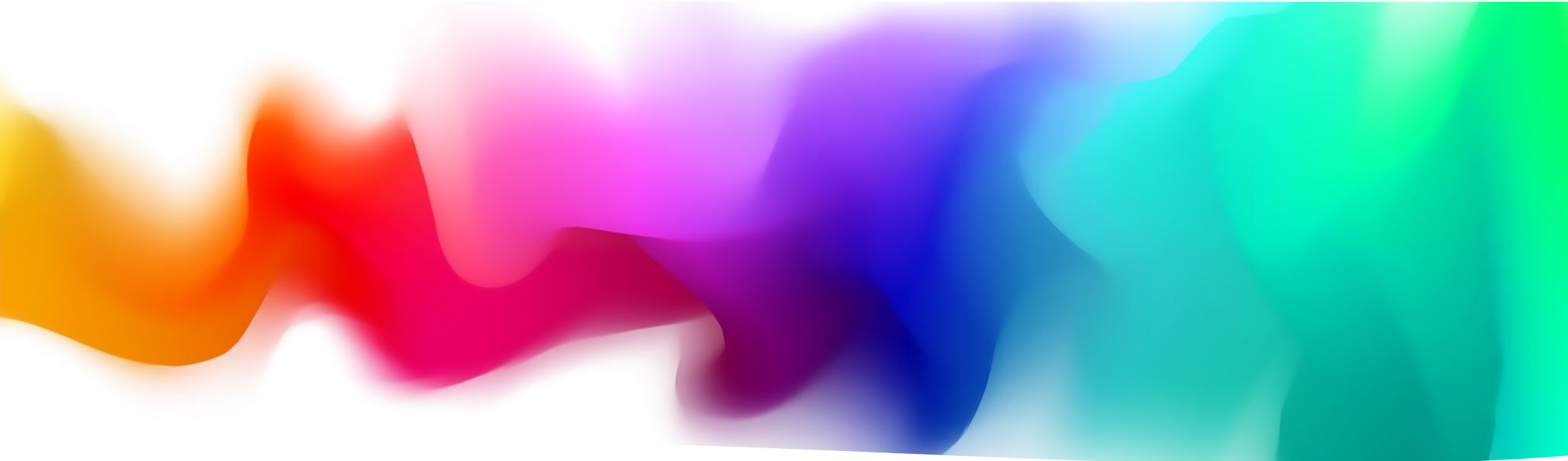




LEARNING AGREEMENT

FILL IN THE LEARNING AGREEMENT
ERASMUS+ STUDY PROGRAM



What is the Learning Agreement?

The Learning Agreement is an indispensable document for students making an Erasmus mobility. It serves to define the study plan abroad and to ensure the recognition of university credits. It must be drawn up before leaving, with the specific identification of the exams to be taken abroad and the corresponding credits to be recognized upon return.

How to fill in the Learning Agreement (Erasmus Delegates)

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Sustainable Business for Societal Challenges	Laura Bini	l.bini@unifi.it
Economia e commercio	Tiziano Distefano	tiziano.distefano@unifi.it
Sviluppo sostenibile, cooperazione e gestione dei conflitti	Antonio Bultrini	antonio.bultrini@unifi.it
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The Learning Agreement (LA) consists of three parts that are completed during the phases of the mobility (before, during, after):

- ✓ Learning Agreement **Before the Mobility** is the LA that you must submit before the start of the mobility;
- ✓ Learning Agreement **During the Mobility** – allow you to change the initially approved LA
- ✓ Learning Agreement **After the Mobility** shows the list of subjects and other activities attended in the exchange period and the corresponding subjects and activity in your UNIFI study plan..

