



UNIVERSITÀ
DEGLI STUDI
FIRENZE



Erasmus+

ERASMUS+ MOBILITY FOR STUDY PURPOSES, DOUBLE DEGREES/JOINT DEGREES

Online Learning Agreement Drafting in GCS_Directions for the students

Before filling in the online Learning Agreement, you should agree with the UniFi professor in charge for the Learning Agreement, the activities to carry out during the mobility and for which you will request the recognition as your UniFi exams. Only after it will be possible to proceed with the drafting of the online Learning Agreement.

Each student is required to follow the directions on the Learning Agreement drafting provided by the International Relations Office of his/her own School: <https://www.unifi.it/cmpro-v-p-5218.html>



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PART I – GENERAL INFORMATION

The [Learning Agreement](#) (LA) is the Agreement between you (as UniFi student), UNIFI and the receiving university and represents the main tool for the recognition of the learning activities undertaken during your mobility period abroad. It is an essential and mandatory document, provided for by the Erasmus+ programme in order to protect the right to the recognition of the study period carried out abroad.

Before the beginning of the mobility period, all the recipient students of an Erasmus+ mobility grant for study purposes (or of a mobility grant for double degree/joint degree) must draft the Learning Agreement together with the professor in charge of the LA for international mobility (or of the double degree/joint degree) of their own Study Course.

The Learning Agreement must include the list of the learning activities you intend to take abroad (exams, internship, thesis research, etc.) with the related ECTS credits that you wish to carry out during the Erasmus mobility and the learning activities with the corresponding CFU credits, for which you intend to request the recognition in the UNIFI career. The Learning Agreement must be approved in all its sections by the Responsible for the UNIFI LA and by the Professor/office in charge of the host University, in order to guarantee the full recognition of the learning activities in your UNIFI Study Programme.

The Learning Agreement consists of three parts which are completed during the different phases of the mobility (before, during, after):

- ✓ Learning Agreement *Before the Mobility*: it's the Learning Agreement you must present before the beginning of the mobility period;
- ✓ Learning Agreement *During the Mobility – Changes to the original Learning Agreement*: it's any change to the initially approved Learning Agreement, you can fulfil it within 5 weeks after the beginning of the mobility period;
- ✓ Learning Agreement *After the Mobility*: it reports the list of the activities carried out during the mobility period released by the host University and usually replaced by a document named Transcript of Records (certification with the list of the exams completed abroad).

The Learning Agreement must be filled in through an online procedure, to be accessed from your personal **Student Career Management area GCS** with your SPID credentials.



The information contained in this document must be considered as useful general information for the Learning Agreement completion. You must carefully check any specific provisions set forth in the Regulations of your Study Course with the [School's International Relations Office](#). **The submission of the Learning Agreement DOES NOT in any way replace the compilation of the Study Plan, which must take place according to the deadlines and conditions set by UNIFI**



PART II – BEFORE DRAFTING THE ONLINE LEARNING AGREEMENT

Before drafting the Online Learning Agreement, it is ESSENTIAL to carry out the following steps:

- ✓ **Refer to the International Mobility web page of your UNIFI School**, where you can find information on the activities you can take abroad and any restrictions of the study Courses on the choice of such activities;
- ✓ **In the event of mobility for double/joint degree**, scrupulously comply with the directions provided by your School regarding the activities to take abroad that you will need to include in your Learning Agreement;
- ✓ **Verify on the foreign University's web pages** the courses provided by the same Institution and the related syllabi (course programmes);
- ✓ With the support of the International Relations Office of your UNIFI School, after choosing the courses to attend abroad and before moving forward with the online filling in of the Learning Agreement, always make a **COMPARISON in terms of CFU** credits between the identified activities to take abroad and the remaining UNIFI courses of your study plan you still must sit and that you wish to replace with the exams to be taken abroad. Finally, the number of the credits you intend to take abroad should correspond to the ones of the UNIFI courses, except for different reasons which must be explained and specified in the "Notes" field (see paragraph *How to make associations*).

PART III – TECHNICAL INSTRUCTIONS FOR THE LEARNING AGREEMENT DRAFTING IN THE STUDENT CAREER MANAGEMENT SYSTEM - GCS

Where to fill in the Online Learning Agreement

In order to fill in the Online Learning Agreement, please enter to your personal Area through [GCS](#), and select the career you wish to operate on. All the open careers at UNIFI are displayed, please select the most recent one.



Scelta carriera

Di seguito vengono indicate le tue carriere.

Attenzione: se desideri effettuare una NUOVA IMMATRICOLAZIONE seleziona l'ultima carriera conclusa presso l'Università di Firenze. Una volta entrato nella carriera dal menù in alto a destra segui il percorso Segreteria -> Immatricolazioni.

