

UNIVERSITÀ  
DEGLI STUDI  
DI TRIESTE

# Erasmus Students Short Guide 2023-2024

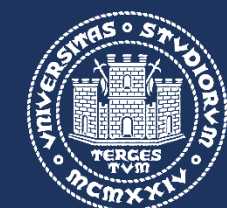
updated February 2024

Edited by the International Mobility Staff

# USEFUL DOCUMENTS

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

The screenshot shows 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 academic years (2023/2024, 2022/2023, 2021/2022) and a welcome message. A dropdown menu indicates the user is in the "Incoming Students" section. The footer contains the date "Informazioni aggiornate al: 15.9.2023 alle ore 15".



# AFTER THE ARRIVAL IN TRIESTE



Erasmus+ Higher Education Learning Agreement for Studies

Student's name: \_\_\_\_\_ Academic Year 20.../20...

Student	Last name(s)	First name(s)	Date of birth	Nationality	Sex (M/F)	Study cycle <sup>1</sup>	Field of education <sup>2</sup>
Sending Institution	Name	Faculty/Department	Erasmus code <sup>3</sup>	Address	Country	Contact person name <sup>4</sup> , 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<sup>5</sup> 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 our **office**



# USERNAME AND PASSWORD

received when you registered on line



- In case of problems after your immatriculation:

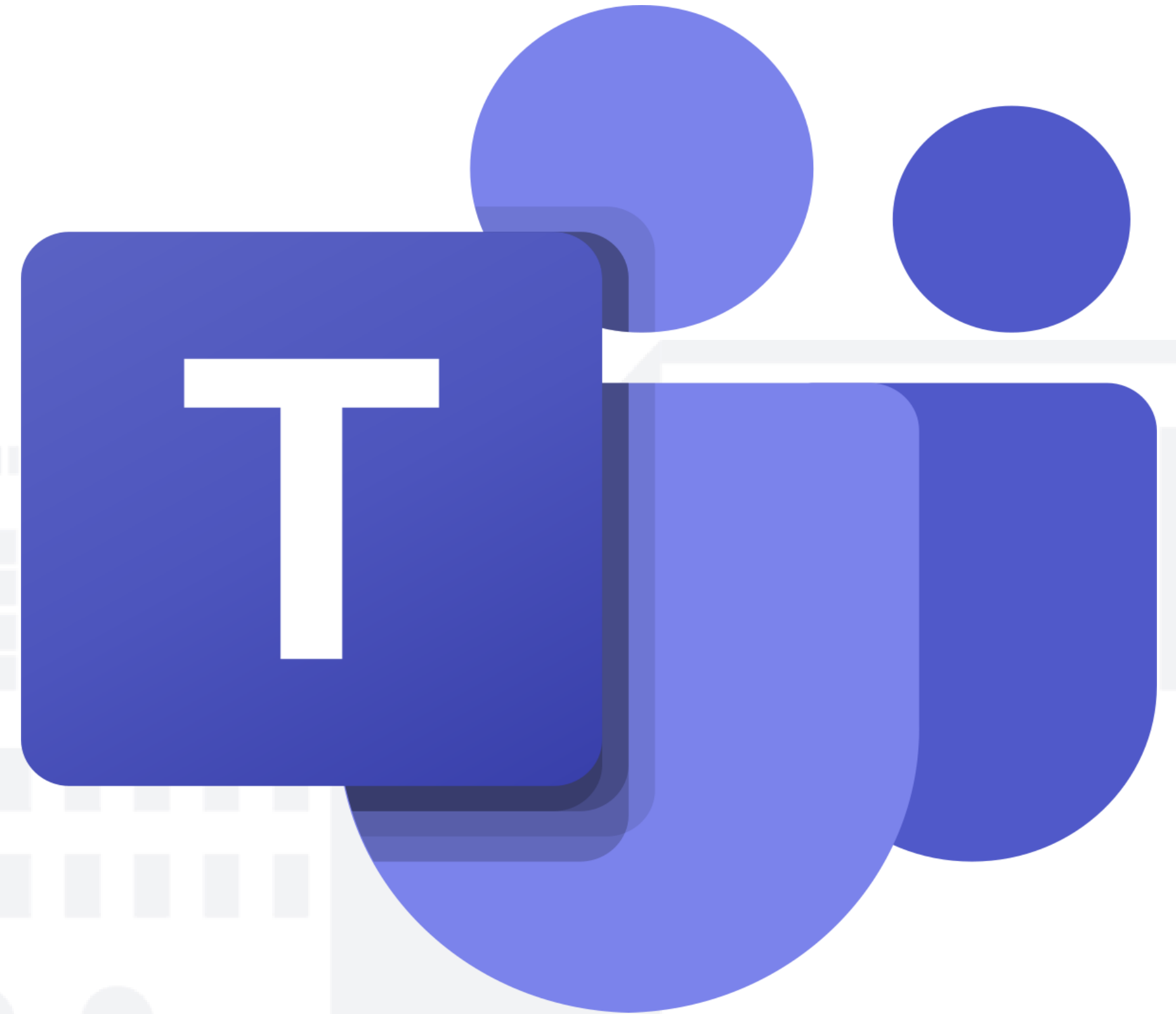
please write an e-mail attaching a scanned copy of your ID/passport to:

