



INSTRUCTIONS FOR COMPILING THE LEARNING AGREEMENT ON UNIWEB for international mobility programmes

ERASMUS+ for studies, SEMP/Switzerland, Ulisse, Double/Joint Degrees

BEFORE PROCEEDING WITH THE COMPILATION OF THE LEARNING AGREEMENT ON UNIWEB, STUDENTS SHOULD HAVE AGREED THE ACTIVITIES THAT WILL BE CARRIED OUT ABROAD AND THOSE IN PADOVA THAT WILL BE SUBSTITUTES WITH THE APPROPRIATE ACADEMIC COORDINATOR.

Students in mobility under the Erasmus+ and SEMP programmes should follow the indications given by the Mobility Desks within their respective School or Department, available at the following link: <http://www.unipd.it/en/erasmus-studies-out>.

Information for students in mobility under the Ulisse Programme is available at the following link: <https://www.unipd.it/en/ulisse>

Students attending double and joint degree programmes should contact the Teaching Office of their Department.

All students must compile their Study Plan on Uniweb according to the given deadlines.

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Learning Agreement Uniweb


Instructions for students

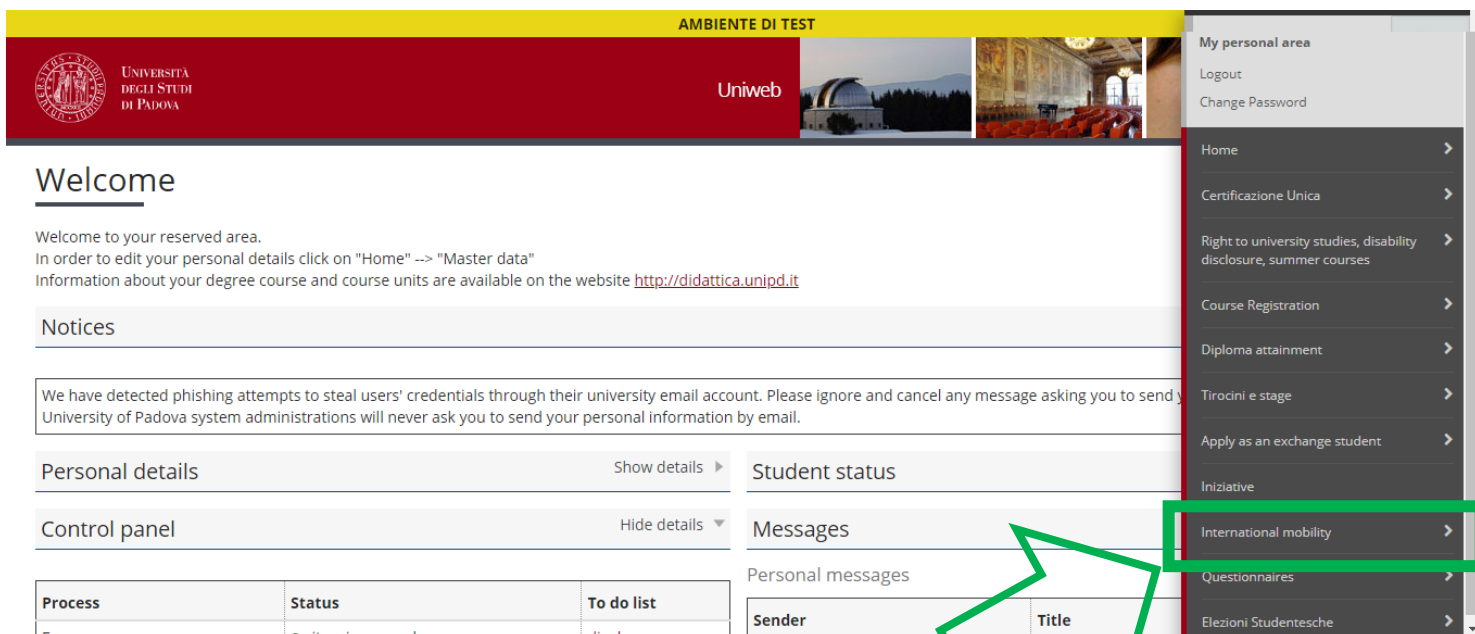
1) COMPILING THE LEARNING AGREEMENT ON UNIWEB

Enter with your SSO username and password and from the menu on the r, under 'International Mobility' (Mobilità Internazionale) select the heading 'Outgoing international Mobility' (Bandi di Mobilità).

