



NOTICE OPENING PROCEDURE FOR ERASMUS+ TRAINEESHIP GRANTS 2024-2025

The University of Trieste invites interested students to apply for mobility grants for **curricular and postgraduate internships** abroad as part of the Erasmus+ Traineeship programme, funded by the European Union with **Erasmus+ 2024/2025 funds amounting to EUR 270.000,00**. Further funds may be made available by the University of Trieste.

This type of internship aims to facilitate career choices and the employability of young people as they transition to work. The scheme allows students to collaborate for a given period with foreign universities, institutions, companies and associations to increase their skills.

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Italian Law No 241/ 1990 - Staff member in charge of this administrative procedure: Enrico Sartor

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ARTICLE 1 – CANDIDATE PROFILE AND AMMISSIBLE ACTIVITIES

Erasmus+ Traineeship grants are awarded with the aim of funding curricular and postgraduate internships and are reserved for students enrolled to any degree course at the University of Trieste.

All students regularly enrolled in any degree course at the University of Trieste can apply for **curricular internships** abroad.

Students enrolled in any degree course at the University of Trieste can apply for **postgraduate internships** abroad if they meet the following requirements:

- they submit and confirm their application in ESSE3 before graduating;
- they begin their internship after obtaining their degree;
- they complete their internship within 12 months of obtaining their degree;
- they do not reacquire student status by enrolling in another university course before or during the mobility period.

Candidates who fail to meet the requirements may be excluded at any stage of the selection procedure.

ARTICLE 2 – HOST STRUCTURES AND PARTICIPANT COUNTRIES

Erasmus+ Traineeship programmes can be carried out in the several countries.

- **Countries participating in the Erasmus+ Traineeship programme:**

Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.

- **Third countries associated with the programme**

Iceland, Liechtenstein, North Macedonia, Norway, Serbia, Turkey.



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- **Third countries not associated with the programme**

Region 1: Western Balkans	Albania, Bosnia-Herzegovina, Kosovo, Montenegro
Region 2: Near East	Armenia, Azerbaijan
Region 3: Southern Mediterranean	Algeria, Jordan, Tunisia
Region 5: Asia	Cambodia, China, India, Indonesia, Vietnam High-income countries: Japan, Hong Kong, Republic of Korea, Singapore, Taiwan
Region 6: Central Asia	Uzbekistan
Region 8: Pacific	High-income countries: Australia, New Zealand.
Region 9: Sub-Saharan Africa	Ethiopia, Gabon, Kenya, Rwanda, Tanzania.
Region 10: South America	Argentina, Brazil, Chile, Ecuador, Mexico, Panama.
Region 12: United States and Canada	Canada, United States of America
Region 14:	United Kingdom, Switzerland.

Only 20% of available Erasmus funds can be used for traineeships in third countries not associated with the programme.

Traineeship activities can be carried out at any company, public or private institution, with a registered office in one of the above countries, i.e.,

- any public or private organisation involved in business, education, youth programmes, research and innovation:
 - small, medium-sized or large public or private enterprises, including social enterprises;
 - local, regional or national public bodies;
 - embassies or consulates of countries participating in the programme;
 - social partners or other representatives of the work market, e.g. chambers of commerce, professional associations and trade unions;
 - research institutions;
 - foundations;
 - educational institutes of any level, from pre-school to life-long learning centres;
- non-profit organisations, associations or NGOs;
- career guidance centres, professional consultancy firms, or information services;

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- higher-education institutions (e.g., universities, institutes of technology, academies) in a country associated with the programme which hold an Erasmus Charter for Higher Education (ECHE);
- higher-education institutions (e.g., universities, institutes of technology, academies) in an above-mentioned third country not associated with the programme which have signed an inter-institutional agreement with the University of Trieste before the beginning of the traineeship. In this case, students must contact the International Mobility Office before submitting their application (outgoing.students@amm.units.it).

Student traineeships cannot be carried out at the following types of organisations:

- EU institutions and bodies, including specialised agencies (the complete list is available [here](#));
- organisations managing EU programmes (e.g. Erasmus+ national agencies).