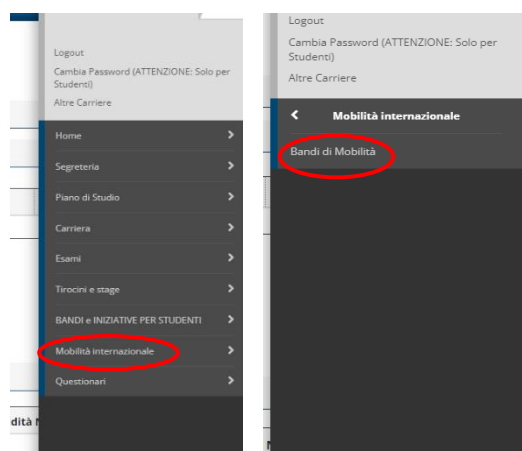
Matricola	Tipo Corso	Corso di Studio	Stato	
██████	Corso di Laurea Magistrale	INGEGNERIA GESTIONALE	Attivo	Seleziona
██████	Corso di Laurea	INGEGNERIA GESTIONALE	Cessato - Cons. Titolo	Seleziona

NB If you are in any of these situations:

- ✓ **you are currently an undergraduate student, and you are about to graduate carrying out the mobility after enrolling in a master's degree course**, and when you want to fill in the online Learning Agreement you are not yet enrolled in the master's degree program having already obtained the bachelor's degree;
- OR
- ✓ **you will carry out the mobility as a student enrolled in the master's degree but at the time of completing the learning agreement you are still enrolled in the bachelor's degree course**

then you will be requested to complete initially the Learning Agreement in paper format and send it via email both to the International Relations Office of your UNIFI School and to the host institution. Once enrolled in the master's degree program, you will be able to proceed with the online application following the instructions below.

Once selected the career, from the side menu choose International Mobility > Mobility Selections



Now select the type of Mobility from the drop-down menu, as follows:

Elenco Bandi di Mobilità Internazionale

Ambito mobilità



For the Double Degree mobility select instead:


Elenco Bandi di Mobilità Internazionale Cattura retina

Ambito mobilità

As for the Joint Degree mobility select instead:

Elenco Bandi di Mobilità Internazionale

Ambito mobilità

After selecting the Exchange Programs mobility type, you will display ALL the 10 Erasmus+ University Selections for Study, but you can only choose the Selection of the School in which you are registered (the one with the symbol )

In the Selection title, in addition to the name of your UNIFI School, you will find the information about the a.y. during which you will carry out the mobility (in the following example the mobility takes place in the a.y. 2022/2023):

Elenco Bandi di Mobilità Internazionale Cattura retina

Ambito mobilità

ERASMUS +


A.A.	Num. bando	Titolo	Stato bando	Stato iscr.	Azioni
2021	36	SCUOLA DI SCIENZE MATEMATICHE, FISICHE E NATURALI - ERASMUS PER STUDIO 2022-2023			

ERASMUS +

A.A.	Num. bando	Titolo	Stato bando	Stato iscr.	Azioni
2021	32	SCUOLA DI ARCHITETTURA - BANDO ERASMUS PER STUDIO 2022-2023			

ERASMUS+

A.A.	Num. bando	Titolo	Stato bando	Stato iscr.	Azioni
2021	35	SCUOLA DI PSICOLOGIA - BANDO ERASMUS PER STUDIO 2022-2023			

By clicking on  , you will be directed to the page that contains your mobility data in step 3 (p.s. the Expected Arrival Date that you find in this section is the one you indicated when accepting the location, but you can better specify the dates of your mobility in the Notes field of the Learning Agreement).

In step 4 you can view the section relating to the Learning Agreement, and if at the completion of the Learning Agreement you have attached documents (optional), you will find them here. Now click on [Go to the Learning Agreement](#)



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4 - Compilazione Learning Agreement

E' possibile effettuare la prima compilazione del Learning Agreement dal 27/09/2022 al 27/09/2023
Il tuo learning agreement è in BOZZA.

Allegati

Titolo	Tipo	Apri
Declaration of degree-related research mobility	opzionale	
Equipollenze firmate dal Docente UNIFI	opzionale	
Programmi attività didattiche estere	opzionale	

[vai al learning agreement](#)

[Indietro](#)

The Learning Agreement drafting, the selection of the activities to take abroad

The initial screen for the completion of the Learning Agreement shows the General Data box in which you find displayed the information relating to your reference School, the data of your receiving University, the ranking status ("Avviato a destinazione" = you have accepted the location but you have not left yet, "Confermato a destinazione" = you already arrived to the host University, "Rientrato da destinazione" = you already concluded your mobility, "Rinunciato" = you have renounced the mobility), the status of your Learning Agreement and the name of your UNIFI study program Professor in charge for approving your Learning Agreement.