Select the type of mobility according to the relevant programme:

- **EXCHANGE PROGRAMMES:** Erasmus+ for studies, SEMP-Switzerland, Summer&Winter Schools, Virtual Exchange;
- **ACCORDI BILATERALI (Bilateral Agreements):** Ulisse – Overseas;
- **DOPPIA LAUREA:** Double degrees;
- **LAUREA CONDIVISA:** Joint degrees

Then click on the icon  to access the Call for which you have been accepted.




The screenshot shows the Uniweb interface. At the top, there is a header with the University of Padua logo and the text 'UNIVERSITÀ DEGLI STUDI DI PADOVA' and 'Uniweb'. Below the header, there is a 'Welcome' section with a message: 'Welcome to your reserved area. In order to edit your personal details click on "Home" --> "Master data" Information about your degree course and course units are available on the website <http://didattica.unipd.it>'. There are sections for 'Notices' and 'Personal details'. A table shows 'Personal messages' with columns for 'Sender' and 'Title'. On the right side, there is a navigation menu with options like 'Logout', 'Change Password', 'Home', 'Certificazione Unica', 'Right to university studies, disability disclosure, summer courses', 'Course Registration', 'Diploma attainment', 'Tirocini e stage', 'Apply as an exchange student', 'Iniziativa', 'International mobility', 'Questionnaires', and 'Elezioni Studentesche'. The 'International mobility' option is highlighted with a green box and a green arrow points to it.

Select the type of mobility according to the relevant programme

International Outgoing Mobility Calls for Application

Erasmus+ for studies call <http://www.unipd.it/erasmus-studio> (Italian version), <http://www.unipd.it/en/erasmus-studies-out> (English version)



The screenshot shows a dropdown menu for 'Mobility Area'. The options are: EXCHANGE PROGRAMMES, ACCORDI BILATERALI, DOPPIA LAUREA, EXCHANGE PROGRAMMES (highlighted in blue), LAUREA CONDIVISA, and SCAMBI INTERNAZIONALI. A green arrow points to the highlighted 'EXCHANGE PROGRAMMES' option. Below the dropdown, there is a table with columns for 'Academic Year', 'Call number', and 'Title'.

Academic Year	Call number	Title

Enter the call page by clicking on the magnifying glass icon in the column "Options":



Learning Agreement Uniweb

Instructions for students

PROGRAMMA ERASMUS

Academic Year	Call number	Title	Call State	Application State	Options
2020	378	Erasmus+ SCUOLA DI PSICOLOGIA	🔒	●	🔍

2) DEADLINES FOR COMPLETING THE FIRST LEARNING AGREEMENT “BEFORE THE MOBILITY”

Once you have entered the page click on ‘Compiling Learning Agreement’ (Compilazione Learning Agreement), respecting the deadlines of both the Home and the Host university..

The deadlines for submitting the learning agreement on Uniweb are:

- **15 June** for mobilities starting in the first semester
- **15 October** for mobilities starting in the second semester

After having submitted the Learning Agreement, it is possible to change it: you are allowed **up to 4 versions**.

International Outgoing Application

● Your application is confirmed.

Application Stage	Activity	Information	Application Status
Call registration	1 Filling in the Application form	Mandatory	✓
	2 Upload Attachments for Application	Mandatory	✓
	3 Confirmation of application	Mandatory	✓
Place confirmation	4 Ranking publication		✓
	5 Awarded place confirmation	Mandatory	✓
	6 Learning Agreement Compilation	Mandatory	🔒
	7 Upload at the end of mobility period	Mandatory	🔒

Key:

- 🔒 open activity
- 🔒 blocked activity
- ✓ completed activity
- 🔍 further information

6 - Learning Agreement Compilation

You are required to filling in the first Learning Agreement from 21/04/2022 to 15/06/2022 23:59

Your learning agreement is in DRAFT status.

