



**UNIVERSITY
OF TRIESTE**

Education and Research Services Division
International Services Branch
International Mobility Office



Erasmus+

Erasmus+ Study 2024/2025

LEARNING AGREEMENT

Guidelines for filling out your Learning
Agreement

STUDENT AREA

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LEARNING AGREEMENT – Student Area

The Learning Agreement (hereinafter referred to as LA) is the document which authorises your educational activities abroad that will then be recognised upon your return to Italy.

Without this document you will not be able to carry out any activities abroad, nor will any activities you carried out be recognised upon your return.

Learning Agreement (LA) submission deadlines **before** the start of your mobility period.

Submit your LA to UniTS no later than 30 days before going abroad. Please check the deadline set by your host institution, as it may be earlier.

Submit the LA to your Exchange Coordinator well **in advance of any deadlines in order to have time to make any changes required.**

Submission deadlines for modifying your Learning Agreement **during** your mobility (CHANGE)

You can modify your LA (any modification to your LA is called a **Change**) only **once per semester** during the entire duration of your mobility.

Submit your Change **no later than 60 days** before your return.

Once you have submitted a Change, your LA will be automatically locked and you will not be able to submit any further modifications.

LA and Change approval from the relevant Department Council or Degree Course Council

Your LA and Changes will be sent to the Department Council or Degree Course Council for their approval according to the following schedule:

- if you haven't submitted a Change, your LA will be sent after the deadline for submitting any Change (i.e. 60 days before your return);
- if you have submitted a Change, your LA will be sent after it has been approved by your Exchange Coordinator.

Transcript of Records (ToR)

Your Transcript of Records (ToR) is the document that certifies all the exams you have taken abroad. It will be released by your host institution at the end of your mobility.

As soon as you have your ToR, upload it to your Esse3 reserved area under point 7 – '*Upload allegati*' – of the relevant mobility announcement.

Conversion of marks

Marks are converted by your Exchange Coordinator, after an **indispensable** consultation with the relevant department's Mobility Delegate and Degree Course Coordinator.

The relevant Department Council and/or Degree Course Council have no further involvement in this stage.

The International Mobility Office will send your ToR to your Exchange Coordinator as soon as it is available, in order to convert your marks.

Once in possession of the complete documentation required for the closure of your mobility and the conversion of your marks, the International Mobility Office will forward your file to Academic Services who will record your validated exams.

Instructions

The first thing you have to do is to modify the current display language from 'ITA' to 'ENG' by clicking on the MENU at the top right.



Log in to your reserved area in UniTS Online Academic Services (Esse3) and click on:
- 'International mobility' (penultimate tab) and then on 'International Mobility Grants':

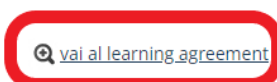


Click on the magnifying glass icon to view the details of the call for which you have been selected:

	Stato bando	Stato iscr.	Azioni
	🔒	🟢	🔍

a new page will open with all the details of your application.

Go down to section No. 6 '*Compilazione del Learning Agreement*' (filling in your Learning Agreement). At the bottom of the page, on the right, click on "*vai al Learning Agreement*" (go to the Learning Agreement) to begin filling in your LA:



Dati generali (*general overview*)

The first page gives a general overview of your mobility period, the current status of your LA and the **name of the teacher that will receive your LA, i.e. your Exchange Coordinator** ("*Docente Responsabile*")

Learning Agreement”):

Dati Generali	
Bando di riferimento	ECONOMIA BANDO ERASMUS+STUDIO USCITA
Anno Accademico mobilità	2023/2024
Destinazione	(F MARSEIL84) Aix Marseille Université
Area Disciplinare	Social and behavioural sciences not further defined
Stato Graduatoria	Assegnato
Data inizio compilazione Learning Agreement	12/04/2023 11:51
Data ultima modifica Learning Agreement	
Stato Learning Agreement	Bozza
Docente Responsabile Learning Agreement	

Associazione attività (activity equivalents)

In this section you can indicate which exams you intend to take abroad and their UniTS equivalent for which you will request recognition.

Activities to carry out abroad

Click on 'Aggiungi attività' (add activity) to enter, one by one, the activities you intend to carry out at your host university.

Attività da sostenere all'estero  [+ Aggiungi Attività](#)

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

Totale CFU: 0

The following page will open:

Compilazione Learning Agreement

Inserimento Attività esterna da associare

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

Codice della AD:

Descrizione AD:

CFU:
(usa il punto per i decimali)

Link web programma AD:

If possible, in 'Codice della AD' (educational activity code) write the code of educational activity you want to carry out abroad. This code is not mandatory, but if you know it, it is always preferable to enter it.