The LA **Before the Mobility** must be agreed with the **Erasmus delegate** of the study program (see image)

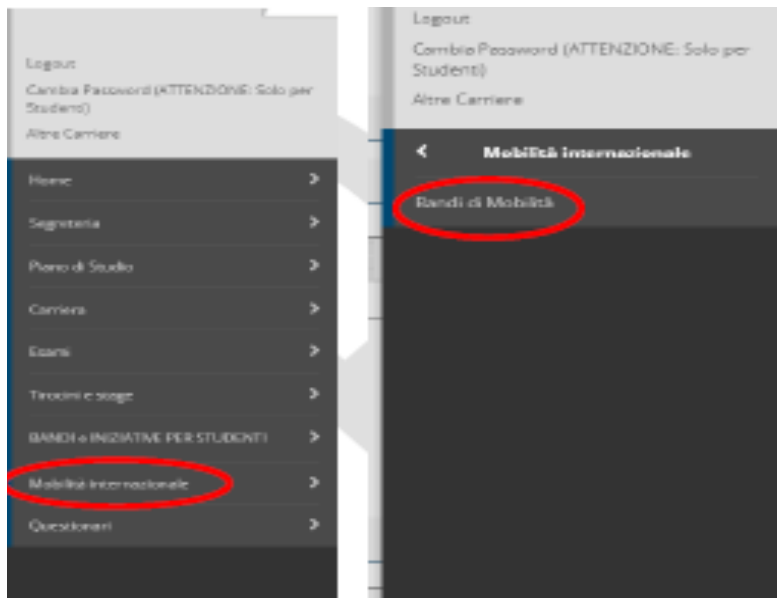
Define the Learning Agreement **Before** Mobility

1. Write an email to the Erasmus Delegate of your course of study saying that you are a student who will leave for Erasmus in the next academic year and that you need help completing the LA;
2. You will receive instructions on the procedure to follow from the Delegate;
3. In the meantime, view the subjects available at the partner university and choose the ones you would like to attend;
4. Check if the chosen subjects have a corresponding subject in your UNIFI study plan or if they will be considered as free choice subjects;
5. Propose the subjects to the Erasmus delegate (also send the syllabuses, i.e. the description of the chosen courses);
6. Discuss with the delegate to achieve an agreement about the subjects to attend at the host university and the corresponding subjects.

Only after the LA has been agreed with the Erasmus delegate, it must be submitted online.

Fill in the LA online: Personal area [GCS](#)

To complete the Learning Agreement Online, access your Personal Area via GCS, and select your career



1. Once the career has been selected, from the side menu choose International Mobility and then Mobility Announcements.

2. Select the Scope of Mobility from the drop-down menu, as follows:

Elenco Bandi di Mobilità Internazionale

Ambito mobilità

EXCHANGE PROGRAMS

After selecting the Exchange Programs mobility area, you will see ALL 10 Erasmus+ university calls for study, but you can only select the Economics School call, the one with the symbol ●)

3. Click or 🔍 and enter your mobility data (note that the Estimated Arrival Date is not a data you need to consider now. You will be able to better specify the date after the completion of the LA).

In step 4 you can view the section related to the LA. If you will have attached any documents (optional) in compiling your LA, you will find them here. **Go to Learning Agreement**

4 - Compilazione Learning Agreement 6

È possibile effettuare la prima compilazione del Learning Agreement 4 al 27/09/2022 al 27/09/2023
Il tuo learning agreement è in BOZZA.

Allegati	Titolo	Tipologia	Aperti
	Declaration of degree-related research mobility	obbligatoria	
	Equipollenze firmate dal docente UMN	obbligatoria	
	Programmi attività didattiche estere	opzionale	

[vai al tuo learning agreement](#)

[Indietro](#)

Fill in the LA online : Example of general data

Compilazione Learning Agreement

Dati Generali	
Bando di riferimento	SCUOLA DI INGEGNERIA- BANDO ERASMUS PER STUDIO 2022-2023
Anno Accademico mobilità	2022/2023
Destinazione	(E BARCELO03) Universitat Politècnica de Catalunya
Area Disciplinare	Mechanics and metal trades
Stato Graduatoria	Avviato a destinazione
Data inizio compilazione Learning Agreement	04/11/2022 16:32
Data ultima modifica Learning Agreement	
Stato Learning Agreement	Bozza
Docente Responsabile Learning Agreement	MARIO RAPACCINI

