



UNIVERSITY  
OF TRENTO

Erasmus+ INTERNATIONAL CREDIT MOBILITY PROGRAMME



# WELCOME TO TRENTO

GUIDE  
FOR INCOMING STAFF

Procedure step by step for staff mobility to UniTrento within  
Er+ International Credit Mobility projects.

**For details about duration and grants, and for the project  
documentation please visit your project of belonging web page:**

**["ICM 2023: Information for partners"](#)**

# Before your arrival: preliminar steps



## 1. Find a referent professor at UniTrento

- If you already have a referent professor at UniTrento please communicate it to us.
- If not, look for a possible referent, searching your area of expertise at the "[Expertise web page](#)".
- If you need help in finding your referent professor, contact the international office and sending your Curriculum vitae, we will be happy to help you.



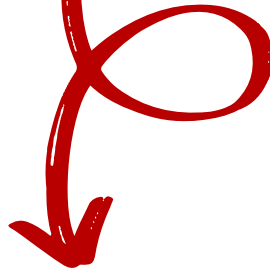
All the academic aspects of your mobility (activities, timing, agenda ...) will have to be organised together with the referent professor at UniTrento.

## 2. Choose your mobility Period



Once we'll have identified your referent professor at UniTrento, you need to **fix your period of stay**.

# Before your arrival: Step One



## 3. Fill the application form



Once you have defined your tentative travel dates, please fill out our **online application form**.

Choose the application tool "**Staff - Incoming mobility for Er+ICM, International Agreements, Erasmus Mundus, Double Degrees**"

Please note that **the only attachment required for this application tool is the passport copy.**



*online application form*



**In order to start the application process, this form needs to be filled.  
Therefore we ask you to do it as soon as possible.**

# Before your arrival: Step Two



## 4. Obtain a Visa

If you need a visa we will send you an invitation letter for the Embassy complete with all the necessary information so that you can get the visa on time.

Remember that:



- we cannot send you the invitation letter before receiving your application
- In the invitation letter we will indicate a residential address in one of UniTrento apartments only for visa purposes, it may not be your accommodation during your mobility period, but having a temporary address will help you with the VISA acquisition process.

## 5. Find an accommodation



During your stay in Trento depending on both availability and your preferences, you can have two types of accommodation:

### Option 1: **If you choose a University apartment**

- Please tell us as soon as possible in order to increase the chances of finding an available apartment.
- Please note that the request does not correspond to a reservation, a few days will pass before we know if there is a free apartment for you.
- Family members that travel with you are welcome in the university apartments and the price does not depend on the number of guests.
- Please notice that the minimum stay in the University apartment is 10 days that will be charged also in case of shorter stays.

### Option 2 : **If you choose an hotel room**

- Please note that you must book it on your own. You will find some useful information in the hotels and accommodation page of this guide.

# Before your arrival: Step Two



## 6. Fill and sign the Mobility Agreement

After completing the aforementioned steps, the International Office will send you the Mobility Agreement. We kindly request that you fill it out with the necessary information, **including the duration of the mobility period (specifying only working days, excluding travel time)**, and add the following signatures:

- Your one,
- The one of the referent person at your Department
- The one of your referent professor at UniTrento

Finally kindly send the document fully signed back to this office via email.

### Information to fill in the section about the mobility activities:

#### If your mobility is for teaching

Mobility for teaching, includes preparatory and teaching activities and also meetings with staff and students.

#### If your mobility is for training

Mobility for training includes training activities, preparation of articles, collaboration with professors at UniTrento.

#### If your mobility is combined, for training and teaching

For combined mobility teaching hours are half of those for a teaching only mobility and a list of teaching days must be provide to UniTrento ICM Office at address [international@unitn.it](mailto:international@unitn.it).



*Please note that Erasmus+ mobility is not designed for research purposes, as its primary focus is on teaching and/or training activities.*

# Before your arrival: Step Three



## 7. Send us your Bank Account



In order to prepare the financial agreement and pay the grant, we need you to fill out a brief form with your personal data and bank account details: "[Bank account details](#)"



Travel contribution and individual support are paid before the beginning of the mobility. Please note that timings for international transfers may be long.