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 Politècnica 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	

In the section **Activities Associations (Associazione Attività)** you must indicate on the left the activities to take abroad, and on the right the correspondent UNIFI activities that will be recognized upon your return from the mobility.

By clicking on **Add Activity (Aggiungi attività)** you can enter the details of the learning activity (so-called AD) of the host university. **Remember: 1 CFU is equivalent to 1 ECTS!**



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						

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		

You can choose the activity to be taken abroad from one of the following different means:

- a) Enter the AD Code (optional field), the AD Description (name of the activity to be taken abroad, mandatory) and the number of ECTS (mandatory), the sitting period (mandatory), the web link to the AD activity program to be taken abroad (mandatory)

PS In the menu "Sitting periods" choose between

- ✓ MA1 – Full Academic Year Mobility
- ✓ MS1 – First Semester Mobility
- ✓ MS2 – Second Semester Mobility

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:

Crediti ECTS:
(usa il punto per i decimali)

AD non associabile (TAF D):

Virtuale:

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

Periodo di sostenimento:

Link web programma AD:



- b) For the activities that you wish to be recognized as **free choice activities**, and for which it may not be possible to find a match with UNIFI activities whilst completing the Learning Agreement, enter the AD code, the AD Description (name of the activity to be taken abroad, mandatory), the number of ECTS, and tick **"AD non-associabile (TAF D)"**

Inserimento Attività esterna da associare

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

Codice della AD:

Descrizione AD:

Crediti ECTS:
(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:

- c) Only in case of **blended mobility** (mobility that includes both a period abroad and a period in Florence), you will have to select the Virtual mode to choose the abroad course to be attended remotely from Florence. In this case you must also fill in the Virtual field description.

Compilazione Learning Agreement

Inserimento Attività esterna da associare

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

Codice della AD:

Descrizione AD:

Crediti ECTS:
(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:

P.S. If the foreign university has enabled the parameter that allows the Partner to display its academic offer, you will be able to choose the activity to be taken abroad from a drop-down menu "Learning activity from the foreign university academic offer", without entering manually the data of the AD: when this will be possible, **always check the exact description of the activity on the website of the foreign university and adopt this entry method**



from the drop-down menu only if it corresponds exactly to the activity you want to take abroad. Otherwise, type the name of the AD in the editable field.

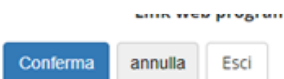
NOT ALL THE FOREIGN UNIVERSITIES HAVE ENABLED THIS PARAMETER!

- d) The **dissertation work** must be included in the 'Activities to take abroad' section as "Thesis work" or "Master's Thesis work", depending on whether it is a first or second level degree dissertation preparatory work. The association with the UNIFI activity is with Final exam (Prova Finale).

Those who carry out the mobility during their PhD must specify only the activity "PhD research project" including it with zero credits.

Always state the exact name of the activity to take abroad indicating the exact number of the related ECTS. If the foreign university has non-ECTS credits, you must necessarily indicate these credits into ECTS adopting the necessary transformation.

Always click **Confirm** for each activity to be taken abroad.



Learning Agreement drafting, UNIFI activities to be associated to the activities to take abroad

a. UNIFI Activities to be associated in the online student's exams record (Libretto)

After having chosen the activities to take abroad, you must associate them, where possible, to the UNIFI ones existing in your exams record (Libretto).

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"/>
B031211 - TECNOLOGIE PER L'AUTOMAZIONE INDUSTRIALE	6	<input checked="" type="checkbox"/>

Once selected the activity to take abroad and the UNIFI activity to be associated with, click on **Associate**



[Empty input field]

and **Confirm Association**, or **Esc** to go back

Conferma Associazione Attività

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

Associazione per: Automation Technology

Codice	Descrizione	CFU	Descrizione	CFU
123456	Automation Technology		B031211 - TECNOLOGIE PER L'AUTOMAZIONE INDUSTRIALE	6

In case of error, it is always possible to remove an association by clicking on **Remove association**

b. UNIFI activities to be associated and not yet present in the online student's exams record (Libretto)

When choosing the UNIFI learning activities to be associated with the activities to take abroad, the online procedure allows you to display the activities planned in the exams record (Libretto, list on the right) relating exclusively to the current year of enrolment:

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"/>
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		