The initial screen for completing the Learning Agreement shows the General Data box in which the information relating to your **home University**, the data of your **host University**. The “Stato graduatoria” is “Avviato a destinazione” when you have accepted the destination, but you have not yet departed. “Stato of learning agreement” as “bozza” means that your LA is in draft. “Docente Responsabile Learning Agreement” shows the name of your **Erasmus Delegate**, responsible for approving your LA.

Fill in the online LA: choice of foreign courses

Associazione Attività

Selezionare uno o più AD nella tabella di sinistra per accoppiarle con la selezione di una o più AD nella tabella di destra e premere **ASSOCIA**.
Utilizza il link "Aggiungi Attività esterna" per inserire un nuovo insegnamento tra quelli da frequentare all'estero.
Utilizza il link "Aggiungi Attività interna" per inserire un nuovo insegnamento qualora non presente nel tuo libretto.

Attività da sostenere all'estero

Codice	Descrizione	SSD	CFU	Progr. AD	Virt.	Sol.
Non è stata caricata nessuna AD esterna in tabella.						

Totale CFU: 0

[Aggiungi Attività](#)

Attività da libretto da associare

Descrizione	CFU	Sol.
B02965 - GESTIONE DEI PROGETTI	6	<input type="checkbox"/>
B02969 - STATISTICA PER LA SPERIMENTAZIONE E LE PREVISIONI IN AMBITO TECNOLOGICO	9	<input type="checkbox"/>
B03062 - OTTIMIZZAZIONE E DATA SCIENCE PER IL MANAGEMENT	9	<input type="checkbox"/>
B031211 - TECNOLOGIE PER L'AUTOMAZIONE INDUSTRIALE	6	<input type="checkbox"/>

Attività da off. del CDS o da off. di ateneo

Descrizione	CFU	Sol.
Non è stata caricata nessuna AD da offerta in tabella.		

Totale CFU: 30

In the section: Associazione Attività (Activities choice), you must indicate on the left side the **Activities (subjects) to be attended abroad**, and, the **UNIFI activities (subjects)** that will be recognized in your study plan, on the right side

Please note: Report the subjects agreed with your delegate.

By clicking on **Aggiungi Attività** (Add activity) you can enter the details of the subjects in the host university (title, number of credits, etc.)

Fill in the LA online: choice of UNIFI activities to be associated with foreign activities

After you have chosen the subjects to be attended abroad, you must associate them, where possible, with the subject in your UNIFI study plan.

Attività da sostenere all'estero

Codice	Descrizione	SSD	CFU	Totale ECTS	Progr. AD	Virt.	Sel.
123456	Automation Technology			6			<input checked="" type="checkbox"/>

Totale ECTS: 0

Attività da libretto da associare

Descrizione	CFU	Sel.
8029565 - GESTIONE DEI PROGETTI	6	<input type="checkbox"/>
8029569 - STATISTICA PER LA SPERIMENTAZIONE E LE PREVISIONI IN AMBITO TECNOLOGICO	9	<input type="checkbox"/>
8030652 - OTTIMIZZAZIONE E DATA SCIENZE PER IL MANAGEMENT	9	<input type="checkbox"/>
8051211 - TECNOLOGIE PER L'AUTOMAZIONE INDUSTRIALE	6	<input checked="" type="checkbox"/>

Once you have selected the foreign business and the UNIFI business to associate, click on “Associa” (associate) and then “Conferma Associazione” (Confirm Association)

Associa Annulla Esci Presenta il Learning Agreement Stampa Riepilogo Elimina Bozza

NOTE: It is possible to match different choices e.g.: two foreign subjects can replace one UNIFI subject, or vice versa

Fill in the LA online: UNIFI subject to be matched with subjects in the host university

The online procedure allows you to view **only** the list of subjects corresponding to your current year of enrolment. To **associate a foreign subjects with a UNIFI subject scheduled for the years following the current year of enrollment, you must select it from the Offerta del Corso di Studio** (offer of the Study Program).

