speaks ()*

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
Total:			

Provisions applying if the student does not complete successfully some educational components: [web link to the relevant information]
En cas de seconde session, l'étudiant doit en principe repasser l'examen dans l'institution d'accueil. Il lui revient de se renseigner au préalable auprès de l'institution d'origine des modalités de seconde session. Aucune bourse complémentaire ne sera octroyée au cas où l'étudiant est tenu de retourner dans l'institution d'accueil.

Commitment

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

Contact the International Mobility Service at: incoming.students@amm.units.it

Contact your Italian coordinator

Get your certificate of arrival signed

Learning agreement get all the signatures and then send it to our office as a pdf

Attending lessons is important!

CERTIFICATE OF ARRIVAL

- Arrival document issued by the **International Mobility Service**
- You may also have documents from your **home** University these can be signed by the **coordinator** or by our **office**



USERNAME AND PASSWORD

received when you registered on line



- In case of problems after your immatriculation:

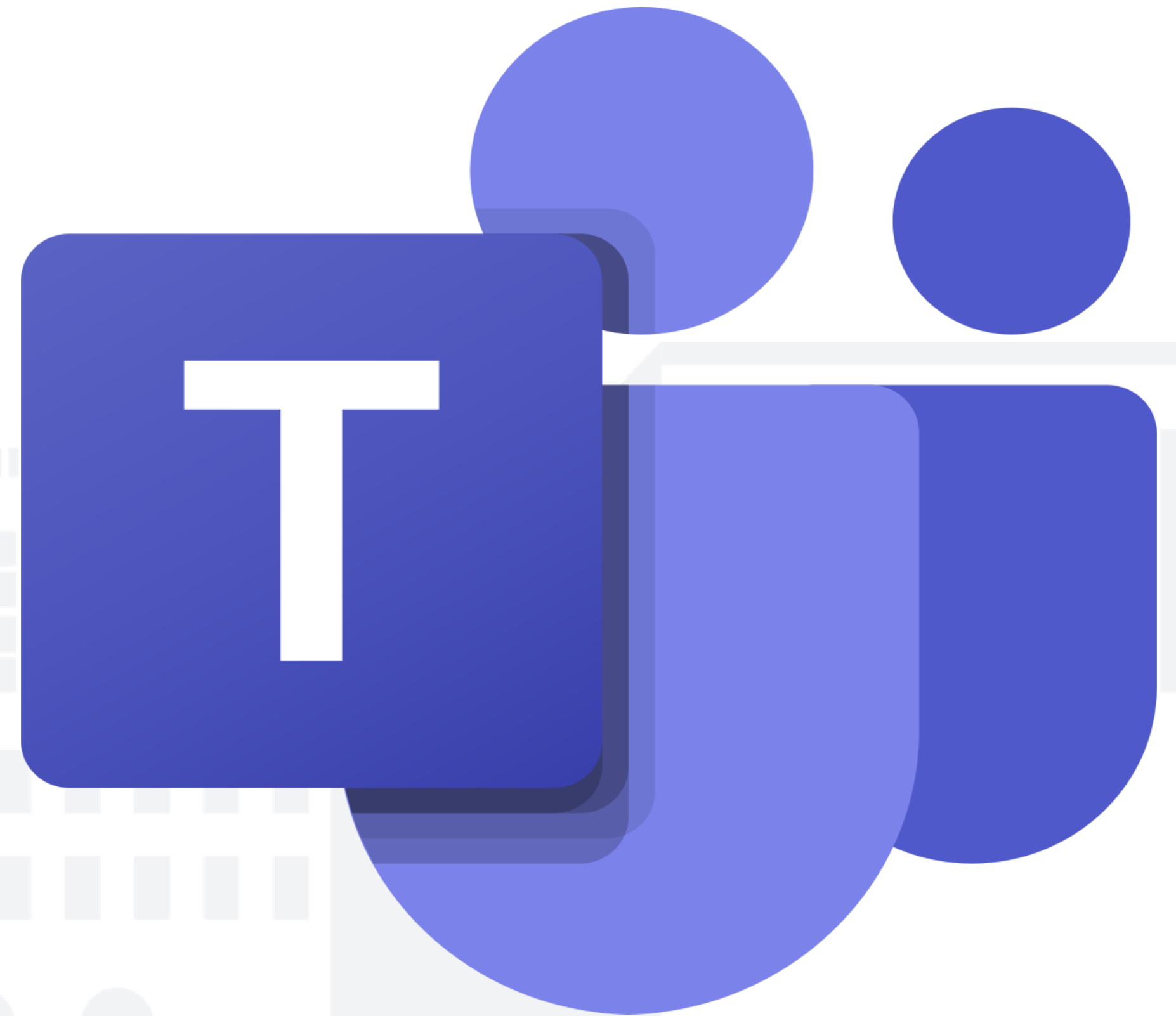
please write an e-mail attaching a scanned copy of your ID/passport to:

