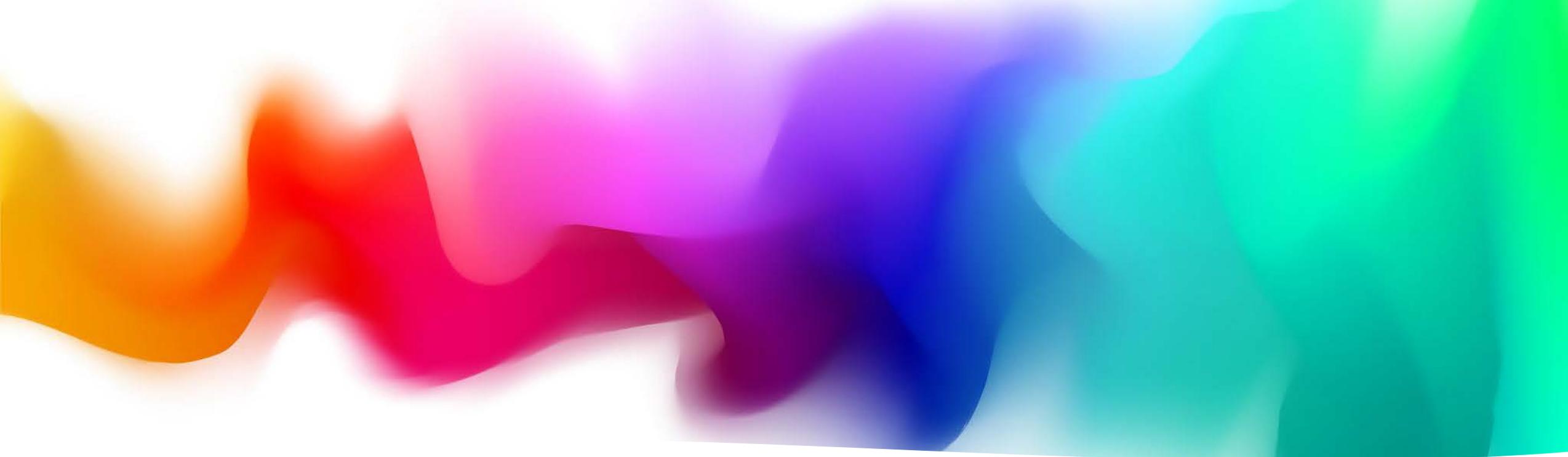


LEARNING AGREEMENT

FILL IN THE LEARNING AGREEMENT
ERASMUS+ STUDY PROGRAM



What is the Learning Agreement?

The Learning Agreement is an essential document for students making an Erasmus mobility. It defines the study plan to do abroad, and it ensures 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 exams to be recognized once returned.

How to fill in the Learning Agreement? (Erasmus Delegates)

Corso di Laurea TRIENNALE	DELEGATO ERASMUS	e-mail
Economia aziendale	Matilde Milanese	matilde.milanese@unifi.it
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
Statistica	Raffaele Guetto	raffaele.guetto@unifi.it
Corso di Laurea MAGISTRALE	DELEGATO ERASMUS	e-mail
Design of sustainable tourism system	Francesca Giambona	francesca.giambona@unifi.it
Governo e direzione di impresa	Rocco Moliterni	rocco.moliterni@unifi.it
Finance and risk management	Federica Ielasi	federica.ielasi@unifi.it
Accounting e libera professione	Laura Bini	l.bini@unifi.it
Economics and Development-	ECONOMICS – Lapo Filistrucchi DEVELOPMENT - Donato Romano	lapo.filistrucchi@unifi.it donato.romano@unifi.it
Statistica, Scienze attuariali e finanziarie	Maria Francesca Marino	marino@disia.unifi.it
Scienze dell'economia	Lapo Filistrucchi	lapo.filistrucchi@unifi.it

The Learning Agreement consists of three parts that are completed during the three mobility phases (Before, During, After):

- ✓ **Learning Agreement Before the Mobility:** it is the Learning Agreement that you have to present before the start of mobility.
- ✓ **Learning Agreement During the Mobility:** Changes to the original Learning Agreement; it is the possible modification to the Learning agreement **initially approved.**
- ✓ **Learning Agreement After the Mobility:** it shows the list of exams made abroad and the corresponding to be recognized.

