Filling in the Learning Agreement and other information Instructions for ERASMUS Students - V. 4 - May 2025

by Andrea Corradini

Please note: All documents produced before, during and after the Erasmus mobility must be completed and/or uploaded to the student's Personal Page on the Erasmus Mobility Portal ("**Portal**") (https://erasmusmobility.unipi.it/erasmus/welcome/ #). However, the Personal Page will only be accessible after the official publication of the ranking list, which can take place even more than one month after the (informal) communication of having been awarded the Erasmus grant. Only after the publication of the ranking will the student be able to officially accept the scholarship (following the instructions they will receive) and access the Personal Page.

The student who has 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 the Nomination at the Partner, and once the nomination has been made he/she must personally deal with the Application, following the instructions received from the Partner or available on its website.

Please note: If the Partner requires a certificate in English of the exams taken, it can be requested at the address rilascio.certificati@unipi.it (see https://www.unipi.it/index.php/servizi-di-segreteria/item/1981-rilascio-certificati)

To each student, the CAI (Andrea Corradini) will assign a **Tutor** to assist him/her in the teaching aspects, i.e. for the choice of courses to be taken abroad ("**external courses**") and to establish their correspondence with the subjects of the Degree Course to which he/she belongs ("**internal courses**"). This phase is completed with the compilation of the **Learning Agreement before the mobility ("LA before") and its signature by** the student, the CAI and the Partner's Erasmus officier.

Deadline: The deadline for uploading the LA Before with the three signatures on the **Portal** is approximately three weeks before the beginning of the mobility. In fact, the upload of the LA Before serves to unlock the **Contract**, which the student must download, complete with the required data, **digitally sign**, and upload on the Portal. **The student cannot start the mobility before having signed and uploaded the Contract, otherwise the grant will be forfeited.**

However, the deadline for completing the LA before also depends on other factors. In fact, the Partner might request the LA already during the Application phase, several months before the start of the mobility. If you are in this situation, please contact the CAI, requesting the appointment of a tutor.

Please note: Completing the **LA before** on the **Portal** will only be possible after official acceptance of the scholarship. If the **LA before** is needed earlier, a Word version of the document can be requested from erasmus@di.unipi.it to be filled in and sent to the Partner. The student should still complete the **LA before** on the **Portal** when possible.

Please note: The Erasmus office of the Department (erasmus@di.unipi.it) does not deal with scholarships and related payments. If you have any questions in this regard, please contact the International Mobility Unit of the University of Pisa (erasmus.outgoing@unipi.it)**.**

Compilation of the LA before with the Tutor

Below are some indications and suggestions for completing the **LA before**.

1. Check the Partner's website for the deadline for submitting the **LA before**. 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 before** is not required for the Application with the Partner, contact the **Tutor** at the latest around mid-June (for September departures) or early November (for departures in January / February).

2. Show up for the appointment (possibly virtual...) with the tutor with:

   - **The list of internal courses** the student has yet to take (for each course: name, code, credits and possibly teacher).

   - A **list of external courses** that you would like to follow at the Partner, and a **correspondence proposal with internal courses** that you would like to be validated. Obtain the **syllabus** for the external courses from the partner's website (typically a URL, or a PDF document).

   These lists and the correspondence 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: first level, master's: second level) and that the required propaedeuticities are met. Exceptions are possible if reasonably justified, but the Partner's Erasmus Coordinator may then not approve the LA, requesting a correction. If the Partner allows it, some external courses may also be chosen from different Degree Courses, e.g. Computer Engineering, Bioinformatics.

3. Total external course credits: must be around 60 ECTS if the grant is for one year, 30 if it is for one semester. This is an indicative figure, but try not to go below 40 and 20, respectively. [Attention: 1 CFU our = 1 ECTS. In some cases partner credits are not equivalent to ECTS, e.g. one credit in the UK is worth 0.5 ECTS; see
   http://en.wikipedia.org/wiki/European_Credit_Transfer_and_Accumulation_System].

4. There are no formal constraints on the internal courses that can be validated, in the sense that both *fundamental*, *complementary/elective* and *free choice* courses can be validated. However, in the end, any changes made to the Study Plan (PdS) must be consistent with the regulations. In fact, after completing the LA, the student **will have to submit the resulting PdS** (if modified compared to the original one, as often happens) **to the Study Plan Commission** for approval. In case of doubts regarding the Study Plan, ask the respective committees for clarification: < pdsinf@di.unipi.it> for the Three-year degree, <pdswif@di.unipi.it> for the Master's degree in Computer Science, to Prof. Antonio Frangioni < antonio.frangioni@unipi.it> for the Master's degree in Data Science and Business Informatics, to Giuseppe Prencipe <giuseppe.prencipe@unipi.it> for the Master's degree in Informatics for Digital Health.