For example, if you are enrolled in the first year of a master's degree and you are compliant with the completion of the Study Plan, you will be able to see in the list of activities from the exams record all the learning activities not yet taken in the first year, and all the free choice activities not yet taken (i.e. learning activities not associated with any year of the course, also called "free choice activities", or "TAF D"). **In this case, the activities planned in the second year of the Study Plan will not be visible yet; therefore, in order to associate a learning activity to be taken abroad to a UNIFI learning activity scheduled for the following year as compared to the year of enrolment, it is necessary that you add this activity by selecting it from the Study Course academic offer.**



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

 [Aggiungi Attività](#)

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.
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: -- Seleziona un Percorso di Studi --

Anno di Offerta: -- Seleziona un Anno --

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

Conferma

annulla

Esci

In order to include external activities from **the last valid Study Plan** even if pertaining to the academic offer of your Study Course, you must select the related academic year (as defined by the rules for the completion of the Study Plan of your Study Course) and choose the activity among the available ones. To confirm the entry of the external activity, click on **Confirm**. To cancel, click **Cancel**.

NB! You must select the year in which the learning activity you wish to include is offered in your study plan. For example, if you started your course in the a.y. 2021/2022 and you wish to choose a learning activity scheduled for the third year according to the Study Plan, you must select the corresponding academic year (2023/2024 = 3rd year) and choose the learning activity exclusively from that year academic.



If you included in your Learning Agreement activities relating to following years, it is necessary to wait for the publication of the new University academic offer, generally in mid-July of each year, to confirm that this activity will be activated also for the following academic year. In the event that this activity should be cancelled, it will be necessary to modify your Study Plan and, consequently, also your Learning Agreement.

c. Free choice activities (TAF D)

If your Study Course includes free-choice activities (TAF D) pertaining to the University academic offer but not to your Study Course offer, and you wish to take these activities abroad during your mobility period, you can act in one of the following ways:



- a) If you wish to validate the learning activity taken abroad with a free-choice activity included in the UNIFI offer, so that this will assume in your transcript **the Italian name as corresponding to the UNIFI free choice exam**, you should include in your Study Plan in advance the UNIFI free choice activity, so that this could be listed among the learning activities of the academic transcript being then able to associate it with the activity to take abroad when filling in the Learning Agreement. If, when filling in your Learning Agreement, you have not yet registered any course as a "free choice activity (TAF D)" in your Study Plan, you can complete the Learning Agreement by entering the corresponding activity to take abroad WITHOUT associating it - for the moment - to any UNIFI free choice activity. However, it is necessary to specify the reason for the non-association and the difference between the number of total ECTS credits (activities to take abroad) and number of total CFU credits (UNIFI activities) in the Notes addressed to the UNIFI Professor in charge of the LA. Subsequently, during the first available window, you will be able to modify the Study Plan by including the free choice activities (TAF D) / free credits in the Student's Transcript, consequently updating the Learning Agreement.

OR

- b) If you wish to recognise the learning activity taken abroad as free-choice credits BUT with the foreign name, you can fill in the Learning Agreement including the corresponding activity to take abroad WITHOUT associating it - tick non-associated AD (TAF D) - to any free-choice activity included in the UNIFI academic offer. In this way, upon your return, the activity taken abroad will be recognized in your career transcript with the foreign name.

ATTENTION! This option is ALWAYS subordinated to the evaluation of the Professor in charge for the Learning Agreement's approval of your study course!

d. Degree -related research activities

During the Erasmus+ mobility for study purposes you can also carry out a degree-related research activity which must be agreed and authorized both by UNIFI and the host university. In the case of degree-related research activity it is necessary to add to the Learning Agreement the research work for the dissertation as an activity to take abroad, including the number of ECTS credits previously agreed with the UNIFI supervisor. **The agreed number of ECTS must be lower than the total number of ECTS required by your Study Plan for the final exam and must be proportional to the duration of the mobility and the expected workload.** The degree-related research activity to take abroad must be associated with the item "Final exam" in the UNIFI Student's exams record.