The **Learning Agreement Before the Mobility** must be agreed with the **Erasmus Delegate** of the Course of Study (See image).

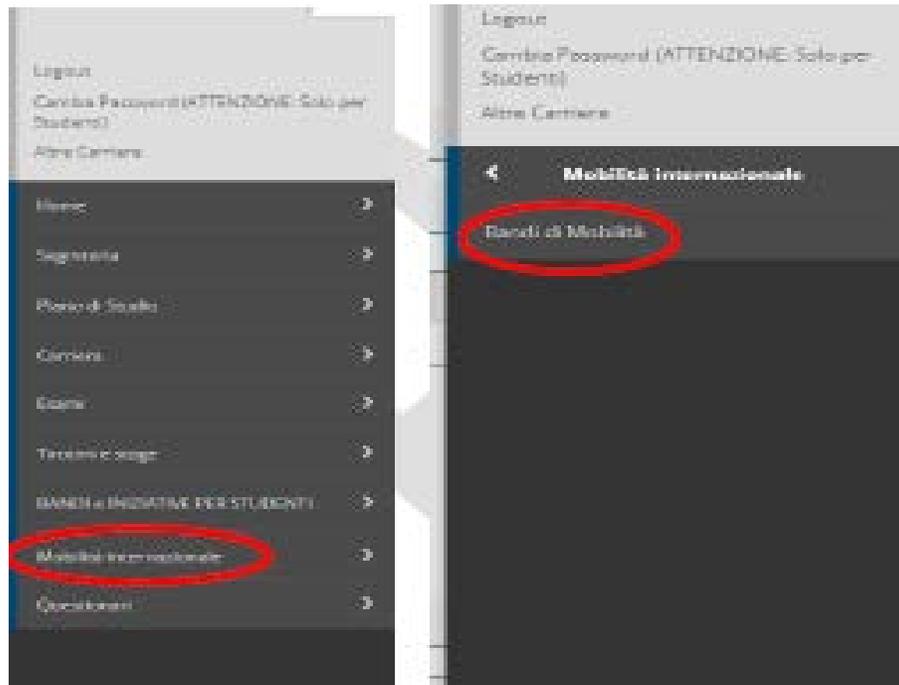
Define the Learning Agreement **Before Mobility**

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 in the compilation of the Learning Agreement;
2. You will receive indications from the delegate on the procedure to be followed;
3. In the meantime, find the courses available at the partner university and choose the ones you would like to follow;
4. Check if the chosen exams correspond to an Unifi exam or if they will go into the exams of free choice;
5. Propose the chosen subjects to the Erasmus Delegate (send also the syllabus, that is the description of the chosen courses);
6. Dialogue with the Delegate until the definition of the courses to be followed and the corresponding to be recognized at Unifi.

Once the Learning Agreement has been agreed with the Erasmus Delegate, it must be uploaded online.

Fill in the LA online: GCS Personal Area

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



1. Once you have selected your career, from the side menu choose International Mobility and then Mobility Calls.

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 School of Economics with the symbol .

3. Click on  and add your mobility data (p.s. the Expected Arrival Date is not a data that you need to consider, you can better specify the dates of your mobility after the completion of the Learning).

In point 4, there is the section related to the Learning Agreement, if at the end of the learning Agreement you have attached documents (optional), you will find them here.

[Go to the Learning Agreement.](#)



Fill in the LA online : General data exemple

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 Politecnica 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 compilation screen of the Learning Agreement shows the General Data pane in which the information related to your **Reference Structure**, the data of **your destination University**, the ranking status («**Avviato a destinazione**» means that you have accepted the seat, but you have not yet left), the status of your Learning Agreement and the **Erasmus Delegate** of your course, responsible for the approval of your Learning Agreement.

Fill in the LA online: choice of exams

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.	Sel.
Non è stata caricata nessuna AD esterna in tabella.						