**[helpesse3@amm.units.it](mailto: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



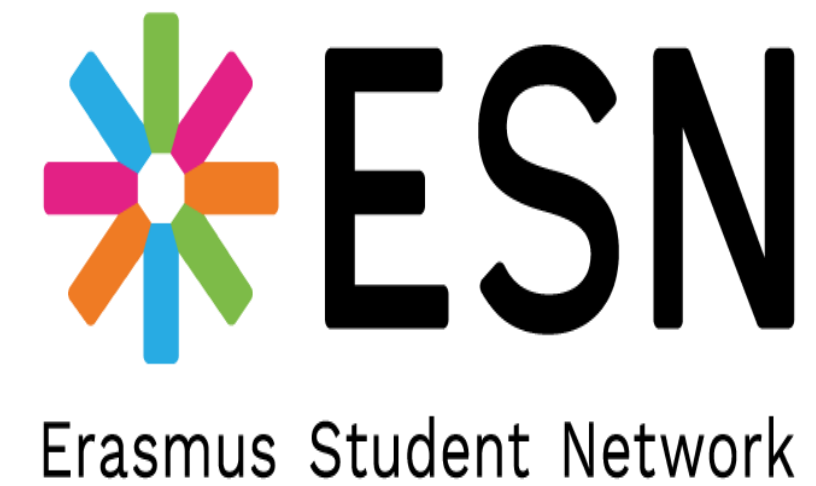
# MOODLE



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

[moodle@units.it](mailto: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/>



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# 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](mailto:ristorazione.trieste@ardis.fvg.it)**

# EMERGENCY NUMBERS

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



# 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 <sup>1</sup>	Sex [M/F]	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
Sending Institution	Name	Faculty/Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; 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*

Table A Before the mobility	Planned period of the mobility: from [month/year] ..... to [month/year] .....			
	Component <sup>6</sup> code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue <sup>7</sup> )	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) <sup>8</sup> 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<sup>9</sup> 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

- To be sent to:  
incoming.students@amm.units.it
- **Changes?** Use the section «During the mobility» 1 MONTH TIME after arrival
- **Credits** will be validated **ONLY** for courses included in LA/Changes
- It enables your **registration** to courses  
WE register you to the courses!
- Always take it with you to **exams**

# 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 <sup>1</sup>	Sex [M/F]	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
Sending Institution							
	Name	Faculty/Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; email; phone	
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Before the mobility

Study Programme at the Receiving Institution

Planned period of the mobility: from [month/year] ..... to [month/year] .....				
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				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<sup>9</sup> 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