Attachments

Type of document	Mandatory/Optional	Actions
Lettera relatore/tutor per tesi/tirocinio	optional	
Programma attività estere	optional	

🔍 [view learning agreement section](#)



Learning Agreement Uniweb

Instructions for students

3) GUIDELINES FOR CORRECT COMPLETION OF LEARNING AGREEMENT

On the screen 'Learning Agreement Compilation', on the left (Table A) you should enter the activities to be carried out abroad while on the right (Table B) the activities in Padova that will be replaced by those abroad should be present. If necessary, it is possible to include the activities offered by your degree course even if they are not yet present in your Study Plan.

For some Double Degree/Joint Degree mobility programmes it is necessary to associate the exact same activities as they are present both in the offer of the host institution and in that of the Unipd degree course or curriculum.

For activities relative to '**free-credits**' (attività a scelta dello studente) it is not always possible to find an activity in Padova to substitute; in this case students should enter the activity abroad, specifying with the appropriate **flag 'TafD'** that it is free-credit, not linked with an activity in Padova, (for example, "Finnish" is not present in the academic courses on offer and therefore would be entered as a free-credit activity that cannot be linked).

Thesis work must be entered as 'Thesis Work' or 'Master Thesis Work' for Master's degree courses and linked exclusively with the activity 'Prova finale' in Padova.

PhD students should only enter the activity 'PhD research project' on Table A, which can also be indicated with zero credits.

The activities abroad not linked with any in Padova and not entered as free-credits are generally not included in the Study Plan (*fuori piano*).

Students can enter clear, useful notes for the Academic Coordinator's assessment. The "notes" field is activated after clicking on "Present the learning agreement".

When the student submits the Learning Agreement, the status changes from 'draft' (bozza) to 'submitted' (presentato), only with this status is the LA available for the Academic Coordinator who must approve/reject it.

Learning agreement compilation

General information

Mobility programme	Erasmus+ SCUOLA DI INGEGNERIA
Academic year if mobility	2021/2022
Receiving institution	(D HAMBURG03) Technische Universität Hamburg QUARESIMIN Marino - ciclo 2
Study Area	Mechanics and metal trades
Ranking status	The student accepted the place
First Learning Agreement compilation	08/04/2021 17:36
Last Learning Agreement compilation	
Learning Agreement status	Draft
Responsible professor of the Learning Agreement	



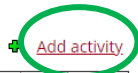
Learning Agreement Uniweb

Instructions for students

Activities association

Select one or more Didactical Activities (DA) from the table on the left side and associate it/them with one or more DA of the table on the right side by selecting them. Then click on **ASSOCIATE**
DSF: Disciplinary Scientific Field - 1 ECTS Credit = 1 CFU credit - Use the link "Add External Activity" for inserting a new activity among the ones to be taken abroad.
Use the link "Add Internal Activity" for inserting a new activity if it is not present in your Booklet.

Activity to be taken abroad



Code	Description	DSF	ECTS Credits	Foreign NON-ECTS Credits	Syllabus	Virt.	Select
No activity in the table							

ECTS Total Amount 0

Activities in the Booklet to be associated

Description	CFU Credits	Select
PSL1003861 - FINAL EXAM	4	<input type="checkbox"/>
PSN1030504 - GENERAL AND CLINICAL PSYCHOPHYSIOLOGY	6	<input type="checkbox"/>
PSN1031335 - HISTORY OF PHILOSOPHICAL AND SCIENTIFIC THOUGHT	6	<input type="checkbox"/>
PSO2043215 - CLINICAL PSYCHOLOGY	9	<input type="checkbox"/>

Activities of the Degree Course didactical offer



Description	CFU	Select
No activity in the table		

Notes

Notes of the student - they can be added after clicking on "Present the Learning Agreement"

Associate

Delete

Exit

Present the Learning Agreement

Print the summary

Delete Draft

4) ENTERING THE ACTIVITIES TO BE COMPLETED ABROAD

To enter the activities to be carried out abroad click on 'add activities'. On this screen you can enter the activities in three ways:

- from the drop-down menu 'Receiving Institution Activity (already codified)' (only available for some destinations): pay close attention to the description of the activity and select it only if it corresponds effectively to the desired activity. It is still possible to enter a different number of credits than the one indicated.
- entering the code (optional field) and the name of the foreign activity if it is not present in the drop-down menu or if the name differs even slightly
- activities for free-credits**: enter the code (optional field) and name of the activity abroad or choose it from the drop-down menu and insert the flag 'Non-associable activity (TafD)'.