Attività da sostenere all'estero

Codice	Descrizione	SSD	CFU	Progr. AD	Virt.	Sel.
Non è stata caricata nessuna AD esterna in tabella.						
Totale CFU: 0						

Attività da libretto da associare

Descrizione	CFU	Sel.
B005565 - GESTIONE DEI PROGETTI	6	<input type="checkbox"/>
B005569 - STATISTICA PER LA SPERIMENTAZIONE E LE PREVISIONI IN AMBITO TECNOLOGICO	9	<input type="checkbox"/>
B005652 - OTTIMIZZAZIONE E DATA SCIENCE PER IL MANAGEMENT	9	<input type="checkbox"/>
B005211 - TECNOLOGIE PER L'AUTOMAZIONE INDUSTRIALE	6	<input type="checkbox"/>

Attività da off. del CDS o da off. di ateneo

Descrizione	CFU	Sel.
Non è stata caricata nessuna AD da Offerta in tabella.		
Totale CFU: 30		

Inserimento attività interna

Inserire una nuova attività selezionandola dalla lista delle AD da offerta.
Premere il pulsante "Conferma" per salvare i dati.
Premere "Esci" per rinunciare all'operazione.

Tipo di Offerta: Offerta CDS Offerta Ateneo (per attività didattiche a scelta libera)

Percorso di Studi: -- Seleziona un Percorso di Studi --

Anno di Offerta: -- Seleziona un Anno --

Attività Didattica da Offerta: -- Seleziona un'attività --

Conferma annulla Esci

Fill in the LA online: Free choice activity

For the subjects that should be recognized as **free choice**, it may not be possible to find a match in the list of UNIFI subjects. In these cases, insert the **flag "AD non-associabile (TAF D)"**

Inserimento Attività esterna da associare

Inserire una nuova attività selezionandola dalla lista oppure digitandone la descrizione se non presente e premere il pulsante "Conferma" per salvare i dati.
Premere "Esc" per rinunciare all'operazione.

Codice della AD: 123456

Descrizione AD: Swedish


Crediti ECTS: 3
(uso il punto per i decimali)

AD non associabile (TAF D):

Virtuale:

Virtuale - desc. approfondita (inserire solo se è stato selezionato "Virtuale"):

These subjects will be added to your career after you are back.

AD non associabili (TAF D) Chiudi ▾						
	Codice	Descrizione	SSD	CFU	Progr. AD	Virt.
	123456	Swedish			3	

Fill in the online LA: Foreign contact management

The Gestisci Ref. Straniero (Manage Foreign Reference) function allows you to insert/modify the foreign contact responsible for your LA.



Through this function you can:

✓ select the **foreign referent** from a list of external subjects of foreign universities included as mobility referents.

If there are no external subjects defined for the destination university, the list of values is not displayed;

✓ In these cases, you can manually tape the contact person.

Fill in the LA online: **Submit** the Learning Agreement

After you have filled everything in, you need the official approval of the LA from your delegate by **clicking on Presenta Learning Agreement** (Submit Learning Agreement).

After clicking on Presenta Learning Agreement and before confirming it, you must enter the **level of your language proficiency** that you have got at the time of completing the LA or that you commit to get before departure.

Be careful: Your ERASMUS delegate in UNIFI automatically receives a notice on their page, after the presentation of the Learning Agreement. Please, don't write to the delegate or to the Offices to warn of the presentation or to request the approval of the Learning Agreement!