In 'Descrizione AD' (description of the educational activity) enter the **exact name** of the activity.

In 'CFU' write the number of ECTS credits awarded for the activity you intend to carry out at the host university.

If available, please enter the link to the host institution's web page with the programme of the activity you plan to carry out ('Link web programma AD:').

Then click on 'Conferma' (confirm) at the bottom of the page.

Matching with UniTS activities

Once you have entered all the activities you plan to carry out at the host institution, **you must associate them** with an equivalent activity offered at UniTS.

Warning:

If you intend to associate activities that are not in your study programme, you must first change your study programme (and get it approved).

The office you need to contact to do this is the [Academic Services](#) (previously *Students Career Office*).

Matching with an activity already in your study programme:

If the activity you want to associate with an activity abroad is **already present** in your study programme you will find it in the list on the right.

To associate an activity offered by your host institution with an activity offered by UniTS, you must: select them both,

Codice	Descrizione	SSD	CFU	Progr. AD	Virt.	Sel.
123	attività estera		12			<input checked="" type="checkbox"/>
Totale CFU: 12						

Descrizione	CFU	Sel.
003EC - MICROECONOMIA	12	<input checked="" type="checkbox"/>
007EC - IDONEITA' LINGUA INGLESE	3	<input type="checkbox"/>

Attività da CFU del CDS

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

Totale CFU: 15

click on 'Associa' (associate)

Note

Note dello studente:

Associa Annulla Esci Presenta il Learning Agreement Stampa Riepilogo Elimina Bozza Gestisci

and then on 'Conferma Associazione' (confirm association). If you do not wish to confirm, click on 'Esci' (exit).

Conferma Associazione Attività

Per confermare l'associazione premere il pulsante "Conferma Associazione".

Associazione per: attività estera

Codice	Descrizione	CFU
123	attività estera	12

Descrizione	CFU
003EC - MICROECONOMIA	12

Conferma Associazione Esci

Don't worry if you confirm an association by mistake, you can always click on 'Rimuovi associazione' (remove association) at a later stage.

Associazione 2

Codice	Descrizione	SSD	CFU	Progr. AD	Virt.
123	attività estera		12		

Totale CFU: 18

Descrizione	CFU	Info
003EC - MICROECONOMIA	12	<input checked="" type="checkbox"/>

Totale CFU: 21

Rimuovi Associazione

You may have to submit your LA when UniTS activities you need to associate with host institution activities are not yet in your study programme. In this case, follow the instructions below for the most common situations.

Matching with an activity not yet in your study programme:

If at the time of the submission of your LA the activity you need to include is not yet in your study programme

(e.g. because when you submit your LA you are not yet enrolled in the course year during which you will carry out your mobility or because you still have to submit your study programme),

you must select the activity from the course catalogue within your degree course.

To do this: click on 'Aggiungi attività' (add activity) from the section 'Attività da off. del CDS',

Descrizione	CFU	Sel.
007EC - IDONEITA' LINGUA INGLESE	3	<input type="checkbox"/>

Select 'Offerta CDS' (degree course catalogue), then the relevant 'Percorso di studi' (study path) and, if available, the academic year (Anno di offerta) in which you will complete your mobility period, i.e. 2024/2025.

Open the drop-down menu ('Attività Didattica da Offerta'),

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: PDS0-2015 - comune

Anno di Offerta: 2024/2025

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

choose the activity from the drop-down menu,

Attività Didattica da Offerta:

- Seleziona un'attività --
- Seleziona un'attività --
- 023EC - BUSINESS ENGLISH [cfu: 5]
- 027EC - DIRITTO COMMERCIALE [cfu: 6]
- 124EC - DIRITTO PRIVATO EUROPEO [cfu: 6]
- 037EC - ECONOMIA DEGLI INTERMEDIARI FINANZIARI [cfu: 6]
- 024EC - ECONOMIA E GESTIONE DELLE IMPRESE [cfu: 9]
- 085EC - ECONOMIA E GESTIONE DELLE IMPRESE COMMERCIALI [cfu: 6]
- 601EC - ECONOMIA E POLITICA AGRO-ALIMENTARE [cfu: 6]
- 038EC - ECONOMIA INTERNAZIONALE [cfu: 9]
- 071EC - ECONOMIA MONETARIA INTERNAZIONALE [cfu: 6]
- 036EC - FINANZA AZIENDALE [cfu: 9]

make the association.

