

# Filling in your LEARNING AGREEMENT Double Degree

# USEFUL INFORMATION AND DEADLINES

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Your Learning Agreement (called LA in the rest of this document) is the document which authorises your studies abroad and ensures they will be recognised when you return to Italy.

## Deadlines for submitting your LA before departure

You must submit your LA **at least 30 days before** your departure.

You should also check the deadline with your host institution, as it may be earlier.

**Submit your LA to the double degree coordinator plenty of time before the deadline to make sure you have time to make any required changes.**

## Deadlines for submitting changes to your LA during your period abroad

You can modify your LA. Any modification to your LA is called a **Change**.

You can do this **once a semester**.

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

**Once you have submitted your Change, your LA will be blocked by the office and you won't be able to make any further changes.**

## Transcript of records (ToR)

Your transcript of records (ToR) is a document that gives details of the exams you have taken abroad. It will be issued by your host institution at the end of your period abroad.

As soon as you have your ToR, upload it to your reserved area in UniTS Online Academic Services (Esse3).

See point 7, '*Upload allegati*', in the relevant mobility announcement for the course you are enrolled in.

## Conversion of marks

Conversion of marks is done by your double degree coordinator, after an **indispensable** consultation with the relevant department's mobility delegate and head of programme.

The International Mobility Office will send your ToR to the double degree coordinator as soon as it is available in order to convert your marks.

As soon as the International Mobility Office has all of the documentation required for recognising your period abroad and for converting your grades, they will forward your file to Academic Services, who will record your exams with the converted marks.

# Instructions

Log in to your reserved area in Esse3 and click on:  
- ‘International mobility’. This is the penultimate item on the list.  
Then click on ‘International Mobility Grants’

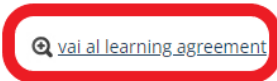


Click on the magnifying glass icon to view the details of the mobility grant for which you have been selected:

|  | 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.  
This includes the current status of your LA and the **name of the teacher who will receive your LA, i.e., your double degree coordinator.**

| 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 should add the exams you intend to take abroad.  
You should also add their UniTS equivalents for which you will request recognition.

### Activities to be carried out abroad

Click on '*Aggiungi attività*' (add activity) to enter an activity that 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.

# Matching with UniTS activities

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

## Please note:

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

To match an activity offered by your host institution with an activity offered by UniTS, you must:

1) 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"/>            |

Totale CFU: 15

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

Totale CFU: 15

2) then click on 'Associa' (match);

Note dello studente:

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

3) then click 'Conferma Associazione' (confirm match). If you don't want to confirm the match, 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

If you find you have made a mistake after you have confirmed the match, you click on 'Rimuovi associazione' (remove match).

Associazione 2

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

Totale CFU: 18

| Descrizione           | CFU | Info |
|-----------------------|-----|------|
| 003EC - MICROECONOMIA | 12  |      |

Totale CFU: 21

Rimuovi Associazione

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

## Matching an activity not yet in your study programme:

You may need to submit your LA when an activity you need to include is not yet in your study programme.

*For example, this might happen if you are not yet enrolled for the academic year in which you will carry out your mobility or because you still have to submit your study programme.*

In this case, you must select the activity from the course catalogue within your degree course.

To do this, follow these steps:

1) click on 'Aggiungi attività' (add activity)

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

Attività da off. del CDS

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

Totale CFU: 3

Aggiungi Attività

2) select 'Offerta CDS' (degree course catalogue);

3) select your 'Percorso di studi' (degree programme);

4) if available, insert the academic year (Anno di offerta) in which you will complete your mobility period, i.e. 2025/2026.

5) Open the drop-down menu;

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: 2025/2026

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

Conferma annulla Esci

6) choose the activity from the drop-down menu.

Attività Didattica da Offerta:

Conferma annulla Esci

-- 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]

7) Make the match as above.

**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**.

Click on 'Offerta Ateneo' (University course catalogue) and fill in all fields by entering 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 --

Continue to make the match as above.

**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 double degree coordinator can verify that the activities you have entered are correct.

The notes field will only be visible after you click on '*presenta il Learning*' (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 to request the recognition of one or more **modules** that are part of a UniTS taught course (but not the entire course), follow these steps:

- 1) match the host institution activity to the entire UniTS course;

| Associazione per: traduzione inglese |                    |     |  |
|--------------------------------------|--------------------|-----|--|
| Codice                               | Descrizione        | CFU |  |
|                                      | traduzione inglese | 6   |  |

| Descrizione                           | CFU |
|---------------------------------------|-----|
| 003SL - LINGUA E TRADUZIONE INGLESE I | 12  |

- 2) add 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.*

The notes field will only be visible after you click on '*presenta il Learning*' (submit your LA).

Upon your return, your study programme will be automatically changed by the office so that your module can be recognised.

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

### Free-choice activity 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 match 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:

When you add the activity to your LA, after writing its name and relevant ECTS/CFU, select '*AD non associabile (TAF D)*' (unmatched type-D educational activity) and then click 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:

Descrizione AD:

CFU:

(usa il punto per i decimali)

AD non associabile (TAF D): ☒

This activity does not have to be matched 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: 9

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 which includes a period abroad (physical mobility) and a period of virtual mobility with activities carried out remotely.

If your host institution offers blended mobility for some of your scheduled activities, select '*virtuale*' (virtual) when you add them to your TA.

In this case you also have to fill in the field '*Virtuale descrizione approfondita*' (detailed description of the virtual activity).