Important note: in any case, pay very close attention in correctly submitting the name of the activity and ALWAYS indicating the number of ECTS credits.

In cases in which the host university does not use ECTS credits, students must apply the relative conversion and indicate the credits in ECTS. For example, in UK activities are often indicated with their English credits which are worth double the ECTS, therefore an activity that is worth 15 English credits must be indicated to be worth 7.5 ECTS (using a full stop for the decimal place).

Always enter the **SEMESTER** in which you plan to attend the activity abroad.



Learning Agreement Uniweb

Instructions for students

ATTENTION:

Students registered in Bachelor's degree courses that will carry out their mobility during their Master's degree courses:

These students must enter all activities as 'Non-associable activity (TafD)' and the approval of the Academic Coordinator will be a 'conditional approval'. After their enrolment in the Master's degree course, students must enter the changes to the Learning Agreement, linking the activities abroad with those present in their online booklet.

Learning Agreement compilation

Add and Associate an External Activity

Please add a new activity by selecting it from the list of the codified ones. If the activity is not in the list, please write its description in the box below. Then click on "Confirm" to save the Data. Click on "Esc".

Receiving institution activity (already codified)

-- Select an activity --

Receiving Institution activity code (if present)

Name of the activity in CAPITAL LETTERS (if not present in the list above)

ACTIVITY 123

ECTS Credits (mandatory)

5.5

Use the point to separate the decimal places

Non-ECTS foreign credits

Use the point to separate the decimal places

Non-associable activity (TAF D)

Virtual

See point 5 for entering free credits

Virtual: Short description of the virtual component (only if "Virtual" is selected)

Semester of attendance

-- Select a semester

Web link for the activity syllabus:

Confirm

Delete

Back



Learning Agreement Uniweb

Instructions for students

Add and Associate an External Activity

Please add a new activity by selecting it from the list of the codified ones. If the activity is not in the list, please write its description in the box below. Then click on "Confirm" to save the Data. Click on "Esc".

Receiving institution activity
(already codified)

-- Select an activity --

Receiving Institution activity
code (if present)

Name of the activity (if not
present in the list above)

ECTS Credits (mandatory)

Use the point to separate the decimal places

Always click "CONFIRM" for each activity entered.

The semester of attendance must always be entered for each activity carried out abroad:

Semester of attendance:

-- Select a semester

Web link for the activity
syllabus:

A1 - Ciclo Annuale / Annual
S1 - Primo Semestre / First semester
S2 - Secondo Semestre / Second semester

Confirm

Delete

Back

5) ENTERING THE ACTIVITIES TO BE COMPLETED ABROAD AS FREE CREDITS

In some cases it is not possible to link the activities abroad with the free-credit activities, because they are not present in the academic courses on offer, (for example 'Finnish'). In these cases it is possible to identify the activity as 'free-credit', non-associable activity (TafD). To do so, students must enter the activity's name, code and always the number of ECTS (or select it from the drop-down menu if available) and tick the flag "Non-associable activity (Taf D)" so that no association with Unipd activities will be required.

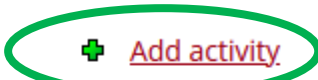
6) ACTIVITIES TO ASSOCIATE FROM ONLINE BOOKLET OR FROM THE ACADEMIC COURSES ON OFFER


After having entered the activities to be carried out abroad, it is important to associate them with the Unipd activities that they will substitute ('Activities in the booklet to be associated').

In the event that some activities are not present in the online booklet, it is possible to enter them, choosing 'Add Activity' from the "degree course didactical offer".

It is important to modify the Study Plan within the appropriate timescale, entering the Unipd activities chosen from the academic courses on offer which are not present in the online booklet.

Activities of the Degree Course didactical offer

 [+ Add activity](#)

	Description	CFU	Select
	EPP5070000 - ECONOMIC GLOBALIZATION AND HUMAN RIGHTS	6	<input type="checkbox"/>



Learning Agreement Uniweb

Instructions for students

Internal Activity Insertion

Insert a new activity by selecting it from the list of the available.

Click on "Confirm" for saving the data.

Click on "Back" to leave the procedure.

