

Completing the Learning Agreement and other information

Instructions for Erasmus Students - V. 5 - April 2026

by Andrea Corradini

Introduction: All documents produced before, during, and after the Erasmus mobility period must be completed and/or uploaded to the student's Personal Page on the Erasmus Mobility Portal (the "**Portal**") (<https://erasmusmobility.unipi.it/erasmus/welcome/#>). However, the Personal Page will only be accessible after the official publication of the ranking list, which may take more than a month after the (informal) notification of the awarding of the Erasmus mobility. Only after the ranking list has been published will the student be able to officially accept the mobility (following the instructions they will receive) and access their Personal Page.

Some of the following instructions are also included in the Erasmus Call for Applications. In the event of any ambiguity or contradiction, the information in the Call for Applications is binding. We recommend reading it carefully.

Students who have been awarded an ERASMUS mobility for a European **Partner** of the Department must contact Veronica Tomatis (erasmus@di.unipi.it) for procedural and administrative aspects, such as the Nomination with the Partner, and once the nomination has been made, they must personally take care of the Application, following the instructions received from the Partner or found on its website.

Please note: The Department's Erasmus Office (erasmus@di.unipi.it) does not handle scholarships and related payments. If you have any questions, please contact the International Mobility Unit of the University of Pisa (erasmus.outgoing@unipi.it) .

Please note: If the Partner requires a certificate in English of the exams taken, it can be requested at rilascio.certificati@unipi.it (see <https://www.unipi.it/didattica/segreteria/gestione-della-carriera/certificati-e-diplomi/rilascio-dei-certificati>)

The CAI (Andrea Corradini) will assign each student a **tutor** to assist them with academic matters, namely, choosing the courses to take abroad (“**external courses**”) and ensuring their correspondence with the courses of their respective degree program (“**internal courses**”). This phase (described in the next section) is completed with the completion of the **Learning Agreement before the mobility** (“**LA before**”) , which can be done in two ways:

1. Online on the portal, mandatory when the portal is accessible: The LA is automatically sent to the CAI, which must approve it (possibly after interacting with the student). After approval, if the partner accepts the **Online Learning Agreement (OLA)**, the LA is automatically sent to the Partner for approval, and once approved, the **Contract** is unlocked.
Otherwise, the student must sign the LA, send it to the Partner for signature, and upload the LA with the three signatures to the portal. Once the CAI approves it, the **Contract** is unlocked.
2. As a PDF, only if the portal is unavailable: the student can request a Word version of the document from erasmus@di.unipi.it. Once completed, they must send it to the CAI for signature, then sign it, and send it to the Partner for signature. As soon as the portal is available, the student must enter the LA data on the portal and, after receiving approval from the CAI, upload the LA with the three signatures to the portal. Once the CAI approves, the **Contract** is unlocked.

Important: When the LA is sent to the CAI (automatically from the portal or by email from the student), the student must email the CAI **with the correspondence table** approved by the tutor, along with **a copy of some**

messages exchanged with the tutor or any other evidence that the tutor has approved the correspondences reported in the table.

Deadline: The deadline for uploading the LA Before with the three signatures to the **Portal** is approximately three weeks before the start of the mobility period. Uploading the LA Before is necessary to unlock the **Contract**, which the student must download, complete with the required data, **digitally sign**, and re-upload to the portal. **The student must upload the signed Contract to the portal no later than seven days before departure.**

However, the deadline for completing the LA before also depends on other factors. In fact, the Partner may require the LA during the Application phase, several months before the start of the mobility period. If this deadline is approaching and you don't yet have a tutor, contact the CAI immediately.

Completing the LA before with the Tutor

Here are some tips and suggestions for completing the **LA before** form .

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 applying to the Partner , contact the **Tutor** no later than mid-June (for departures in September) or early November (for departures in January / February).
2. Show up for the appointment (possibly virtual...) with the tutor with:
 1. Copy of the Study Plan
 2. **The list of internal courses** that the student still has to take, as resulting from the Study Plan (for each course: name, code, credits and possibly lecturer).
 3. A **table** (preferably a spreadsheet) containing the **list of external courses** that you would like to follow at the Partner and a **correspondence proposal with internal courses** you would like to validate. Obtain the **syllabus** for external courses from the partner's website (typically a URL or a PDF document).

The **table of correspondence** between internal and external courses will be completed and/or corrected with the assistance of the tutor. When choosing external courses, check the language of instruction, that they are of the appropriate level (Bachelor's degree: first level, Master's degree: second level), and that the required prerequisites are met. Exceptions are possible if reasonably justified, but the Erasmus Coordinator of the Partner may then not approve the LA, requiring a correction. If the Partner allows it, some external courses can also be chosen from different degree programs, for example, Computer Engineering, Bioinformatics, etc.