Applicants can independently locate their host or use the ErasmusIntern.org platform run by the Erasmus Student Network (ESN) with EU funding (<https://erasmusintern.org/traineeships>).

Laws and regulations governing entry into specific countries are linked to the applicant's nationality. Applicants must inform themselves in good time about the requirements and documentation needed for entry and their stay for the purpose of traineeship in the host country by contacting the relevant diplomatic representatives in Italy.

Applicants are responsible for all procedures and costs related to entry visas and/or residence permits in the host country.

In the case that an applicant is not issued a visa, the University of Trieste is not liable, even after a grant has been awarded.

It should be noted that in order to obtain a visa, some countries require proof of sufficient financial resources. The minimum amount may vary and may be higher than the grant for the mobility period itself.

It should also be noted that the procedures for issuing a visa can be expensive, complex and take a long time. It is therefore advisable to get all information well in advance.

ARTICLE 3 – TRAINEESHIP ACTIVITIES AND PERIOD

Erasmus+ traineeships must be full-time (30-40 working hours per week) and have a **minimum duration of 2 months (60 consecutive days)**. Shorter periods are not eligible.

Traineeships may start **from 24 February 2025** and must be completed **by 31 July 2026**.

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Students are eligible to receive funding for periods abroad from the Erasmus+ programme for up to a maximum of **12 months** per degree cycle and up to **24 months** for single-cycle degrees, regardless of the type of mobility (internship or study). Erasmus+ periods spent abroad while enrolled at another university also fall under these limitations.

Besides respecting the limitations above, students at the end of their degree course must complete their mobility within 12 months of obtaining their degree (and in any case no later than 31 July 2026).

Students enrolled in bachelor's or master's degree courses must choose an internship consistent with their studies, so that it can be recognised as a curricular internship or as mobility period which earns ECTS/CFU credits (even if these may be counted as additional credits).

Please note that the European Commission initiative 'Digital Opportunity Traineeships' allows students of all disciplines to gain experience and develop their digital skills in a host institution. Digital Opportunity Traineeships can be carried out in any of the fields below:

- digital marketing (e.g., social media management, web data analysis);
- graphic, mechanic or architectural digital design
- development of apps, software, scripts, websites;
- installation, maintenance and management of information technology (IT) systems and networks;
- cybersecurity;
- data analysis, mining, visualisation;
- programming and training of robot and artificial-intelligence-based apps.

The following fields do not apply to Digital Opportunity Traineeships:

- generic customer services;
- order processing;
- data entry or office activities.

In order to find a suitable company for their Digital Opportunity Traineeship, applicants should consult the opportunities published at <https://erasmusintern.org/>.

ARTICLE 4 – FINANCIAL CONTRIBUTION

The recipients will receive a mobility grant as a flat-rate contribution for the expenses they will incur abroad. Grants are not based on individual expenditure and there is no need to document costs incurred.

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Host companies and institutions may award trainees additional benefits or reimbursement, provided that such amounts do not derive from EU funding. **Recipients of other EU scholarships or funding may not benefit from the Erasmus+ grant for the purposes of this notice within the same period. Erasmus+ traineeships within a project, action or programme entirely or partially funded by the European Union (e.g. ESF) are not eligible.**

The monthly allowance of the grant is fixed by the Italian Ministry of University and Research (MUR) in agreement with the Erasmus+ National Agency and depends on the cost of living in the destination country, as shown in the table below:

DESTINATION COUNTRY	MONTHLY ALLOWANCE
Group 1 (high cost of living): Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden. Third countries not associated with the programme – Region 14: United Kingdom, Switzerland.	€ 500.00
Group 2 (average cost of living): Cyprus, Czech Republic, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain Group 3 (low cost of living): Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Poland, Romania, Turkey	€ 450.00
Third countries not associated with the programme - Regions 1-12 (see list under Article No 2)	EUR 700.00

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Grants are subject to availability of funds. In case of insufficient financial resources, the University may establish a limit on the maximum duration of grants.