If you need to submit your study programme to the Academic Services, remember to do it as soon as possible.

If the list of courses offered in 2024/2025 is not yet available for your degree course when you submit your LA, you can temporarily choose the activity from the 2023/2024 course catalogue.

In this case, however, you will have to make a Change to your LA as soon as possible to enter the correct activity directly from your study programme (or at least from the 2024/2025 course catalogue).

You will complete your mobility period as a graduate (master's degree student), but you must submit your LA when you are still an undergraduate (bachelor's degree student)

If you are still a bachelor's degree student when you submit your LA, but you will complete your mobility period as a master's degree student, you must choose the exams **from the course catalogue within your selected master's degree course**:

From the section 'Attività da off. del CDS o da off. di ateneo' click on 'Aggiungi attività' and then on 'Offerta Ateneo' (University course catalogue) and fill in all fields by writing the name of the relevant department (department, not faculty!) and the required information until you reach the option to add your activities;

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)

Facoltà /Dipartimento: -- Seleziona una Facoltà /Dipartimento --

Corso di Studi: -- Seleziona un Corso di Studi --

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

Anno di Offerta: -- Seleziona un Anno --

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

make the relevant association(s).

In the notes for the teacher add the name of the master's degree you intend to enrol to in order to complete your mobility period. This way, the Exchange Coordinator can verify that the activities you entered are correct

(the notes field will only become available after you click on 'presenta il Learning Agreement' - submit your LA).

After enrolling to the master's degree, **you will have to make a Change to your LA** as soon as possible.

Recognition of partial modules (not the entire course)

If you want one or more **modules** that are part of a UniTS taught course (but not an entire course) to be validated, proceed as follows:

associate the host institution activity to the entire UniTS course

Associazione per: traduzione inglese

Codice	Descrizione	CFU	Descrizione	CFU
	traduzione inglese	6	003SL - LINGUA E TRADUZIONE INGLESE I	12

and then add the details in the notes to the teacher.

For example:

if a UniTS course is composed of a translation module and of a language module (each module corresponding to 6 ECTS/CFU for a total of 12 credits) but at your host institution you only want to take the translation module, in the notes you should write:

I request validation of the translation module (module code:) for a total of 6 ECTS/CFU out of the 12 required for the entire course.

(you can only edit the notes field after you click on 'presenta il Learning Agreement' - submit your LA).

Upon your return, your study programme will be automatically modified to accept the validation of the module you requested.

Recognition of free-choice subjects (type D) or extra-credit activities

Free-choice subject (type D) already in your study programme

If you want to have a free-choice subject (type D activity) recognised and it is already included in your study programme, you must associate the activity as described above.

Upon your return, if you passed the required exam, the activity will be included in your study programme with the original name given by your host institution.

Free-choice subject (type D) or extra-credit activity not in your study programme

If you want to have a free-choice subject (type D activity) or an extra-credit activity recognised but the activity does not have an equivalent at UniTS, follow these steps:

Click on 'Aggiungi attività' still from 'Attività da sostenere all'estero', write the activity's name and relevant ECTS/CFU, select 'AD non associabile (TAF D)' (unmatched type-D educational activity) and then confirm.

Inserimento Attività esterna da associare

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

Codice della AD:

Descrizione AD:

CFU:
(usa il punto per i decimali)

AD non associabile (TAF D):

This activity does not have to be associated with any UniTS activity and will appear in your LA as 'AD non associabile (TAF D)' (unmatched type-D educational activity).

Totale CFU: 18

Totale CFU: 21

AD non associabili (TAF D) Chiudi

	Codice	Descrizione	SSD	CFU	Progr. AD	Virt.
	XXX	prova AD non associabile		9		

Totale CFU: 0

Upon your return, the activity will be included in your study programme with the original name given by your host institution.

In the notes you must specify if the activity is a free-choice subject or an extra-credit activity.

Blended mobility

According to Erasmus rules, 'blended mobility' is a mobility exchange composed of a period abroad (physical mobility) and a period of virtual mobility with activities carried out remotely.

If your host institution provides this modality for some of your scheduled activities, when adding them to your LA, select 'virtuale' (remote).

In this case you also have to fill in the field 'Virtuale descrizione approfondita' (in-depth description of the remote activity).

Codice della AD:	5555
Descrizione AD:	prova esame estero
CFU:	5
	(usa il punto per i decimali)
AD non associabile (TAF D):	<input type="checkbox"/>
Virtuale:	<input checked="" type="checkbox"/>
Virtuale - desc. approfondita (inserire solo se è stato selezionato 'Virtuale'):	inserire una descrizione approfondita dell'attività virtuale
Link web programma AD:	

Then associate them with the appropriate activity.