5. The student may also choose to take an external course **that does not have a corresponding internal course**. In this case, if approved, 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. **Please note:** this option can only be used if there is no internal course that largely overlaps with the external one.

6. The correspondence between external and internal courses can generally be N to M, the important thing is that the credit totals match "well enough".

7. For each external course X that the student wants to take instead of an internal course Y, if the match is obvious to the tutor (in terms of number of credits and/or content coverage), this will be included in the draft. Otherwise, the tutor will consult a lecturer of course Y on the matter. There are several possibilities:

   - The course teacher admits X instead of Y: the match is entered in the draft.

- The teacher absolutely DOES NOT allow course X in place of Y: see if X corresponds with some other internal course, or indicate a correspondence with an internal course of the same name X (as 3in point 5), or give up taking course X.

- The lecturer admits X for a part of Y: typical situation that may occur if Y is a 12 or 15 credit examination; indicate course X in the draft, and course Y as 'partial' with the number of credits that are recognised.

- The lecturer admits X for Y, but subject to a supplementary interview (**Colloquio**) of (typically) 1-3 CFU on topics from course Y. If the student agrees, the correspondence indicating the integrative interview as a condition for validation will be added in the draft.

After having agreed on all the correspondences between external and internal courses, the student must complete the **LA before** in electronic form on the **Portal**, inserting all the external and internal courses identified. If the **Portal** is not yet available and the Partner's deadline is approaching, ask erasmus@di.unipi.it for a Word version of the **LA before.**

Please note: Any supplementary interviews (colloqui) scheduled for correspondence must not be entered in the **LA before,** but if an internal course is recognized after a supplementary interview, it must be reported in the **LA before** indicating "(partial)" in the title, and subtracting from the number of credits those of the interview. For instance, if "**301AA - Advanced Programming – 9 CFU**" is recognized after a 3-credit supplementary interview, it should be reported as "**301AA - Advanced Programming (partial) – 6 CFU**".

The **LA before** completed on the Erasmus Mobility Portal is automatically sent to the CAI (Andrea Corradini) for approval. Instead, the **LA before** compiled as a Word document must be sent to the CAI by the student for approval and signature. In any case, the student must send to the CAI (erasmus@di.unipi.it) **a copy of the correspondence had with the tutor, which shows the approval of the correspondence reported in the LA.** Once approved by the CAI, the LA must be signed by the student and sent to the **Partner** for the third signature.

After departure: LA during

It is possible (it often happens...) that after departure the student will have to change some entry 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 these cases the student **must contact the Tutor**, and together they must agree on changes to the correspondence already established (cancellations, modifications or insertions). Then the student must fill in the "**LA during the mobility**" on the Erasmus Mobility portal, reporting the agreed changes in the appropriate tables, and must send a copy of the messages exchanged with the tutor to the CAI so that he can approve it. The "LA during" approved by the CAI must be signed by the student and by the **Partner**, and then uploaded to the portal for final approval.

Please note: In the case of a request for a mobility extension (which is possible in the Call for Proposals 2025, but only with zero grant), the 'LA during' complete with the three signatures must be uploaded on the Portal **at least one month before the end of the originally planned mobility**.

At the end of mobility: LA after

At the end of the mobility, the student must ensure that the "**Transcript of Records**" ("**ToR**"), i.e. the official document containing the list of exams passed and the related grades, is sent by the Partner to Veronica Tomatis (erasmus@di.unipi.it). Based on the **ToR** the CAI will prepare the "**LA after the mobility**", containing the list of recognized exams and the related grades, which will be sent to the student.

Only at this point will the student have to (1) fill in the **LA after** on the portal and (2) upload, in a single PDF,

the **ToR**, the **LA after** received from the CAI and the **Departure Certificate**, i.e. the declaration signed by the Partner certifying the end date of the mobility.

Please note: On the basis of the European Credit Transfer and Accumulation System (ECTS) Users' Guide (https://education.ec.europa.eu/sites/default/files/document-library-docs/ects-users-guide_en.pdf) the exams grades are converted by using the statistical distribution tables of grades published by the partners and by the University of Pisa. The latter are published, for each degree, in the ECTS Catalogue (https://old.unipi.it/index.php/university/itemlist/category/533).