Students with grants covering a limited period may complete their traineeship in 'zero grant' mode, thus keeping their Erasmus student status till the end of their mobility period.

The total amount is calculated on the basis that a month equals 30 days, regardless of its actual duration. Periods abroad of less than one month will be considered proportionately, depending on the number of days the recipient will effectively spend abroad.

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.

Successful applicants from a disadvantaged background 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. disadvantaged economic background;
2. a certified disability;
3. children under the age of 18;
4. students in employment;
5. students who are an orphan of at least one parent;
6. children of victims of terrorism or organised crime;
7. students with a migrant and refugee background or who come from national or ethnic minorities.

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

Recipients of additional funding to support students from disadvantaged backgrounds are identified on the basis of their equivalent financial situation index (ISEE) 2024 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 in the student fee notice.

The requirements established by ministerial decree are the following:

equivalent financial situation index (ISEE) up to euro 27,726.79

equivalent assets situation index (ISPE) up to euro 60,275.66

To be eligible for a grant, applicants must meet both requirements.

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Requirements 3 to 7 must be certified by candidates through a self-declaration attached to their application. The form for the 'self-declaration for supplementary allowances' is available on this [page](#).

Students who identify with more than one of the circumstances above are only eligible for one additional monthly allowance.

Students leaving for Region 1-12 countries not associated with the programme (see Article No 2) are entitled to an additional allowance for travel costs.

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

Distances	Standard Travel – Amount per participant
between 10 and 99 km	EUR 28.00
between 100 and 499 km	EUR 211.00
between 500 and 1999 km	EUR 309.00
between 2000 and 2999 km	EUR 395.00
between 3,000 and 3,999 km	EUR 580.00
between 4,000 and 7,999 km	EUR 1,188.00
8,000 km or more	EUR 1,735.00

Example of calculation:

City of departure: Trieste

Destination city: Tokyo

Distance according to the Distance Calculator: 9475.25 km

Mileage range: 8,000 km or more

Total allowance for the correspondent round trip € 1,735.00

Reimbursement for travel expenses to third countries not associated with the programme will be paid on departure as a flat-rate contribution.

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

Payments will be made by bank transfer to the bank account registered to the recipient or to a joint account in the recipient's name. The recipient must enter the bank details for the payment in the reserved area in the online academic service platform Esse3 (personal details). When filling in their application, candidates must verify that their bank details are correct and must ensure that they are updated in a timely manner.

ARTICLE 5 – LANGUAGE SKILLS

Through the relevant form (see Article 6), applicants must declare that they know the language of the host country to at least a B1 level (according to the Common Framework of European Reference). If accepted by host institution, they may declare the same level of knowledge of another vehicular language instead.

The European Commission makes the Online Language Support (OLS) platform available to all grant recipients. Thanks to the OLS services, students can assess their language skill level and attend a customised language course. The OLS services are available [here](#). Students must log in using their institutional email address and choose the relevant placement test.

ARTICLE 6 – APPLICATION PROCESS

Applicants who meet the requirements can submit their application from the publication of this notice until **15 January 2025 at 12:00** (CET) following the guidelines published [here](#).

If additional funds are available, the application process may be re-opened in the following periods:

second round – March-May 2025

third round – September-October 2025

The University has the right to postpone the deadline or reopen the application process.



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Candidates must attach the following documents to their application:

- a) self-declaration;
- b) Learning Agreement signed by the person in charge of mobility / traineeships in their department. Doctoral students must submit their Agreement to their supervisor and to the coordinator of their PhD course. The Agreement must be signed and stamped by the host organisation to be valid.
- c) Credit Recognition Form (not necessary for PhD and postgraduate students).

In order to apply for the supplementary allowance referred to in Article 4, candidates must also include the following [‘Self-declaration for additional contributions’ form](#) in their application.

Only applications complete with the above documentation, duly filled in, signed, and confirmed in Esse3 online academic services will be accepted.