Thesis research

If you want to use a mobility period for thesis-related research (RICERCA TESI), you must check that this is possible with your exchange coordinator, your supervisor and the host institution.

Ask your exchange coordinator how many ECTS/CFU your department or your degree course awards for thesis-related research carried out abroad (the number of credits must be **lower than** the number of credits scheduled in your study programme for the final exam, which must always be taken at UniTS).

Add '**Final Project**' as the activity to carry out during your mobility.
Add the relevant number of ECTS/CFU.

Inserimento Attività esterna da associare

Inserire una nuova attività selezionandola dalla lista oppure digitandone la descrizione se nc
Premere il pulsante "Conferma" per salvare i dati.
Premere "Esci" per rinunciare all'operazione.

Codice della AD:	
Descrizione AD:	Final Project
CFU:	2
	(usa il punto per i decimali)
AD non associabile (TAF D):	<input type="checkbox"/>
Virtuale:	<input type="checkbox"/>
Virtuale - desc. approfondita (inserire solo se è stato selezionato 'Virtuale'):	
Link web programma AD:	

Associate the activity with the final exam (PROVA FINALE) in your study programme.

Attività da sostenere all'estero

Codice	Descrizione	SSD	CFU	Progr. AD	Virt.	Sel.
	Final Project		2			<input checked="" type="checkbox"/>

Totale CFU: 2

Aggiungi Attività

Attività da libretto da associare

Descrizione	CFU	Sel.
007EC - IDONEITA' LINGUA INGLESE	3	<input type="checkbox"/>

Attività da off. del CDS

Descrizione	CFU	Sel.
999EC - PROVA FINALE	4	<input checked="" type="checkbox"/>
124EC - DIRITTO PRIVATO EUROPEO	6	<input type="checkbox"/>

Totale CFU: 13

Add the following statement in the **notes**:

'I declare that I have received authorisation from my exchange coordinator, my supervisor and the host institution to include thesis-related research abroad for 'x' ECTS/CFU out of a total of 'y' ECTS/CFU scheduled in my UniTS study programme.'

(you can only edit the notes field after you click on *'presenta il Learning'* - submit your LA).

Study/internship mixed mobility

If you also want to do an internship (study/internship mixed mobility) abroad, **check** with the host institution that this is **possible** within their regulations.

Add **'Internship'** as an activity to carry out during your mobility period.

Add the relevant number of ECTS/CFU.

Associate the activity with the internship (*'Tirocinio'*) in your study programme.

Grouping matched activities (*associazione a pacchetto*)

It is possible to associate one or more host-institution activities with one or more UniTS activities.

Conferma Associazione Attività

Per confermare l'associazione premere il pulsante "Conferma Associazione".

Associazione per: prova pacchetto 1, prova pacchetto 2

Codice	Descrizione	CFU	Descrizione	CFU
	prova pacchetto 1	2	124EC - DIRITTO PRIVATO EUROPEO	6
	prova pacchetto 2	4		

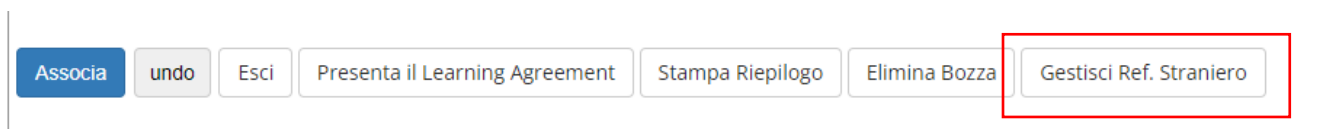
Conferma Associazione

What happens if you don't pass all the exams in the group?

If you fail some of the activities in the group, the exchange coordinator, in agreement with the relevant department mobility delegate and degree course coordinator, will determine how UniTS will validate the activities carried out abroad, modifying the original validation scheduled in your LA.

1. If the failed activity is considered to have little relevance in relation to the rest of the group, UniTS might validate the exams you passed in full as originally established.
2. If the failed activity is **not** considered irrelevant, but actually as fundamental in relation to the rest of the group, UniTS will still validate the exams you passed, but will deviate from what was initially established in your LA.

At the bottom page you will find the option 'Gestisci Ref. Straniero' (Host contact).



Gestione Referente Straniero (host contact - not mandatory)

[Empty text input field]



This information is not mandatory. If you know the name of your host contact, please enter the data related to your host contact in this field.