helpesse3@amm.units.it

ON LINE RECORDED CLASSES AND RESOURCES

- You can get access to courses through the **TEAMS** platform

In case of problems,
please contact the **teacher** of the
course



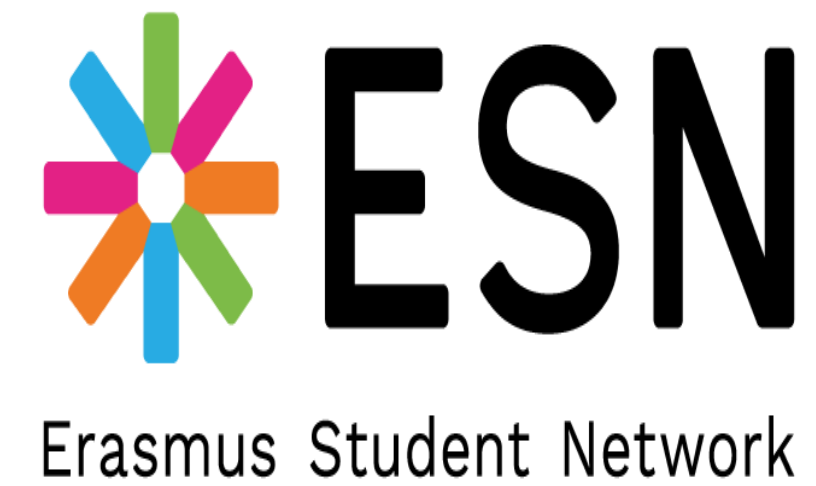
MOODLE



- If your username and password work but you can not access MOODLE platform, please contact:

moodle@units.it

BEYOND UNIVERSITY



Register with
the **National
Health System**

Infopoint
International
Students: via Sai 7,
1st floor, tel. 040
3997451

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
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DI TRIESTE**

CODICE FISCALE

Sottotitolo

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

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

Instructions already sent by e-mail
to you all!



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


EMERGENCY NUMBERS

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





Search for a teaching

**UNIVERSITÀ
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[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 * <input type="text" value="Ex: Calculus"/> <small>At least three characters</small>	Teacher * <input type="text" value="Ex: Rossi Mario"/> <small>At least three characters of the surname/name. If both specified enter the surname followed by the name</small>
Year of enrolment * <input type="text" value="- Choose year -"/>	Academic year * <input type="text" value="2023/2024"/>
Department <input type="text" value="- Choose department -"/>	Course * <input type="text" value="Start typing..."/>  <small>At least three characters</small>
Subject area <input type="text" value="Start typing..."/>  <small>At least three characters</small>	Language <input type="text" value="- Choose here -"/>

LEARNING AGREEMENT



**Learning Agreement
Student Mobility for Studies**

Higher Education:
Learning Agreement form
Student's name
Academic Year 2023/2024

Student	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³
Sending Institution	Name	Faculty/Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	
	UNIVERSITA' DEGLI STUDI DI TRIESTE		I TRIESTE01	Piazzale Europa, 1 I-34127 Trieste	ITALY		

Before the mobility

Study Programme at the Receiving Institution

Planned period of the mobility: from [month/year] to [month/year]

Table A Before the mobility	Component ⁶ code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue ⁷)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) ⁸ 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]

The level of language competence⁹ 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

Recognition at the Sending Institution

Table B Before the mobility	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

How to fill out your Learning Agreement

- Always indicate the **exact number of credits**: any change to the standard number of credits must be explicitly motivated 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.