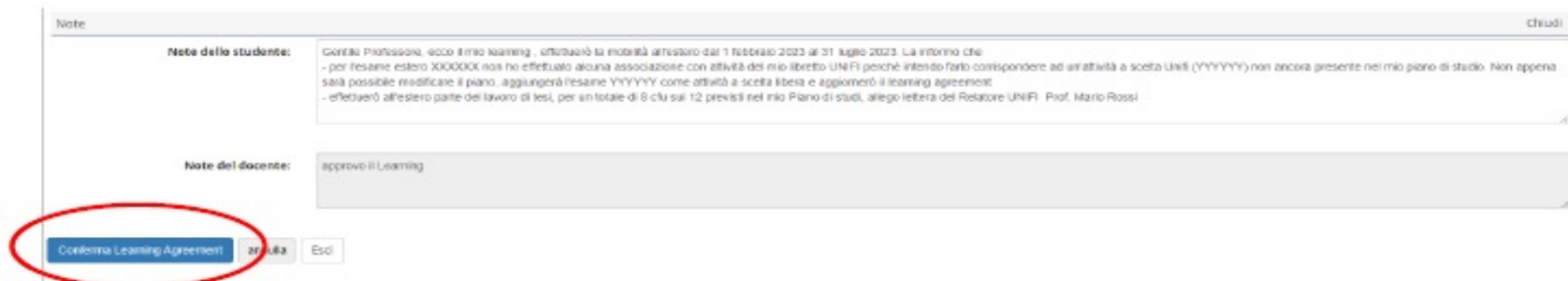
Fill in the LA online: **Confirm** the Learning Agreement

After you have clicked on Submit Learning Agreement, it will be possible to insert the Notes for the Delegate.

This field must ALWAYS be filled in with the following information:

- Approximate date of start and end of mobility (mandatory information!)
- If you have chosen a foreign activity that will be converted as a MODULE of a UNIFI integrated course, you must report it here;
- If you have entered a foreign activity as TAF D WITHOUT associating it with any UNIFI free choice activity, you must report it here;
- If you carry out part of your thesis work abroad, you must report it here.

After inserting the Notes, click on **“Conferma Learning Agreement”** to confirm your learning agreement:



The screenshot shows a web form titled "Note" with a "Chiudi" button in the top right corner. It contains two text input fields:

- Note dello studente:** A large text area containing the following text: "Gentile Professore, ecco il mio learning, effettuato la mobilità arretrato dal 1 febbraio 2023 al 31 luglio 2023. La informo che:
- per l'esame estero XXXXXX non ho effettuato alcuna associazione con attività del mio libretto UNIFI poiché intendo farlo corrispondere ad un'attività a scelta UNIFI (YYYYYY) non ancora presente nel mio piano di studio. Non appena sarà possibile modificare il piano, aggiungerò l'esame YYYYYY come attività a scelta libera e aggiornerò il learning agreement
- effettuerò all'estero parte del lavoro di tesi, per un totale di 8 ctu sui 12 previsti nel mio Piano di studi, allego lettera del Relatore UNIFI Prof. Mario Rossi"
- Note del docente:** A smaller text area containing the text: "approvo il Learning"

At the bottom of the form, there are three buttons: "Conferma Learning Agreement" (highlighted with a red circle), "Annulla", and "Esci".

Fill in the LA online: The states of the Learning Agreement

After your confirmation, the Learning Agreement will be displayed in the “Presentato” (submitted) status on your page

Dati Generali	
Bando di riferimento	SCUOLA DI INGEGNERIA- BANDO ERASMUS PER STUDIO 2022-2023
Anno Accademico mobilità	2022/2023
Destinazione	(E BARCEL003) Universitat Politècnica de Catalunya
Area Disciplinare	Mechanics and metal trades
Stato Graduatoria	Avviato a destinazione
Periodo di mobilità	Primo semestre per Mobilità
Data inizio compilazione Learning Agreement	04/11/2022 16:32
Data ultima modifica Learning Agreement	09/11/2022 15:42
Stato Learning Agreement	Questo learning agreement è in stato "Presentato"