***Bank account online form***


# Before your arrival: Step Three



## 8. Sign and send the Grant Agreement



Once we'll have received the Mobility Agreement with all signatures, we will send you the Financial Grant Agreement for your online signature.

The signature procedure by your part is consider completed by uploading the validated file (put a tick)  in the online form:

**"Incoming staff Mobility within Erasmus+ UniTrento International Credit Mobility - Grant agreement signature procedure form."**



This procedure replaces the traditional physical signature.

Please note that the Grant Agreement **MUST** be signed by both parties before mobility starts.



### *Grant Agreement online form*

**Dear professors, with the Grant Agreement signature the pre-arrival procedure is completed. We are now looking forward to welcoming you in Trento!**





## 9. Check-In in University Apartment

If you have booked a university apartment, we will inform you few days before your arrival about where to pick your keys up. According to your arrival time it could be:

- Studyroom reception Cavazzani: Via Verdi, 8 - Trento phone: +39 0461 283012.
- Central University Library (BUC): Via Adalberto Libera, 3, Trento phone: +39 0461 283011.
- Department of Sociology and Social Reserch: Via Giuseppe Verdi, 26, 38122 Trento TN.



All the necessary details on how to get to the apartment will be in the folder with the keys.

## 10. Payment

Upon your arrival, please contact us at:

### **International Relations Division**

Directorate of Communication and External Relations  
via Verdi, 6 - 38122 Trento (Italy)

We will give you the flat invoice (please remind that a minimum of 10 days will be charged even for shorter stays) and then help you with the payment.



# After the Mobility

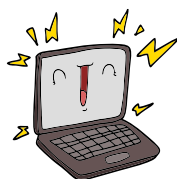


## 11. Further Activities

We can plan for you complementary activities such as guided visits to campus, departments and University libraries (with an overview also on research tools and databases).



Should you be interested please let us know in advance writing to [international@unitn.it](mailto:international@unitn.it)



## 12. Materials

Please note that the teaching material used during your classes at UniTrento will have to show the official Erasmus+ logo, available on UniTrento ICM 2023 website, alongside with place and date of courses.

Please send an electronic copy to [international@unitn.it](mailto:international@unitn.it)

## 13. Certificate of Attendance

You will receive your certificate of attendance from the international office or from your referent professor.



**Dear professors, this was the last administrative step of your mobility, we hope you enjoyed your period in Trento and to see you again soon.  
Please remember to fill in the online survey you will receive from the EU System.**

**Greetings from UniTrento!**

# The city



With almost 120,000 inhabitants, Trento is the third largest city in the Alps. Surrounded by nature, rich in history and art, Trento is one of the 10 IEEE SMART CITIES in the world, meaning high academic standards, high quality of life and excellent services.

Take a walk through the city and enjoy the experience!

You can opt for a cozy café, a student pub for an aperitivo, a late-night event, or you can try the best Italian food in a pizzeria or gelateria. There are some breathtaking places where people usually gather, not only over the weekend but on any warm summer evening! Just explore the city and find your favourite one.

## **Trento is not done yet!**

These are only some hints: for extensive information or details about travelling within the Trentino-Alto-Adige region, please refer to the Tourist information Office in Piazza Dante 24 (in the park in front of the railway station), open every day from 9 a.m. to 7 p.m.

Visit the web site "[Discover Trento](#)"

Or visit the Unitrento web page "[Discover Trento and Rovereto](#)", there are some useful guides in the download box



