



Education and Research Services Division International Services Branch International Mobility Office

Erasmus+ Study 2025/2026

LEARNING AGREEMENT

Guidelines for filling out your Learning Agreement

STUDENT AREA

Universi y of Trieste Piazzale Europa, 1 I - 34127 Trieste www.units.it – ateneo@pec.units.it

Staff member in charge of this administrative procedure: Alessia Sforzina alessia.sforzina@amm.units.it

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.

<u>Learning Agreement (LA) submission deadlines before</u> 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.

<u>Submission deadlines for modifying your Learning</u> <u>Agreement during your mobility (CHANGE)</u>

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.

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 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.

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':

Initiatives		International mobility
Work statuses		
International mobility	Í	International Mobility Grants
Study Guide		

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



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"):

but ocneran	
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 so	stenere all'estero			₽	•	<u>Aggiungi Attivit</u>	<u>ià</u>
Codice	Descrizione	SSD	CFU	Progr. AD	Virt.	Sel.	
	Non è stata	a caricata nessuna	AD esterna i	n tabella.	1		11
						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: 123									
Descrizione AD:	attività estera								
CFU:	12								
	(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 <u>Contacts: students career | University of Trieste</u> (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,

Attività da sostenere all'estero • Aggiungi Attività								vità	Attività da libretto da associare					
	Codice	Descrizione	SSD	CFU	Progr. AD	Virt.		Sel.		Descrizione	CFU		Sel.	
Î	123	attività estera		12						003EC - MICROECONOMIA		12		
								Totale CF	: 12	007EC - IDONEITA' LINGUA INGLESE		3		
										Attività da 👯 del CDS			• Aggiur	ngi Attività
										Descrizione CFU		s	iel.	
										Non è stata caricata nessuna AD da Offerta in ta	bella.			
													Tota	ale CEU: 15

click on 'Associa' (associate)

Note	
	Note dello studente:
Associa	annulla Esci Presenta il Learning Agreement Stampa Riepilogo Elimina Bozza Gestisc
Associa	annulla Esci Presenta il Learning Agreement Stampa Riepilogo Elimina Bozza Ge

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

	- Conferma Associazione Attività										
F	Per confermare l'associazione premere il pulsante "Conferma Associazione".										
1	Associazione per: attività estera										
	Codice	Descrizione	CFU	•	Descrizione	CFU					
	123	attività estera	12	1	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.

A	ssociazione 2								(<u>ا</u>	Rimuovi A	ssociazione
	Codice	Descrizione	SSD	CFU	Progr. AD	Virt.	•	Descrizione	CFU		Infe	2
	123	attività estera		12				003EC - MICROECONOMIA	1	2		
						Totale CFU: 18					Tota	le CFU: 21

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',

Attività da sostenere all'estero 🌩 Aggiungi Attività								Attività da libretto da associare					
Co	dice	Descrizione	SSD	CFU	Progr. AD	Virt.	Sel.		Descrizione		CFU	Sel.	
Non è stata caricata nessuna AD esterna in tabella. Totale CFU: 0				ſ	007EC - IDONEITA' LINGUA INGLESE		3	0					
									L Attività da off. del CDS		1	6	Aggiungi Attività
									Descrizione	CFU	s	iel.	
									Non è stata caricata nessuna AD da ()fferta in tabella.			Totale CFU: 3

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. 2025/2026.

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

ine.
ta 💿 Offerta CDS 🕦 Offerta Ateneo (per attivită didattiche a scelta libera)
di: PDS0-2015 - comune
ta: 2025/2026
ta: - Seleziona un'attivitĂ

choose the activity from the drop-down menu,

Attività Didattica da Offerta:	Seleziona un'attivitÃ
	– Seleziona un'attivitĂ –
Conferma annulla Esci	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 2025/2026 is not yet available for your degree course** when you submit your LA, you can **temporarily** choose the activity from the 2024/2025 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 2025/2026 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 FacoltĂ /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'attivitÃ							
Conferma annulla Esci								

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 con '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 pre Premere il pulsante "Conferma" per salvare i dati. Premere "Esci" per rinunciare all'operazione.					
Codice della AD:	XXX				
Descrizione AD:	prova AD non associabile				
CFU:	9				
	(usa il punto per i decimali)				
AD non associabile (TALD):					

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 ass	sociabili (TAF D)					Chiudi 💌
	Codice	Descrizione	SSD	CFU	Progr. AD	Virt.
Î	XXX	prova AD non associabile		9		
						Totale CEU: 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).



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 ester	rna 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:	외 (usa il punto per i decimali)				
AD non associabile (TAF D):					
Virtuale:					
Virtuale - desc. approfondita (inserire solo se è stato selezionato 'Virtuale'):					
Link web programma AD:					
Conferma annulla Esci					

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

Attiv	ità da sos	tenere all'estero				4	<u>Aggiungi Attività</u>	Att	ività da libretto da associare		
	Codice	Descrizione	SSD	CFU	Progr. AD	Virt.	Sel.	De	scrizione	CFU	Sel.
Î		Final Project		2				00	7EC - IDONEITA' LINGUA INGLESE	3	
							Totale CFU: 2				
								Att	ività da off. del CDS	•	Aggiungi Attività
									Descrizione	CFU	Sel.
								Ì	999EC - PROVA FINALE	4	1
								Î	124EC - DIRITTO PRIVATO EUROPEO	(5 🗆
											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.

i.	-Conferma Associaz	ione Attività						
	Per confermare l'associazione premere il pulsante "Conferma Associazione".							
	Associazione per: pr	ova pacchetto 1, prova pacchetto	2					
	Codice	Descrizione	CFU		Descriptione	CFU		
		prova pacchetto 1	2		124EC - DIRITTO PRIVATO EUROPEO	6		
		prova pacchetto 2	4					
9	Conferma Associazione	sci						

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).

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

-					
Gestio	Gestione Referente Straniero (host contact - not mandatory)				
Riepilogo	Elimina Bozza	Gestisci Ref. Straniero			
This inf	ormation is r	not mandatory. If y	you know the name of your host contact, please enter the data		
related	to your host	t contact in this fiel	ld.		
-Gestione re	ferente straniero				
Inserire un nuovo Premere il pulsar Premere "Esci" p	Inserire un nuovo referente straniero selezionandolo dalla lista, se visualizzata, oppure digitandone le informazion Premere il pulsante "Conferma" per salvare i dati. Premere "Esci" per rinunciare all'operazione.				
	Nome:				
	Cognome:				
	Indirizzo Email:				
Conferma	Esci				

Submitting your Learning Agreement to UniTS

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

Note	
Note del	lo studente:
Associa annulla	Es Presenta il Learning Agreement Simpa 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	Chit	udi 🔻	r
Note dello studente:			
		h	
Note del docente:			
		11	
Conferma Learning Agreement	nulla 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:	-*Assoceró 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	nulla Esci

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

Note	
Note dello studente:	-"Assocerò l'attività estera xx -"Dichiaro di aver ricevuto l'au "4† CFU previsti nel mio pianc
Note del docente:	
Conferma Learning Agreement	nulla 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 Star

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	Тіро	Azioni
LA FIRMATO DA ENTE ESTERO	obbligatorio	🛎 🖶 💼
	·	

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: <u>outgoing.students@amm.units.it</u> Tel: + 39 040 558 7807/2914