The Learning Agreement can be displayed in different status:

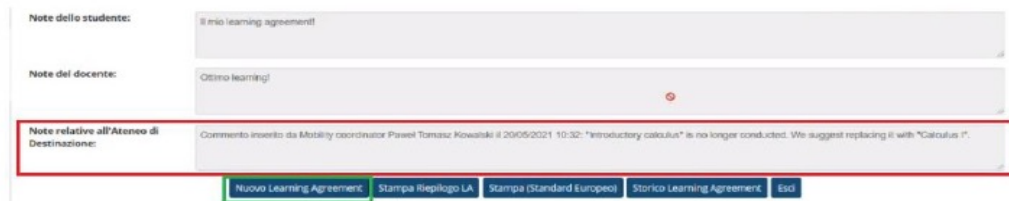
- ✓ **DRAFT** when it is being completed by the student. As long as the Learning Agreement is in draft status, and not presented, it cannot be viewed by the Delegate.
- ✓ **PRESENTED** when the student has presented the Learning Agreement and it is visible on the delegate.
- ✓ **REVIEW** when the Delegate has taken charge of it and is revising it.
- ✓ **INTERNALLY APPROVED** when the Delegate has approved the Learning and it is ready to be sent to the foreign office for final approval.
- ✓ **REJECTED** if the Delegate has rejected the Learning, entering Notes for the student. In this case, by clicking on **New Learning Agreement** you can proceed with the corrections requested by the Teacher.

Fill in the LA online: Send to the foreign branch

The Learning Agreement Before the mobility must be countersigned by the foreign office **BEFORE departure**. If, due to force majeure, the LA is not countersigned before departure, the signature must be obtained within 7 days of arrival at the partner location.

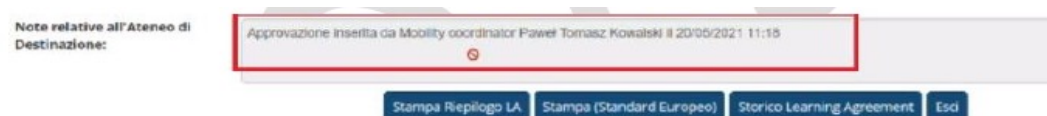
The Erasmus Delegate, after confirming the LA, sends the LA internally to the foreign branch. The destination university can:

1. Comment on the LA: this implies that some changes are requested in order for your LA to be considered Acceptable (you will need to make changes by creating a “Nuovo Learning Agreement” (New Learning Agreement))



The screenshot shows a web interface for managing Learning Agreements. It features three text input fields: 'Note dello studente:' containing 'il mio learning agreement', 'Note del docente:' containing 'Ottimo learning!', and 'Note relative all'Ateneo di Destinazione:' containing a comment in Italian: 'Commento inserito da Mobility coordinator Pawel Tomasz Kowalski il 20/05/2021 10:32: "Introductory calculus" is no longer conducted. We suggest replacing it with "Calculus I"'. Below the comment field, there are five buttons: 'Nuovo Learning Agreement' (highlighted with a green border), 'Stampa Riepilogo LA', 'Stampa Standard Europeo', 'Storico Learning Agreement', and 'Esc'.

2. Approve the LA: approved the LA as it is. With the **Stampa riepilogo** (Print summary) command you can download the LA signed by all.



The screenshot shows the same web interface as above, but the 'Note relative all'Ateneo di Destinazione:' field now contains an approval message in Italian: 'Approvazione inserita da Mobility coordinator Pawel Tomasz Kowalski il 20/05/2021 11:15'. The 'Nuovo Learning Agreement' button is no longer highlighted, and the 'Stampa Riepilogo LA' button is now highlighted with a red border.

CONTACTS

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