## Unitrento apartments

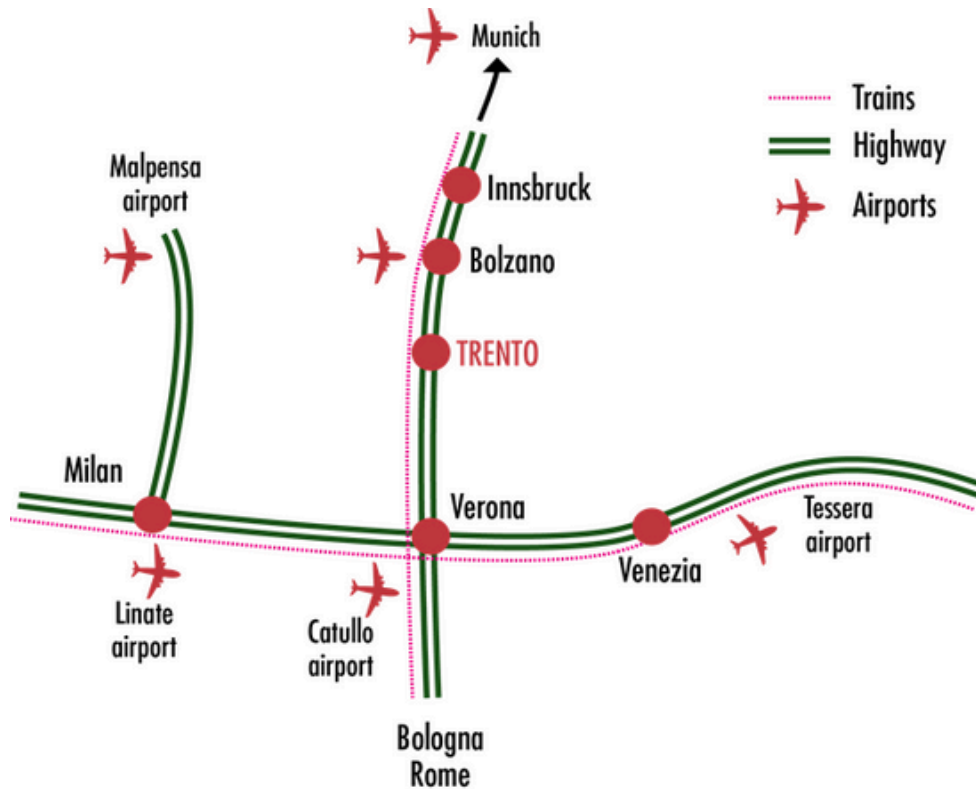
Please visit the [UniTrento apartments folder](#) for details and prices of UniTrento lodging. They are assigned on a first come first served basis, we therefore warmly suggest you to contact [international@unitn.it](mailto:international@unitn.it) as soon as possible for booking.



## Private accommodations - online booking

Please find at the [UniTrento dedicated page](#) the special rates reserved to the university by some of the hotels of the city.

# How to reach us



## AIRPORTS:

### International airports:

- Venezia - "Marco Polo Airport" - 125 km from Trento - visit the [web site](#)
- Milano - "Malpensa Airport" - 265 km from Trento - visit the [web site](#)
- Roma - Fiumicino Airport - 613 km from Trento - visit the [web site](#)

### Other airports:

- Verona - "Valerio Catullo Airport" - 90 km from Trento - visit the [web site](#)
- Bergamo - "Orio al Serio Airport" - 180 km from Trento - visit the [web site](#)
- Milano - "Linate Airport" - 245 km from Trento - visit the [web site](#)
- Bologna - "Guglielmo Marconi Airport" - 225 km from Trento - visit the [web site](#)

In order to get from the airport to the city of Trento there are multiple options:

- [Flixbus](#): a low cost bus that departs from the main cities in Italy and in Europe and arrives to the center of Trento.
- [Train](#): both regional and high speed trains (Freccia)



***"How to reach Us" Web page***

Discover UniTrento on the dedicated web page

## **International Relations Division**

### **ERASMUS+ ICM**

e-mail: [international@unitn.it](mailto:international@unitn.it)

## **Head**



Grazia Callovini  
tel. +39 0461 282181

## **Staff**



Daniela Tosi  
**Project Proposal and  
Management**  
tel. +39 0461 283253

## **International Mobility offices:**

### **Social Sciences and Humanities Area (Trento)**

via Verdi 8 - 38122 Trento  
[mobility-ssh@unitn.it](mailto:mobility-ssh@unitn.it)

### **Science and Technology Area (Povo/Mesiano)**

via Sommarive 5 - 38123 Povo (TN)  
via Mesiano 77 - 38123 Trento  
[mobility-st@unitn.it](mailto:mobility-st@unitn.it)

### **Cognitive Scienza Area (Rovereto)**

corso Bettini 84 - 38068 Rovereto (TN)  
[mobility-cs@unitn.it](mailto:mobility-cs@unitn.it)