Associazione 3

Codice	Descrizione	CFU	Descrizione	CFU	Info
	Master thesis work	8	B015551 - PROVA FINALE	12	



In the notes addressed to the UNIFI Professor, you must necessarily explain the cause of the discrepancy between the ECTS and the CFU

Note Chiudi ▾

Note dello studente:

In order to associate the activity to take abroad and the UNIFI one, indicate "Thesis work" (if this is a degree-related research work for the first level degree dissertation) or "Master thesis work" (if this is a degree-related research work for the second level dissertation) in the section relating to the activities to take abroad, while in the section relating to the UNIFI activities associate it with the activity relating to the final exam. You will be also asked to:

- ✓ Indicate **the name and surname of the UNIFI supervisor** in the Notes field (the Notes field will become available after clicking on 'Display the Learning')
- ✓ In the attachments section, you **MUST** enclose the [Declaration of degree-related research mobility](#) duly completed and signed by the UNIFI supervisor



Remember that the final exam must always be presented at UNIFI upon your return from the mobility period. **IT IS NOT POSSIBLE TO GRADUATE DURING THE ERASMUS MOBILITY.**

e. Combined internship to a period of study

The Erasmus+ mobility for study purposes may correspond to a period of study combined with a short internship, to be carried out within the host institution or in a place affiliated with the host institution. The mobility period is considered as an overall period of study. If possible, the internship should be integrated in the student's study program (*curricular internship*).

If you wish to include an internship activity in the Learning Agreement, you can specify it as an internship associating it with the curricular internship included in your study plan.

Associazione 5

Rimuovi

Codice	Descrizione	SSD	CFU	Totale ECTS:	Progr. AD	Virt.	Descrizione	CFU	Info
	Internship			6			B016824 - TIROCINIO	12	

In the Notes field, you must indicate the name and the surname of the foreign Tutor who will take care for you during the internship activity, and the number of CFU credits you wish to be recognised upon return.



How to make associations

The selected and confirmed associations are displayed side by side, it is always possible to remove any association by clicking on [Remove association](#)

Associazione 3

Codice	Descrizione	SSD	CFU	Totale ECTS:	Progr. AD	Virt.	Descrizione	CFU	Info
	Master thesis work		8				B015551 - PROVA FINALE	12	

[Rimuovi Associazione](#)

Associazione 6

Codice	Descrizione	SSD	CFU	Totale ECTS:	Progr. AD	Virt.	Descrizione	CFU	Info
123456	Automation Technology			6			B031211 - TECNOLOGIE PER L'AUTOMAZIONE INDUSTRIALE	6	

[Rimuovi Associazione](#)

Totale ECTS: 8

Totale CFU: 18

AD non associabili (TAF D)

Codice	Descrizione	SSD	CFU	CFU Esteri	Progr. AD	Virt.
456789	Swedish				3	

Totale CFU: 0

As a general direction, it is expected to acquire approximately 30 ECTS in one semester, and approximately 60 ECTS for a full academic year mobility. As far as recognition is concerned, it is essential to have a correspondence in terms of learning outcomes with the exams to take abroad, even if it's not necessary to have an exact correspondence in terms of ECTS between the single activity taken abroad and the single UNIFI learning activity (this is the case, for example, in which the activity taken abroad and the UNIFI learning activity are considered equivalent by the UNIFI Professor although there is a discrepancy in the number of ECTS credits of the single activities).

It is also possible to choose different kinds of associations, e.g.:

- ✓ Two exams taken abroad replace one UNIFI exam, or viceversa
- ✓ A set of exams taken abroad replace a set of UNIFI exams

Some study courses provide the possibility of choosing a set of exams previously agreed with the foreign institution: **when choosing the teaching activities to be included in the Learning Agreement, always refer to the International Relations Office of your School who will support you with all the useful information.**

In the recognition request, the total number of the ECTS credits in your Learning Agreement should correspond to the total number of the UNIFI learning activities you wish to be recognised, otherwise you must indicate the reason in the Notes field (e.g. foreign AD deemed equivalent to the UNIFI AD by the UNIFI Professor, even if the number of the ECTS credits related to the activity taken abroad is lower than the corresponding number of UNIFI CFU credits for the same activity).

Foreign contact management

The function 'Foreign Contact Management' (Gestisci Ref. Straniero) allows you to include/modify the foreign contact person responsible for your Learning Agreement.



In the image below you can see the related function:



through which you can:

- ✓ select the foreign contact person from a list that picks up from the external contact persons dealing with mobility issues in foreign universities. If there are no well-defined external contact persons for the receiving university, this list of values is not displayed;
- ✓ use the text fields to manually enter the contact person.

If this data is not recoverable, the IT system will still be able to transmit the learning agreement to the host university, even if the field is not filled in.

It is important that you keep your Study Plan updated: even if you are carrying out your mobility period, remember to include the UNIFI activities previously included in your Learning Agreement also in your exams record (Libretto) by choosing them from your study plan offer or from the University academic offer, carrying on this procedure during the first available Study Plan compilation window set up by your UNIFI study course. Furthermore, if after updating your Study Plan it is possible to associate the activities to take abroad previously flagged as "Non-associabile AD" with UNIFI activities, you must proceed with a 'Changes to the original Learning Agreement' including the association. Any modification to a Learning Agreement already approved by the UNIFI Professor will correspond to a Changes to the Original Learning Agreement. NB Before making any changes to the approved Learning Agreement, it is necessary to be sure that the Learning Agreement - Before the Mobility has been duly approved both by UNIFI and the host university.

