



**UNIVERSITÀ  
DEGLI STUDI  
DI TRIESTE**

Area dei Servizi Istituzionali  
Unità di staff Internazionalizzazione  
Servizio Mobilità Internazionale

## ERASMUS+ TRAINEESHIP – HOW TO APPLY

### Summary

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## SELF-CERTIFICATION

Fill in the form available on the page [STUDENTI OUTGOING - Programma ERASMUS+ - Università di Trieste \(units.it\)](http://units.it)

## LEARNING AGREEMENT

The Learning Agreement is necessary for the recognition of all activities carried out abroad and it is available on the page [STUDENTI OUTGOING - Programma ERASMUS+ - Università di Trieste \(units.it\)](http://units.it)

In this phase you have to use only the “Before the Mobility” section, which must be entirely filled out and signed by all parties involved. Please, do not modify the pre-filled data.

### HEADING:

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



Write your name and surname

Trainee	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	
			I TRIESTE 01		ITALY		
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person <sup>6</sup> name; position; e-mail; phone	Mentor/Tutor <sup>7</sup> name; position; e-mail; phone
					<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees		
Operations office (site of the training)							

↑ Fill in all the required fields with the data concerning:

- yourself;
- your Sending Institution (your “contact person” is your Department’s International Mobility Head Coordinator\* or, if you are a PhD student, your supervisor);
- your Receiving Organisation (legal office and operations office, if applicable)

\*The list of the coordinators is available on the page:

<https://www2.units.it/internationalia/en/delegati/?file=delegati.html>

TABLE A:

<b>Before the mobility</b>	
<i>Table A - Traineeship Programme at the Receiving Organisation/Enterprise</i>	
Planned period of the mobility: from [month/year] ..... to [month/year] .....	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship:	
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* 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"/>	

↑ Add the detailed programme of the traineeship, the activities to be carried out, the expected learning outcomes, the monitoring and evaluation plan.

TABLE B:

<i>Table B - Sending Institution</i>	
Please use only one of the following three boxes: <sup>9</sup>	
1. <input type="checkbox"/> The traineeship is <b>embedded in the curriculum</b> and upon satisfactory completion of the traineeship, the institution undertakes to:	
Award .....ECTS <u>credits</u> (or equivalent) <sup>10</sup>	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 type="checkbox"/> The traineeship is <b>voluntary</b> and, upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ECTS <u>credits</u> (or equivalent): Yes <input type="checkbox"/> No <input 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 <b>recent graduate</b> and, upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ECTS <u>credits</u> (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"/>	

↑ Check the box corresponding to the type of traineeship you will carry out and add the required information:

- traineeship embedded in the curriculum:**  
contact your department's International Mobility Head Coordinator about the number of ECTS to be awarded (mandatory)
- voluntary traineeship:**  
contact the student secretariat to add the traineeship to your curriculum as a supernumerary activity; contact your department's International Mobility Head Coordinator about the number of ECTS to be awarded (**mandatory**)  
NB: if you are a **PhD student** use this section, note that no ECTS can be awarded.
- traineeship carried out as a **recent graduate**: no ECTS can be awarded.



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TABLE C

Table C - Receiving Organisation/Enterprise	
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 filled in by the Receiving Organisation.

## SIGNATURES

By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise 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/Enterprise will communicate to the Sending Institution 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 institution undertakes 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).					
Commitment	Name	Email	Position	Date	Signature
Trainee			<i>Trainee</i>		
Responsible person <sup>11</sup> at the Sending Institution (Supervisor for PhD students)					
Coordinator of the PhD program (only for PhD students)					
Supervisor <sup>12</sup> at the Receiving Organisation (Stamp and signature)					

↑ Sign the LA and collect the signatures of your department's International Mobility Coordinator Head as well as of your supervisor at the Receiving Organisation.

The **signature** and the **stamp** of the Receiving Organisation are necessary.

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

Documents that are only partially filled out or signed will not be accepted.

If you are a **PhD student**, the document has to be signed by your supervisor and by the coordinator of the PhD program.

If you are attending a Specialisation School, the document has to be signed by its director.

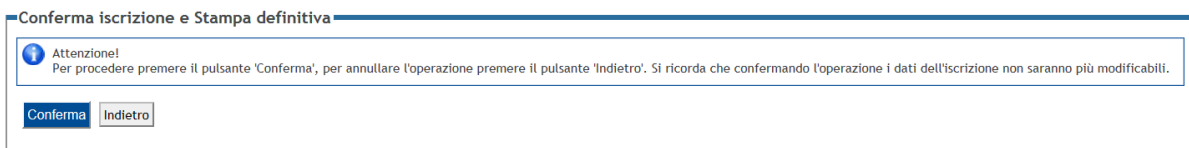
## APPLICATION PROCEDURE

Before starting the Esse3 procedure, we recommend to check the accuracy of all mandatory attachments (see point 8).

1. Enter your private area on ESSE3 and LOG IN with your credentials.
2. Select “Bandi di Mobilità” from the menu “Mobilità Internazionale” (second to last option)
3. Select the appropriate Notice by clicking on the highlighted icon from the column “azioni”:

### **AVVISO TRAINEESHIP ERASMUS+ LAUREANDI A.A.2022-2023 curriculare e post lauream**

4. Click on the magnifying glass in the column “azioni” and click on “compila il modulo” in the bottom right corner
5. Check if you meet the necessary requirements and click on the corresponding box
6. Select the duration of your internship from the drop-down menu (under the heading “pref”)
7. Click on “Iscrivi” at the bottom of the page
8. Click on “inserisci allegato” at the bottom of the page and upload the mandatory attachments in PDF format:
  - a) SELF-CERTIFICATION
  - b) LEARNING AGREEMENT
9. Check if your data are correct and **confirm** your application by clicking on the **button “Conferma iscrizione al bando e stampa definitiva”**.
10. You will see the following notice:



Click on the button “Conferma” to officially confirm your application.

11. **WARNING:** your application is valid only if step 10 is completed before the deadline. Click on the button “indietro” to exit the page and verify that you have completed the application correctly (a green dot should appear).

The application procedure is now complete and it cannot be modified.