- NB: **RESPONSIBLE PERSON** at the receiving institution = **ITALIAN COORDINATOR** (Teacher) who has to sign the LA
- The Staff of the International Mobility Service can not sign the LA

# 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 <sup>1</sup>	Sex [M/F]	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
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Before the mobility

*Study Programme at the Receiving Institution*

Planned period of the mobility: from [month/year] ..... to [month/year] .....				
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				Total: ...
Web link to the course catalogue at the Receiving Institution describing the learning outcomes: <i>[web link to the relevant information]</i>				

The level of language competence<sup>9</sup> 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

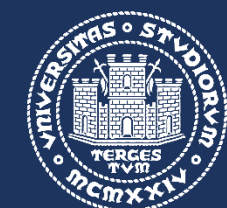
Recognition at the Sending Institution

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


- Each course must have:
  - Component code
  - Component title in Italian
  - Number of Italian CFU/ECTS credits

- [Link](#)



# Search for a teaching



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[IT](#) [EN](#)

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## 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

<b>Unit *</b> <input type="text" value="Ex: Calculus"/> <small>At least three characters</small>	<b>Teacher *</b> <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>
<b>Year of enrolment *</b> <input type="text" value="- Choose year -"/>	<b>Academic year *</b> <input type="text" value="2023/2024"/>
<b>Department</b> <input type="text" value="- Choose department -"/>	<b>Course *</b> <input type="text" value="Start typing..."/>  <small>At least three characters</small>
<b>Subject area</b> <input type="text" value="Start typing..."/>  <small>At least three characters</small>	<b>Language</b> <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



<b>Student</b>	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Sex [M/F]	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
<b>Sending Institution</b>	Name	Faculty/Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; email; phone	
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**Before the mobility**  
Study Programme at the Receiving Institution

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

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The level of language competence<sup>9</sup> 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**



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DI TRIESTE**

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
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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) will start in March  
You will be informed by e-mail



# BEFORE LEAVING



- Contact the International Mobility Office in order 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

- 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>

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

# 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>

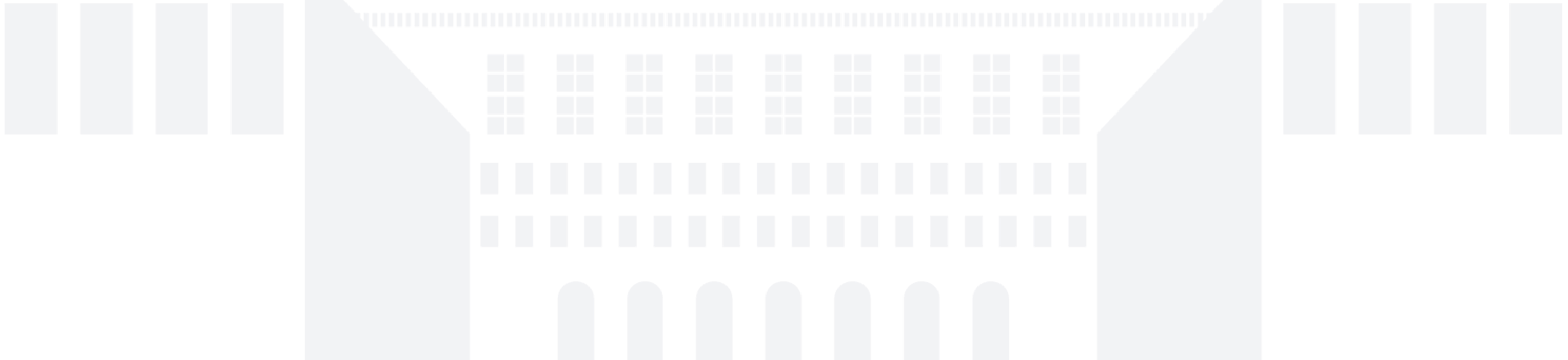


# CONTACTS

E-mail:

**[incoming.students@amm.units.it](mailto:incoming.students@amm.units.it)**

Erasmus Incoming [info page](#)



# ENJOY YOUR EXCHANGE!