Learning Agreement Submission

After having done the Associations and attached the Documents, if required, you can submit the Learning Agreement to the UNIFI Professor by clicking on [Submit Learning Agreement](#). After clicking on [Submit Learning Agreement](#) and before confirming the submission of the Learning, you must specify your **level of linguistic knowledge** of the main host Institution teaching language or the level that you undertake to acquire before departure.

After the Learning submission, the UNIFI Professor automatically receives a notice on his page, **do not send other communication to the Professor or to the Offices to warn them about the submission or to solicit the Learning approval!**



After clicking on [Submit Learning Agreement](#), it will be possible to fill in the Notes field for the Professor; **you must ALWAYS fill in the Notes field with these information:**

- ✓ Specify the start and end dates of the mobility (**mandatory information!**)
- ✓ For the School of Mathematics, Physics and Natural Sciences, confirm having first agreed on the Learning Agreement activities with the Erasmus Coordinator of your Study Course
- ✓ **If you choose an activity to take abroad that counts as a MODULE of a UNIFI integrated course** (this can occur, for example, if the UNIFI integrated exam does not have the same structure modules as the integrated exam in the host Institution, or if you can only attend one semester and the correspondent biannual part of the full academic year program), when associating the exam to take abroad with the UNIFI exam you will have to choose the complete UNIFI integrated learning activity **always indicating** in the Notes field which module of the UNIFI integrated learning activity you will take abroad and which one you will take upon your return to Florence.

NB The choice to take abroad only one part of an integrated learning activity, must not be interpreted as a routine procedure in the Learning Agreement drafting, instead of **a solution to use just in cases in which it is not possible to find learning activities to take abroad totally compatible with UNIFI ones!** In any case, it is always up to the UNIFI Professor and to the host institution to ultimately approve or not the Learning Agreement proposal.

- ✓ **If you carry out abroad only a part of your degree-related research activity**, you must specify how many CFU credits you will be carrying out abroad for this activity and the name and surname of the UNIFI Supervisor. The agreed number of ECTS must be lower than the total number of ECTS required by your Study Plan for the final dissertation and must be proportional to the duration of the mobility and the expected workload. The degree-related research activity taken abroad must be associated with the item "Final exam" and/or "Thesis research" in the UNIFI exams record (Libretto).
- ✓ **If you included an activity to take abroad as TAF D WITHOUT associating it with any UNIFI free-choice activity**, you must specify the reason for the non-association:
 - if you haven't associated the activity because you haven't updated the Study Plan yet, during the first available window you must modify the Study Plan specifying the free choice activities (TAF D) / free credits and consequently updating also the Learning Agreement;
 - if, on the other hand, you have not associated the activity because you wish it to be recognized upon return as a free-choice activity with the foreign name, specify it in the Notes field;
- ✓ **If you have included an internship activity**, also specify the name and surname of the foreign Professor as Tutor.



After having specified the Notes click on **Learning Agreement Confirmation**:

Note

Note dello studente: Gentile Professore, ecco il mio learning , effettuerò la mobilità all'estero dal 1 febbraio 2023 al 31 luglio 2023. La informo che
- per l'esame estero XXXXXX non ho effettuato alcuna associazione con attività del mio libretto UNIFI perchè 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 aggiornerò il learning agreement
- effettuerò all'estero parte del lavoro di tesi, per un totale di 8 cfu sui 12 previsti nel mio Piano di studi, allego lettera del Relatore UNIFI Prof. Mario Rossi

Note del docente: approvo il Learning

Conferma Learning Agreement Annulla Esci

The Learning Agreement status

After having confirmed the Learning Agreement, you will be able to see it in your page with the status *"Presentato"*.