Totale CFU: 0

[Aggiungi Attività](#)

Attività da libretto da associare

Descrizione	CFU	Sel.
B029565 - GESTIONE DEI PROGETTI	6	<input type="checkbox"/>
B029569 - STATISTICA PER LA SPERIMENTAZIONE E LE PREVISIONI IN AMBITO TECNOLOGICO	9	<input type="checkbox"/>
B030652 - 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	Sel.
Non è stata caricata nessuna AD da offerta in tabella.		

Totale CFU: 30

In the section Association Activities in the left side, you must indicate the **Activities to do abroad** and, in the right side, you must indicate the **UNIFI activities** that will be replaced by the foreign activities.

Please note: Fill in this part with the courses previously agreed in the Learning Agreement with your Delegate.

By clicking on **Add Activities**, you can enter the details of the teaching activity of the host university (name, credit number, etc.)

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

After you have chosen the activities to do abroad, you must associate them, where possible, to those UNIFI present in your Booklet.

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.
B029565 - GESTIONE DEI PROGETTI	6	<input type="checkbox"/>
B029569 - STATISTICA PER LA SPERIMENTAZIONE E LE PREVISIONI IN AMBITO TECNOLOGICO	9	<input type="checkbox"/>
B030652 - OTTIMIZZAZIONE E DATA SCIENCE PER IL MANAGEMENT	9	<input type="checkbox"/>
B051211 - TECNOLOGIE PER L'AUTOMAZIONE INDUSTRIALE	6	<input checked="" type="checkbox"/>

Once you have selected the foreign activity and the UNIFI activity to associate, click on “Associa” and the Confirm Association.

Associa Annulla Esci Presenta il Learning Agreement Stampa Riepilogo Elimina Bozza

You can also apply associations of different types, e.g.:

- ✓ two foreign exams replace one UNIFI, or vice versa
- ✓ a foreign exam package replaces a UNIFI exam package

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

During the choice of the UNIFI activities to be associated with foreign activities, the online procedure allows you to view the activities provided by Booklet (list on the right) pertaining **exclusively** to the current year of registration. In this case, the activities provided for by the Study Plan of the second and third year will not be yet visible: **to associate a foreign teaching activity to a teaching UNIFI activity planned for the year following the current year of enrollment, it is necessary that you add this activity by selecting it from the offer of the Degree Course.**

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.
B029565 - GESTIONE DEI PROGETTI	6	<input type="checkbox"/>
B029569 - STATISTICA PER LA SPERIMENTAZIONE E LE PREVISIONI IN AMBITO TECNOLOGICO	9	<input type="checkbox"/>
B006652 - OTTIMIZZAZIONE E DATA SCIENCE PER IL MANAGEMENT	9	<input type="checkbox"/>
B051211 - 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

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

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

Inserimento attività interna

Inserire una nuova attività selezionandola dalla lista delle AD da offerta. Premiere il pulsante "Conferma" per salvare i dati. Premiere "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 activities

For the activities that you want to be recognized as activities of your choice for which it may not be possible to find a match with UNIFI activities when compiling the Learning Agreement, enter in the **table of Activities to be supported abroad** the code of AD, the AD Description (name of foreign activity, mandatory), the number of ECTS and enter the **flag “AD not associated (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 "Esci" per rinunciare all'operazione.

Codice della AD: 123456

Descrizione AD: Swedish

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

AD non associabile (TAF D):

Virtuale:

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

The activity will be inserted in career upon your return with the foreign denomination and as credit free from offer (extra plan or optional teaching for the School of Economics).

Codice	Descrizione	SSD	CFU	Progr. AD	Virt.
123456	Swedish			3	

Fill in the LA online: Foreign contact manager

The button “Gestisci Ref. Straniero” allows you to enter/change the foreign contact responsible for your LA. But we suggest you do not fill this part as it is done by the Relint Office



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

After you have completed everything, you need the official approval of the LA by your delegate by **clicking on Submit Learning Agreement**. After clicking on Submit Learning Agreement and before confirming the presentation of the Learning, you must enter the **level of linguistic knowledge**, which you have at the time of the completion of the Learning or which you undertake to acquire before departure, on the principal language of instruction of the foreign language.

Please Note: After the presentation of the Learning, the UNIFI Teacher automatically receives a notice on his page. Do not send other communications to the teacher or the Offices to warn of the presentation or to request the approval of the Learning!

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 Teacher**.

