

# Compilation of the Learning Agreement

## Instructions for ERASMUS Students - Vers . 1.5 - May 2021

by Andrea Corradini

Students who have been awarded an ERASMUS grant for a European **Partner** of the Department must contact Veronica Tomatis (< erasmus@di.unipi.it >) for procedural and administrative aspects, such as nomination to the Partner and information on how to interact with the International Relations office of the University for the formal acceptance of the scholarship.

Instead, the student must interact with the **tutor** who will be assigned to him for the didactic aspects, i.e. for the choice of courses to be followed abroad ("**external courses**") and to establish their correspondence with the courses of the Degree Course to which he/she belongs ( **internal courses** ). This phase is completed with the completion of the **Learning Agreement (LA)** by the student on the Erasmus Mobility portal . The LA must be signed in order by the student, by the CAI (Andrea Corradini) and by the Partner's Erasmus responsible. Once completed with the three signatures, it must be uploaded to Erasmus Mobility to unlock the possibility of signing the Contract.

Here are some indications and suggestions for completing the LA.

1. Check on the Partner's website for the deadline for sending the LA. Make an appointment with the tutor well in advance, i.e. at least three weeks before the deadline, or immediately if the deadline is closer. If the LA is not required for the application to the Partner, contact the tutor at the latest around mid-June (for departures in September) or early November (for departures in January).
2. Show up for the (virtual...) appointment with the tutor with:
  1. The list of internal courses that the student has yet to take (for each course: name, code, credits and possibly teacher).
  2. A **list of external courses** you would like to take and a **match proposal with internal courses** that you would like to validate. Obtain the **syllabus** of external courses from the partner's website.

These lists and the correspondences between internal and external courses will be completed and/or corrected with the help of the tutor. When choosing external courses, check that they are of the right level (bachelor's: first level, master's: second level) and that the required preparatory requirements are met; exceptions are possible if reasonably motivated, but the Partner's Manager may then not approve the LA, requesting a correction. External courses can also be chosen from different Degree Programs at the Partner (unless the Partner forbids it), for example Computer Engineering, Bioinformatics, Business Informatics, etc..

3. Total external course credits: they must be (approximately) 60 ECTS if the scholarship is for one year, (approximately) 30 if it is for a semester. [Attention: 1 of our credits = 1 ECTS. In some cases the partner's credits are not equivalent to ECTS, for example a credit in Great Britain is worth 0.5 ECTS; see [http://en.wikipedia.org/wiki/European\\_Credit\\_Transfer\\_and\\_Accumulation\\_System](http://en.wikipedia.org/wiki/European_Credit_Transfer_and_Accumulation_System) ].
4. *Fundamental / characterizing* and *complementary / elective* and *free choice* courses can be validated. However, in the end, any changes made to the study plan must be consistent with the regulation. In fact, after completing the LA, the student **will have to submit the resulting study plan** (if modified with respect to the original one, as often happens) **to the Study Plan Commission** for approval. In case of doubts regarding the study plan, ask for clarifications to Prof. Laura Semini <laura.semini@unipi.it> for the bachelor degree, Prof. Alessio Micheli <alessio.micheli@unipi.it> for

the master's degree in Computer Science, Prof. Salvatore Ruggieri <salvatore.ruggieri@unipi.it> for the master's degree in Data Science and Business Informatics, and Prof. Marco Danelutto <marco.danelutto@unipi.it> for the master's degree in Computer Science and Networking.

5. The student can also choose to follow an external course **that does not have a corresponding internal course**. In this case, the same external course (name and credits) will be indicated as the corresponding internal course. In this case, of course, the course cannot be a fundamental one, but only complementary/elective or free choice. **Warning:** this option can only be used if there is no internal course that largely overlaps with the external one.
6. Correspondence between external and internal courses can generally be many-to-many, the important thing is that the credit totals correspond “well enough”.
7. For each external course X that the student wants to take instead of an internal one Y, if the match is clear to the tutor (in terms of number of credits and/or content coverage), it will be included in the draft. Otherwise the tutor will consult a teacher of course Y about it. There are three possibilities:
  - the teacher admits X instead of Y: the correspondence is inserted in the draft;
  - the teacher ABSOLUTELY DOES NOT admit X instead of Y: see if X corresponds to some other internal course, or indicate in the draft a correspondence with an internal course with the same denomination X (as in point 5), or give up following course X;
  - the teacher admits X for Y, but subject to a supplementary interview (“Colloquio integrativo”) of [1-3] CFU on topics of course Y. If the student agrees, the correspondence will be added to the draft, indicating the supplementary interview as a condition for validation.

After agreeing on all correspondences between external and internal courses, the student must fill in the **Learning Agreement (LA)** in electronic form on the Erasmus Mobility portal, entering all the external and internal courses identified. Warning: any supplementary interviews scheduled for correspondence should not be entered. The Learning Agreement completed in this way must be signed by the student and sent to <erasmus@di.unipi.it> **together with a copy of the correspondence with the tutor, which shows the approval of the correspondences reported in the LA**. The CAI (Andrea Corradini) will check that the LA is filled in correctly and will sign it. In this phase, the methods for sending the LA to the partner for the third signature will also be defined, which vary from case to case.

## After departure

It is possible (it often happens...) that after departure the student has to change some entries in Table A (external courses), for example if a chosen course is not activated or it is not possible to follow it for other reasons, or because the student decides to add a course, or because you decide to extend your stay. In this case the student **must contact the tutor**, and together they must agree on the changes to the already fixed correspondences (cancellations, modifications or insertions). The student must therefore fill in the "LA During the mobility" on the Erasmus Mobility portal, reporting the agreed changes in Tables C and D, and must send it to the CAI for a check and for signature, before having it signed by the partner's Erasmus Manager .