This notice, the instructions for filling in the application, forms, all related information and updates can be found on the following page:

https://sites.units.it/internationalia/it/erasmusplus-out/?file=stu_out_training.html&cod=2024

ARTICLE 7 – COMMUNICATION OF ACCEPTANCE

The International Mobility Office carry out formal checks on the applications and documentation submitted and verify the availability of funds.

The list of successful candidates will be published on the University Official Register and on the International Mobility Office [webpage](#) **on 30 January 2025**.

The online publication of this list has legal value.

Grants of successful candidates will be automatically considered as accepted.

Any withdrawals must be communicated without delay and duly justified at outgoing.students@amm.units.it.

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ARTICLE 8 –OBLIGATIONS FOR SUCCESSFUL CANDIDATES

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

Bachelor's and master's degree students must check whether or not they are required to submit their study programme, [in accordance with the procedures and within the deadlines](#) established for their courses.

For more information on this aspect, please refer to [Academic Services](#).

Successful candidates must fulfil the following obligations:

Before mobility period:

- sign the Financial Agreement;
- be up to date with taxes and university fees and fulfil any other obligations required by the University of Trieste;
- begin postgraduate traineeships after obtaining their degree.

During mobility period:

- promptly communicate the exact starting date of their traineeship to the International Mobility Service;
- in case the original Learning Agreement must be modified, submit section 2 of the agreement (During the Mobility or Change);
- submit any request for an extension of the mobility period, in accordance with the Regulations on student international mobility;
- **students cannot pass any exams nor attend any educational activities at the University of Trieste or any other institution during their mobility period.**

After mobility period:

- submit the Learning Agreement – section 3 (After the Mobility) or Transcript of Records or any similar document issued by the host institution certifying the type of activities carried out as well as the start and end date of their traineeship – ideally **within 15 days of their return**;
- fill in and submit the online EUSurvey questionnaire (end-of-mobility report) by logging in to the appropriate platform, in accordance with the procedures received via email.

These actions are required for the recognition of training activities, the payment of the financial contribution and the closure of the mobility proceeding.

Participants who do not fulfil all obligations will be required to refund the entire of or part of the contribution received.

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Recipients who continue their traineeship outside of the Erasmus+ programme (at their own expense or with other funding sources) are also subject to end-of-mobility obligations. The continuity of the internship with additional periods not financed through this programme is in no way guaranteed.

ARTICLE 9 – INSURANCE

During their internship, recipients are covered by the following insurances:

1. health insurance guaranteed by the European Health Insurance Card (EHIC). For further information, please visit the following page: <https://tinyurl.com/y3co3j83> (for mobility periods on EU countries). All recipients, in particular non-EU citizens, are invited to contact the competent Health Services Company (ASL) to verify the health care conditions of the country of destination.
2. Civil Liability: the University of Trieste offers all enrolled students civil liability insurance through a policy signed by companies operating in the sector.
3. Insurance for Accidents at Work: the University of Trieste offers insurance coverage for accidents at work through the national insurance system (consolidated law on the National Institute for Insurance against Accidents at Work [INAIL], Italian presidential decrees No 1124/65 and 156/99).

University insurance cover for accidents at work and civil liability only covers accidents which occur during traineeship activities. It does not cover any risks associated with the medical profession and the use of health facilities. Therefore, recipients who fall into this category must provide a supplementary insurance at their own expense.

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 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 the interruption or cancellation of mobility periods.

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ARTICLE 10 – 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 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.

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

ARTICLE 11 – FINAL PROVISIONS

This notice and a list of successful candidates will be published (at the end of the procedure) on the [Official University Register](#).

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](#).

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.

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**UNIVERSITÀ
DEGLI STUDI
DI TRIESTE**



Erasmus+

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For all communications and for the transmission of official documents between students and the University, both parties should **only use the 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.**

For anything that is not provided for in this notice, please refer to the legislation in force, to Erasmus regulations, to the Regulations on international student mobility, to regulations on internships and traineeships, to the Regulations on PhDs and other provisions in force at the University of Trieste.

The office in charge of this notice is the International Mobility Office.

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