3. Total credits: should be approximately 60 ECTS if the mobility is for one year, 30 if it is for one semester. This is an approximate figure, but try not to go below 40 and 20, respectively. [Note: one Italian CFU = one European ECTS. In some cases, partner credits are not equivalent to ECTS credits; for example, one credit in Great Britain is worth 0.5 ECTS credits; see: http://en.wikipedia.org/wiki/European_Credit_Transfer_and_Accumulation_System].
4. There are no formal constraints on validatable internal courses, meaning that both *core/characterizing* and *complementary/ elective courses*, as well as *free choice courses*, can be validated. However, **please ensure** that any changes to the Study Plan are consistent with the regulations. After completing the LA, the student **must submit the resulting Study Plan** (if modified from the original, as often happens) **to the Study Plan Committee** for approval. If you have any doubts regarding the Study Plan, please ask the respective committees for clarification: <pdsinf@di.unipi.it> for the Bachelor's

degree, <pdsrif@di.unipi.it> for the Master's degree in Computer Science, Prof. Antonio Frangioni <antonio.frangioni@unipi.it> for the Master's degree in Data Science and Business Informatics, and Giuseppe Prencipe <giuseppe.prencipe@unipi.it> for the Master's degree in Informatics for Digital Health.

5. Students may choose to take an external course **that does not have a corresponding internal course**. In this case, if approved, the external course (name and credits) will be indicated as the corresponding internal course. In this case, the course cannot be a core course, but only a complementary/ elective or free choice course. **Please note:** this option can only be used if there is no internal course that significantly overlaps with the external course.
6. The correspondence between external and internal courses can generally be N to M. Any small differences in credits between an external and an internal course are permissible, but the important thing is that the total credits of the courses taken abroad and of those recognized correspond “sufficiently well.”
7. For each external course X that the student wishes to take instead of an internal course Y, if the correspondence is evident to the tutor (in terms of number of credits and/or content coverage), this will be entered into the **table of correspondence**. Otherwise, the tutor will consult a teacher of course Y regarding the matter. There are several possibilities:
 - The course instructor allows X instead of Y: the correspondence is inserted into the table.
 - The teacher absolutely does NOT allow course X in place of Y: see if X corresponds to some other internal course, or indicate in the table a correspondence with an internal course with the same name X (as in point 5), or give up taking course X.
 - The instructor admits X for a portion of Y: a typical situation that can occur if Y is a 12- or 15-credit course; indicate course X in the table, and course Y as “partial,” with the number of credits recognized. This applies, for example, when the internal course is annual and divided into two modules, and the foreign course covers only one of the two modules.
 - The teacher admits X for Y, but subject to a **supplementary interview (*colloquio integrativo*)** of (typically) 1-3 credits on topics from course Y. If the student agrees, the correspondence will be added to the table indicating the supplementary interview as a condition for validation. If the topics planned for the interview are already set, enter them in the table. At the end of the mobility, the student must contact the teacher of course Y to take the interview.

Please note: in this case, the supplementary interview should not be included in the LA before, but the partially recognized course should be reported in the LA before indicating “(partial)” in the title, and subtracting from the number of credits those of the interview. For example, if “**301AA - Advanced Programming – 9 credits**” is recognized subject to a supplementary interview of 3 credits, it should be reported as “**301AA - Advanced Programming (partial) – 6 credits**”.

After having agreed on all the correspondences between external and internal courses, the student must fill in the LA before by inserting the correspondences from the table, according to the instructions in the previous section.

After departure: LA during

It is possible (and often happens) that after departure, the student may need to change some entries in Table A (external courses). This could be the case if a chosen course is not activated or is unavailable for other reasons, or if the student decides to add a course, or if they decide to extend their stay. In these cases, the student **must contact the tutor** and, together, agree on any changes to the existing correspondences (cancellations, modifications, or additions), which must be reported in the table of correspondence. The student must then

complete the “**LA during the mobility**” on the Erasmus Mobility portal, reporting the agreed changes, and send the updated table and a copy of the messages exchanged with the tutor to the CAI for approval. The “LA during” approved by the CAI will be automatically sent to the Partner if they accept the OLA; otherwise, the student must sign it, send it to the partner for signature, and upload it to the Portal for final approval.

Attention: In the case of a request for an extension of the mobility (which is possible in the 2026 Call, but only with *zero grant*), the “LA during” to request the extension, complete with the three signatures, must be uploaded to the Portal **at least one month before the end of the mobility originally scheduled**.

At the end of mobility: LA after

At the end of the mobility, **the student MUST NOT COMPLETE THE “LA after” INDEPENDENTLY** on the portal, but must follow the instructions below.

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 (based on the table of correspondence) with the converted grades, which will be sent to the student.

Only at this point will the student have to (1) complete the **LA after** on the portal and (2) upload, in a single PDF, the **ToR**, the **LA after** received from the Veronica Tomatis and the **Certificate of Departure**, i.e. the declaration signed by the Partner certifying the end date of the mobility. The CAI will check the uploaded document and approve it. This will unlock the completion of a questionnaire on the portal and the payment of the second instalment of the scholarship and any additional contributions.

HOW ARE GRADES CONVERTED?

According to 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), exam grades are converted based on statistical grade distribution tables published by the partners and the University of Pisa. The distributions currently used for our department's degree programs can be requested from erasmus@di.unipi.it.