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

- Approximate start and end date of mobility (mandatory information)
- If you have chosen a foreign activity that will be converted as 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 free choice UNIFI activity, you must report it here;
- If you do part of your thesis work abroad, you should report it here.

After entering the notes, click on **Confirm 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:** Contiene il mio learning, effettuato la mobilità all'estero dal 1 febbraio 2023 al 31 luglio 2023. La mattina del ... per l'esame estero XXXXXX non ho effettuato alcuna associazione con attività del mio libretto UNIFI perché 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 aggiungerò il learning agreement.
- Note del docente:** Approvo il Learning

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

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

You will have the possibility to modify the Learning Agreement if necessary.

But this action can only be done if:

- The original LA was REJECTED by the Erasmus Delegate or by the Partner University;
- For a maximum of 4 times (then the system hangs).

Fill in the LA online: The states of Learning Agreement

After confirmig the Learning Agreement, in your page the LA will be displayed in the status «Presentato»

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 states in which a Learning Agreement is visible are:

✓ **BOZZA:** when it is being compiled by the student. As long as the LA is in draft state, and not submitted, it is not viewable by the Teacher.

✓ **PRESENTATO:** when the student has presented the LA and it is visible on the webpage of the Teacher.

NB. Only in exceptional cases, if after the presentation and exclusively before the approval of the Document, you have to to make changes to the version of the Learning Agreement already submitted and not yet taken charge by the teacher, you can submit a new version that will replace the previous one by clicking on New Learning Agreement.

✓ **REVISIONATO:** when the teacher has taken charge and is reviewing it.

✓ **APPROVATO INTERNAMENTE:** when the Teacher has approved the LA, by entering any notes of comment for the student and it is ready to send to the foreign office for the final approval.

✓ **RIGETTATO:** if the Teacher has rejected the Learning, inserting any notes of comment 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: Sending to foreign office

The Learning Agreement Before mobility must be signed by the foreign office **BEFORE departure**. if, due to force majeure, the LA is not signed before departure, it is necessary to obtain the signature within 7 days of arrival at the partner office.

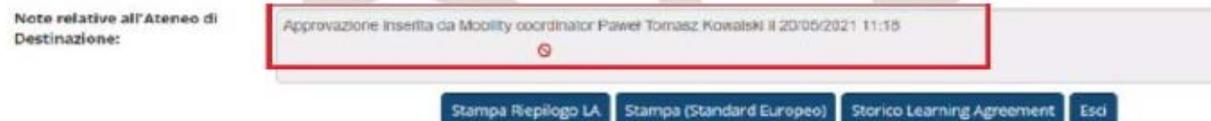
The Erasmus Delegate, after the confirmation of LA, sends the Learning Agreement internally to the foreign office and the host university can carry out two operations:

1. Commenting the LA: which means that there are changes to be made for your LA to be deemed acceptable (you will have to make changes by creating a New Learning Agreement);



The screenshot shows a web form with three text input fields. The first field is labeled 'Note dello studente:' and contains the text 'il mio learning agreement!'. The second field is labeled 'Note del docente:' and contains the text 'Ottimo learning!'. The third field is labeled 'Note relative all'Ateneo di Destinazione:' and contains a comment: '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 third field, there is a row of five buttons: 'Nuovo Learning Agreement', 'Stampa Riepilogo LA', 'Stampa (Standard Europeo)', 'Storico Learning Agreement', and 'Esd'. The 'Nuovo Learning Agreement' button is highlighted with a green border.

2. Approve the LA: the sent LA is fine and can therefore be approved by the host university: with the command **Print summary** you can download a signed version of LA.



The screenshot shows a web form with a single text input field labeled 'Note relative all'Ateneo di Destinazione:'. The field contains an approval comment: 'Approvazione inserita da Mobility coordinator Pawel Tomasz Kowalski il 20/05/2021 11:15'. Below the field, there is a row of four buttons: 'Stampa Riepilogo LA', 'Stampa (Standard Europeo)', 'Storico Learning Agreement', and 'Esd'.

CONTACTS

For platform problems:

erasmus@adm.unifi.it, tel. 055.2756973

International Relations Office

relint@economia.unifi.it

tutorrelintsem@gmail.com