Codice della AD: 5555

Descrizione AD: prova esame estero

CFU: 5  
(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](#)

## 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 double degree coordinator, your supervisor and the host institution.

Ask your double degree 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 awarded in your study programme for the final exam.

You must always take your final examination at UniTS.

Add 'Final Project' as the activity to be carried 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): ☐

Virtuale: ☐

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

Link web programma AD:

[Conferma](#) [annulla](#) [Esci](#)

Match 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 double degree 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've clicked 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.

Match the activity with the internship in your study programme.

## Grouping matched activities (*associazioni a pacchetto*)

You can match 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   |                                 |     |

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

If you fail some of the activities in the group, the double degree coordinator (in agreement with the relevant department mobility delegate and head of programme) will determine how UniTS will recognise the activities carried out abroad.

Your activities will not be recognised as planned in your LA.

1. If the activity you failed is considered to be of little relevance to the rest of the group, UniTS might recognise the exams you passed **in full** as originally established.
2. If the **failed** activity is considered to be fundamental to the rest of the group, UniTS will still recognise the exams you passed, but will deviate from what was initially established in your LA.

## Gestione Referente Straniero (host contact - optional)

Riepilogo

Elimina Bozza

Gestisci Ref. Straniero

This information is not required. If you know the name of your host contact, please their details here:

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:

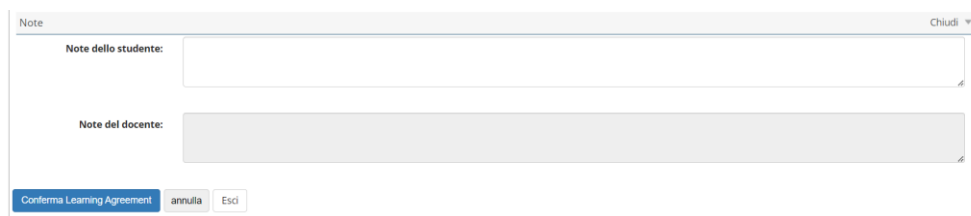
## Submitting your LA to UniTS

After you have matched all your activities, you can submit your LA:

Note

Note dello studente:

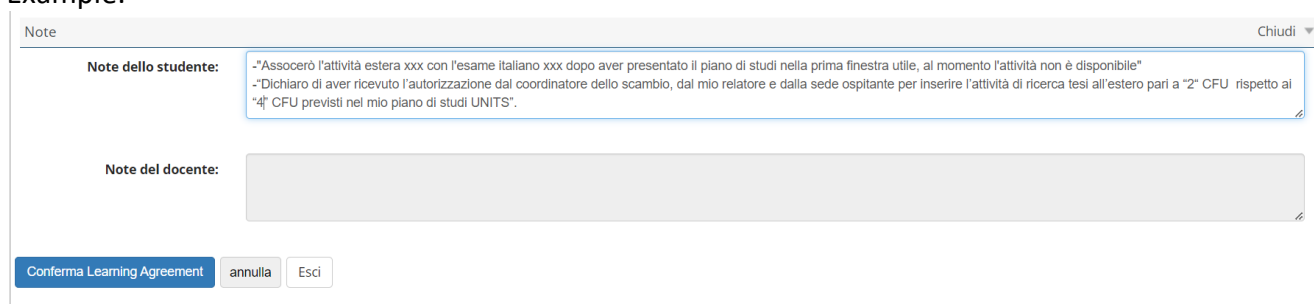
Once you have clicked on '**presenta** il Learning Agreement' (submit your LA), you will be able to add notes.



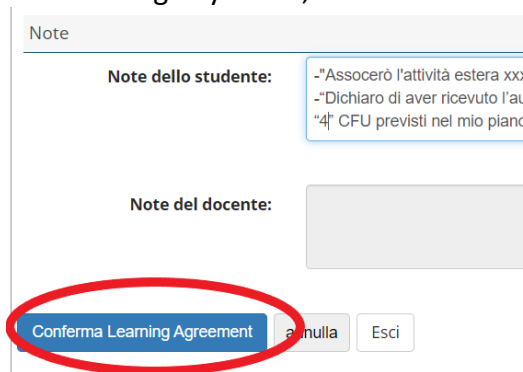
## What to include in the notes:

- 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 declaring that you have got 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.

Example:



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



Once confirmed, you will see your LA's status change to '*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"

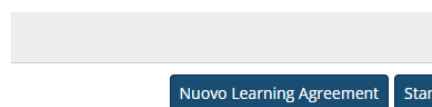
The system will send an automatic notification to your double degree coordinator to tell them that you have submitted your LA.

When your LA is sent to your double degree coordinator, the status will change from '*Presentato*' (submitted) to '*Revisione*' (under review).

LA '*Respinto*' (rejected)

The double degree 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) and change your LA according to the indications and any notes from your coordinator.



LA 'Approvato' (approved)

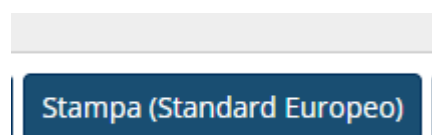
Your exchange coordinator has digitally approved your LA.

**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 your 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 **double degree coordinator in cc. in your email.**



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 and navigate to the details of the relevant mobility announcement.

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](#)

After your double degree coordinator has approved your LA, you must upload the pdf of your LA duly signed by the host institution **within one month**.

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

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

## INTERNATIONAL MOBILITY OFFICE CONTACTS

e-mail: [outgoing.students@amm.units.it](mailto:outgoing.students@amm.units.it)

Tel: +39 040 558 7807/2914/2994