Dati Generali	
Bando di riferimento	SCUOLA DI INGEGNERIA- BANDO ERASMUS PER STUDIO 2022-2023
Anno Accademico mobilità	2022/2023
Destinazione	(E BARCELO03) 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 different possible Learning Agreement status are:

- ✓ **DRAFT (BOZZA)** when it is in the process of being completed by the student. As long as the Learning Agreement is in draft status, and not presented, it cannot be viewed by the Professor;
- ✓ **SUBMITTED (PRESENTATO)** when the student has submitted the Learning Agreement and it is visible on the Professor's web page.
NB **Only in exceptional cases**, if following the submission, and only before the approval of the Document, you find yourself in the position of changing the already submitted Learning Agreement not yet undertaken by the Professor, you can submit a new version that will replace the previous one, by clicking on New Learning Agreement.
- ✓ **REVIEW (REVISIONE)** when the Professor has already undertaken the LA and he/she is in the process of reviewing it;
- ✓ **INTERNALLY APPROVED (APPROVATO INTERNAMENTE)** when the Professor approved the LA, even writing down some comments for the student, and it is ready for the transmission to the receiving institution and the final approval;



- ✓ **REJECTED (RESPINTO)** if the Professor rejected the Learning, writing down some comments for the student. In this case, clicking on **New Learning Agreement** you will be able to edit it with the revisions requested by the Professor

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 15:56
Stato Learning Agreement	Questo learning agreement è stato approvato internamente
Docente Responsabile Learning Agreement	

Transmission of the Learning Agreement to the host Institution

Since the Learning Agreement has been approved by the UNIFI Professor from his/her own webpage, it is not necessary it displays the original signature considering that it has been digitally signed.

NB the Learning Agreement *Before the mobility* must be countersigned by the host institution BEFORE the departure. If it cannot be signed before the departure **due to force majeure**, it is necessary to have it signed within 7 days from the arrival to the receiving institution.


1st sending method: UNIFI Professor' sending the Learning Agreement to the receiving institution via EWP Erasmus Without Paper node

The goal of the EWP (Erasmus Without Paper) project, in which all the European universities are involved, is the online management of the entire student mobility process, from the nomination to the "release" of the Transcript of Records. Partner universities can automatically exchange a set of information, from the generic ones related to the university, its academic programmes, offered courses, to the inter-Institutional agreements drafting, the list of nominations, mobility period data, Learning Agreement and the taken exams.

As far as the Learning Agreement is concerned, the document is sent directly from the UNIFI Professor's personal area to the Professor in charge for the receiving Institution, therefore it is not necessary for the UNIFI student to send it by email to the host Institution. Through the EWP platform, the foreign Partner can also comment on the Learning, approve or reject it. If the Learning is rejected by the receiving Institution, you will need to modify it.



If the foreign University is connected to the EWP network, you will be able to see this banner in the learning agreement compilation window

Ateneo di destinazione integrato con EWP 

If you cannot see this banner, you must necessarily go ahead with the 2nd sending method to the receiving Institution.

Data exchange via EWP is still in an experimental not yet completed phase, given the heterogeneity of the IT implementation level of the different European universities. The online sending of the Learning to the receiving Institution by the UNIFI Professor could therefore be difficult or not feasible, in this case each student, upon notification of the International Relations Office of the School, must send the document to the host University as indicated in Modality 2

From the moment in which the UNIFI Professor clicks on the "Send via EWP" function, and until receiving the reply from the partner institution, the LA will no longer be modified either by the student or by the UNIFI Professor. In fact, the "New Learning Agreement" function will not be displayed in the student's summary page, effectively inhibiting any new operation on it.

Important! The transmission of the EWP data to the receiving Institution is carried out by the system once a day (batch processing), the sent Learning is therefore not immediately visible to the Partner

Once examined the LA sent by the UNIFI Professor through EWP, the receiving Institution is able to run 2 procedures:

1. Comment on the LA: this means that there are changes to be made in order to consider your LA acceptable;
2. Approve the LA: the sent LA is fine and can therefore be approved by the receiving university.

Case 1: Comment received

The receiving Institution considered your LA inadmissible and proposed some changes through the comments sent. In the following image you can find highlighted an example:



The **red** box shows how, in the field of the LA summary pages named "Notes relating to the receiving university", appears the comment received which invites you to make some changes. While for the teacher what indicated in the field is just an information, for the student it has a further effect, that is to display again the function for the creation of a new LA (as highlighted in the **green** box) as you must be able to implement the required changes to get your LA approved. This will re-trigger all the internal approval process that has been described above.

Case 2: Approval received

The receiving University has approved the LA. The Notes field will contain the detail of who approved the LA and the date of approval. In the following image you can find highlighted an example:

The approval receipt from the host university allows the system to automatically generate the LA in the "Approved" status, indicating that the LA has been approved by all three Parties (student, UNIFI Professor and LA responsible for the receiving university). At this stage, the LA management process with EWP integration has concluded. You will be able to restart the process when applying 'Changes to the Learning Agreement'.

2nd method, to be used ONLY IF the 1st sending method was unsuccessful: UNIFI student sends the Learning Agreement by email to the receiving institution

If the LA sending via EWP has not been successful, i.e. the receiving institution has not received your Learning agreement via web, once the Learning has been approved by the UNIFI Professor you need to download in pdf format the European version of the document by clicking on **Print (European Standard)** and send it by email to the host University for approval and signature.