DURING THE EXCHANGE



- Learning Agreement & Changes
- Register on line for **classes** if needed
- Register on line for **exams**
- **Attending lessons** is important!

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
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Area dei Servizi Istituzionali
Unità di staff Internazionalizzazione
Servizio 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
---------------------	------



**UNIVERSITÀ
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EXAMS REGISTRATION



- Whenever you want to take an exam, you must **sign up on-line**
- 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. As the courses are extracurricular you can **not** get **marks**
- Courses will be organized by **Centro Linguistico d'Ateneo**
All levels (A1, A2, B1 and B2) will start in October
You will be informed by e-mail



BEFORE LEAVING



- Contact the International Mobility Service in order to get your **certificate of Departure** signed
- **NB: all exams must have been completed before leaving!**

THE DEPARTURE

- When you request the Statement of Departure to the International Mobility Service, your on line **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)
- **Full recognition** of the performed activities by your home university (if included in the Learning Agreement!)

ACADEMIC CALENDARS

HUMANITIES

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

ECONOMICS

<https://deams.units.it/it/content/orario-lezioni-e-calendario-didattico>

POLITICAL SCIENCES

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

MATHEMATICS & EARTH SCIENCES

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

ACADEMIC CALENDARS

PHYSICS

<https://df.units.it/it/didattica/informazioni-studenti/calendario>

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>

CHEMISTRY

<https://dscf.units.it/>

<https://dscf.units.it/en/teaching>

MEDICINE

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

ACADEMIC CALENDARS

ENGINEERING

<https://dia.units.it/it/dipartimento/node/26388>

ARCHITECTURE

<https://corsi.units.it/ar03/calendario-didattico>

Classes timetable:

<https://dia.units.it/it/didattica/corsi-studio/Orario-delle-lezioni-attivo---Tabella-completa>

ACADEMIC CALENDARS

LAW

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

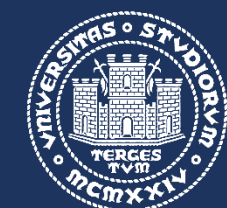
<https://iuslit.units.it/it/node/6734>

SCHOOL FOR INTERPRETERS/TRANSLATORS

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

master level:

<https://iuslit.units.it/it/node/9851>

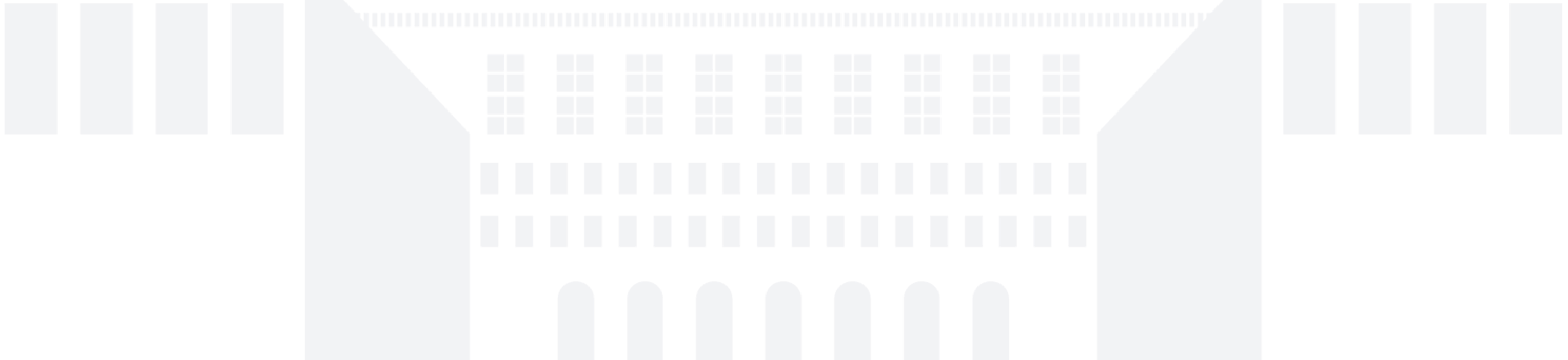


CONTACTS

E-mail:

incoming.students@amm.units.it

Erasmus Incoming [info page](#)



ENJOY YOUR EXCHANGE!

