



FILLING IN YOUR LEARNING AGREEMENT

OVERSEAS

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USEFUL INFORMATION AND DEADLINES

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.

Without this document you won't be able to complete any activities abroad and any activities you were to complete would not be recognised upon your return.

Deadlines for submitting your LA before departure

You must submit your LA **no later than 30 days before** your departure. Please check the deadline set by your host institution, as it may be earlier.

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

Deadlines for submitting changes to you 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 throughout your whole period of mobility.

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

Submit your LA to your exchange coordinator well in advance of any deadlines in order to have time to make any changes required.

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. Even if you have done an internship or carried out research for a thesis while you are abroad, you still need a document that certifies the activities you carried out.

Conversion of marks

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

Any UniTS activities corresponding to the exams which you want to be recognised must be already included in your study programme, as indicated below.

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 the exchange coordinator has converted your marks, the International Mobility Office will forward your file to Academic Services, who will record your exams with the converted marks.

HOW TO FILL IN YOUR LEARNING AGREEMENT

BEFORE THE MOBILITY

1. **Document header.** You should fill in all of the required fields (remember to include your name and surname in the header in the top right-hand side of the page where you will see '*student's name*').
2. **Before the mobility.** Contact your exchange coordinator to find out:
 - a. the exams you will take at your host institution (component titles, Table A)
 - b. the corresponding Italian exams that will be recognised when you return (corresponding component titles, Table B)

PLEASE NOTE: organise this information so that is clear which exams have been 'matched' with which.

For example, if for two or three exams taken abroad only one exam will be recognised in Italy, then you should modify the table or include curly brackets as shown below:

Table A - Before the mobility				Table B - Before the mobility			
Component ⁵ code (if any)	Component titles at the Receiving Institution (as indicated in the course catalogue)	⁽⁶⁾ Seme ster	⁽⁺³⁾ Number of ECTS credits (or equivalent) ⁷	Component code (if any)	Corresponding component titles at the Sending Institution (as indicated in the course catalogue)	Seme ster	Number of ECTS credits (or equivalent)
101119	Public international law	2	6		Istituzioni di Diritto Pubblico	2	9
101084	Economic policy and Public management	2	6	}	Microeconomia	2	9
101086	International Economy and Trade	2	6				
101089	Theory of International Relations	2	6		Relazioni Internazionali	2	9
101092	Current Issues in International Relations	2	6				
101096	Analysis and Resolutions of Conflicts	2	6		Statistica	2	9

NB. For every exam the number of credits (ECTS) should also be included.




If one of the activities that you will complete while on your mobility period is a **thesis-related research**, then you should insert 'Final Project' (*Preparazione tesi all'estero*) as a component title in Table A and include the number of credits (ECTS/CFU). 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).

3. 'Commitment' Table – signatures

Your LA must be signed by:

- **you;**
- **your exchange coordinator;**
- **your point of contact at the host university** (signature and institutional stamp).

4. When your host institution has signed your LA, log in to your personal area in UniTS Online Academic Services (Esse3). Navigate to the call for applications.
Scroll down to point 7 – '*Upload allegati*'

7 - Upload Allegati		
In questa sezione puoi		
Titolo	Tipo	Azioni
LA FIRMATO DA ENTE ESTERO	obbligatorio	  

[Indietro](#)

Upload your LA under the item '*LA FIRMATO DA ENTE ESTERO*' (LA signed by host institution)

If you have any difficulties, contact the International Mobility 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.

CONTACT INTERNATIONAL MOBILITY OFFICE

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