Gestione referente straniero

Inserire un nuovo referente straniero selezionandolo dalla lista, se visualizzata, oppure digitandone le informazioni. Premere il pulsante "Conferma" per salvare i dati. Premere "Esci" per rinunciare all'operazione.

Nome:

Cognome:

Indirizzo Email:

Conferma annulla Esci

Submitting your Learning Agreement to UniTS

After you have completed all the associations, you can submit your LA:

Note

Note dello studente:

Associa annulla Esci **Presenta il Learning Agreement** Stampa Riepilogo Elimina Bozza Gestisci Ref. Straniero

After clicking on 'presenta il Learning Agreement' (submit your LA), you will be able to add notes 'Note dello studente' stands for "student's notes" and 'Note del docente' is for "professor's notes"

Note Chiudi

Note dello studente:

Note del docente:

Conferma Learning Agreement annulla Esci

What to include in the notes:

- If you are currently an undergraduate student but you will leave on mobility as a postgraduate student, you need to write in the notes the exact name of the master's degree course you will be enrolled in at the time of your departure.

- If your mobility is focused on thesis-related research, you must add a note detailing your authorisation to do this activity.
- If you added any free-choice subjects or extra-credit activities that are not in your study programme, you must indicate this in the notes.

For example:

Note

Chiudi

Note dello studente: -"Assocero l'attività estera xxx con l'esame italiano xxx dopo aver presentato il piano di studi nella prima finestra utile, al momento l'attività non è disponibile"
-"Dichiaro di aver ricevuto l'autorizzazione dal coordinatore dello scambio, dal mio relatore e dalla sede ospitante per inserire l'attività di ricerca tesi all'estero pari a "2" CFU rispetto ai "4" CFU previsti nel mio piano di studi UNITS".

Note del docente:

Conferma Learning Agreement annulla Esci

After adding any notes, click on 'Conferma il Learning Agreement' (confirm your LA):

Note

Note dello studente: -"Assocero l'attività estera xxx
-"Dichiaro di aver ricevuto l'autorizzazione dal coordinatore dello scambio, dal mio relatore e dalla sede ospitante per inserire l'attività di ricerca tesi all'estero pari a "2" CFU previsti nel mio piano di studi UNITS".

Note del docente:

Conferma Learning Agreement annulla Esci

once confirmed, the LA's status will change into 'Presentato' (submitted).

At the top of the page, the following sentence will appear under 'Dati generali' (general overview):

17/04/2023 14:53

Questo learning agreement è in stato "Presentato"

The system will send an automatic notification to your exchange coordinator to inform them that you have submitted your LA.

When your LA is handed over to your exchange coordinator, the status will change from 'Presentato' (submitted) to 'Revisione' (under review).

LA 'Respinto' (rejected):

The exchange coordinator may ask you to make some corrections (in this case the status of your LA will change from 'Revisione' (under review) to 'Respinto' (rejected)).

Click on 'Nuovo Learning Agreement' (new Learning Agreement) modify your LA according to the indications and any notes from your coordinator.

Nuovo Learning Agreement Start

LA 'Approvato' (approved):

your exchange coordinator has digitally approved your LA.

Your LA is now official.

At this point you will only be able to modify it once per semester by submitting a Change within the scheduled time frame.

Sending your LA to the host institution and delivery of the final pdf to UniTS

Click on '**Stampa (Standard Europeo)**' (print according to the European standard) and send the pdf by email to your host institution for their approval and signature. Remember to add your **exchange coordinator in cc. to your email**.

Stampa (Standard Europeo)

N.B. Make sure that you click on '*Stampa (Standard Europeo)*' (print according to the European standard) and **NOT** on 'stampa riepilogo' (print as a single document).

When your host institution has signed the document, you must go back into your Esse3 reserved area, access the details of the relevant call,

go down to section No 7 – '*Upload allegati*' (upload attachments)

7 - Upload Allegati

In questa sezione puoi

Titolo	Tipo	Azioni
LA FIRMATO DA ENTE ESTERO	obbligatorio	  

Indietro

Within **1 month of approval** of your LA by your exchange coordinator, you must upload the pdf of your LA duly signed by the host institution, as instructed above.

Should you have any difficulties, please contact the office promptly.

If you do not upload a copy of your LA signed by all the involved parties, UniTS will not be able to validate any of the activities you carried out abroad.

INTERNATIONAL MOBILITY OFFICE CONTACTS

e-mail: outgoing.students@amm.units.it

Tel: + 39 040 558 7807/2914