Note del docente:

Note relative all'Ateneo di Destinazione:

[Nuovo Learning Agreement](#) [Stampa Riepilogo LA](#) [Stampa \(Standard Europeo\)](#) [Storico Learning Agreement](#) [Esci](#)

During the mobility, Changes to the original Learning Agreement

After the approval of the first Learning Agreement by the UNIFI Professor and the host University Professor, if necessary, you can make changes (so-called Changes to the original Learning Agreement). **Attention! You cannot attend a course abroad and take the related exam if the activity has not previously been included in the Learning agreement: changes to the Learning agreement must be made at the beginning of the semester, not at the end!**

Any changes to the original Learning Agreement already approved by both parties (UNIFI and host university) must be duly justified.

You can realize up to 4 changes, to be done within 5 weeks from the beginning of your mobility (or from the beginning of the second semester in the case of full academic year mobility), except for more restrictive deadlines set by the partner institution.

You must complete a **New Learning Agreement** even if the first version of your Learning has been rejected by the UNIFI Professor, taking into consideration that this change does not count in the allowed 4 changes maximum. Each change to an already approved Learning Agreement by UNIFI will instead correspond to a Changes to the Original Learning Agreement. **Before doing any changes to the approved Learning Agreement, always verify that the Learning Agreement - Before the Mobility has been duly approved both by UNIFI and the host university.**

In order to change the LA, you must submit a **New Learning Agreement**

Note del docente:

Note relative all'Ateneo di Destinazione:

[Nuovo Learning Agreement](#) [Stampa Riepilogo LA](#) [Stampa \(Standard Europeo\)](#) [Storico Learning Agreement](#) [Esci](#)

And follow the same directions so far described, eliminating the associations already specified if you do not want to take them anymore and/or adding or deleting the activities. You must also indicate the reason for which you are requesting a change:



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Periodo di sostenimento: -- Seleziona un periodo --

Link web programma AD:

Motivazione Inserimento: -- Seleziona una Motivazione --

Descrizione altra motivazione
(inserire solo se è stato selezionato
'Altro):

Conferma annulla Esci

Even this new Learning must be approved both by the UNIFI Professor and the host university. Therefore, it's important that you act in due time before the expected return date if you wish that any new activities included in the changes will be recognised upon return. When you click on [New Learning Agreement](#), the status of the Learning Agreement changes from Approved to Draft: if you change your mind and you do not intend to go forward with the changes, you can always delete the draft by clicking on [Delete draft](#).

Learning Agreement History

You can always check all the approved or rejected Learnings by clicking on [Learning Agreement History](#). The [Print LA Summary](#) mask is a useful document for internal use which shows also all the Notes written by the student and by the Professor.

Nuovo Learning Agreement Stampa Riepilogo LA Stampa (Standard Europeo) **Storico Learning Agreement** Esci

Storico Learning Agreement

Stato	Data	Approvato
Approvato Internamente	09/11/2022	●
Sostituito	09/11/2022	●
Sostituito	09/11/2022	●

After the Mobility, recognition of the activities

When completed your mobility abroad, you must contact the International Relations Office of your School and proceed with the request for recognition of the learning activities carried out abroad ONLY after having handed all the documents related to the end of your mobility.



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Erasmus+

In order to apply for the recognition of the exams taken abroad, you must first check that the last approved Learning Agreement (both by UNIFI and the host Institution) corresponds to the Transcript of Records (certification with the list of the passed exams taken abroad) provided by the host University, both relating to the names of the exams and to the number of ECTS/CFU credits. **Recognition must occur based on the last approved Learning Agreement.**

After having received the Transcript of Records in pdf copy (and the [Confirmation of degree-related research mobility](#) from the host institution, if you carried out a degree-related research mobility) and after having checked that all the passed activities are correctly registered in the Learning Agreement, you must enclose the Transcript of Records and the possible confirmation letter of degree-related research on your GCS page before asking for the recognition (section "*Upload attachments upon return*").



In the event an integration of the exam taken abroad is necessary, it is important that you register for the UNIFI integrated exam session only **AFTER** the exam recognition has been registered in the online student's exams record (Libretto)

Contacts

For IT issues:

International Mobility Office,
mail: [erasmus\(AT\)adm.unifi.it](mailto:erasmus(AT)adm.unifi.it)
tel. 055.2756973

For any issue related to learning and teaching matters, always refer to the Professor responsible for the Learning Agreement and to the [International Relations Office of your School](#)