Degree course track

000ZZ - PERCORSO COMUNE

Year of Offer

2020/2021

Didactical Activity in Offer

EPP5070000 - ECONOMIC GLOBALIZATION AND HUMAN RIGHTS [cfu: 6]

Confirm

Delete

Back

7) ASSOCIATING ACTIVITIES

Generally, one single association takes place with all the exams abroad which substitute all the exams in Padova for an equal number of credits. In any case, it is advisable to provide, where necessary, excess credits from activities carried out abroad that can be used as free credits 'in excess' (for example, a student graduates from a Bachelor's degree with 182 credits instead of 180 needs the approval of the Degree Course Board – *Consiglio di Corso di Studio*).

However, it is also possible to make more than one 'association', if there are specific indications from the study course, which can be of different types, for example:

- a foreign exam replaces a Unipd exam
- two foreign exams replace one Unipd exam or vice versa.

Activities that are not associated are considered as "off-study plan" activities.

It is always necessary to CONFIRM each association.

Activities association

Select one or more Didactical Activities (DA) from the table on the left side and associate it/them with one or more DA of the table on the right side by selecting them. Then click on **ASSOCIATE**

DSF: Disciplinary Scientific Field - 1 ECTS Credit = 1 CFU credit - Use the link "Add External Activity" for inserting a new activity among the ones to be taken abroad.

Use the link "Add Internal Activity" for inserting a new activity if it is not present in your Booklet.

Activity to be taken abroad

+ Add activity

	Code	Description	DSF	ECTS Credits	Foreign NON-ECTS Credits	Syllabus	Virt.	Select
	ACTIVITY 123			3				<input checked="" type="checkbox"/>
	ACTIVITY 234			5.5				<input checked="" type="checkbox"/>
	ACTIVITY 345			8				<input checked="" type="checkbox"/>

ECTS Total Amount 16.5

Activities in the Booklet to be associated

Description	CFU Credits	Select
PSL1003861 - FINAL EXAM	4	<input type="checkbox"/>
PSN1030504 - GENERAL AND CLINICAL PSYCHOPHYSIOLOGY	6	<input type="checkbox"/>
PSN1031335 - HISTORY OF PHILOSOPHICAL AND SCIENTIFIC THOUGHT	6	<input checked="" type="checkbox"/>
PSO2043215 - CLINICAL PSYCHOLOGY	9	<input checked="" type="checkbox"/>

Associate

Delete

Exit

Present the Learning Agreement

Print the summary

8) RESEARCH AND THESIS ACTIVITIES

Students who intend to carry out part or all of their thesis activity must make a **separate association**: foreign activity "Thesis work" or "Master thesis work" associated only with Unipd activity "Final exam" (*Prova finale*).

PhD students must enter only the foreign activity "PhD research project" without making any association, possibly entering a number of credits equal to zero.

It is always necessary to indicate the name and surname of the Unipd supervisor/tutor (in this case it is also necessary to attach the letter signed by the Unipd lecturer/speaker/tutor; a facsimile of the letter is available in the "Learning Agreement" section at the following link: <https://www.unipd.it/en/learning-agreement-erasmus-out>)



Learning Agreement Uniweb

Instructions for students

Association2

Cancellation of an Activity Association

Code	Description	DSF	ECTS	non ECTS credits	Syllabus	Virt.	Description	CFU	Info
	MASTER THESIS WORK			30			SUP7079697 - FINAL EXAM / PROVA FINALE	21	

9) ASSOCIATING INTEGRATED COURSES (CORSI INTEGRATI)

In the event that the activity abroad is linked with 'integrated courses' (corsi integrati) present in the academic courses on offer it is necessary to select the entire course and it is not possible to select single modules that make up the course.

For example, Sviluppo Sociale e Processi di Influenza nei Gruppi (C.I.) is composed of Sviluppo Sociale (MOD. A) and Processi di Influenza nei Gruppi (MOD. B). The activity carried out abroad has to be associated with Sviluppo Sociale e Processi di Influenza nei Gruppi.

10) ADDING ATTACHMENTS TO THE LEARNING AGREEMENT

After entering activities and making associations, it is possible to insert attachments in PDF format.

To attach PDF documents, click on the icon under "Options".

Attachments

Name	Mandatory/Optional	Options
Lettera relatore/tutor per tesi/tirocinio	Optional	
Programma attività estere	Optional	

11) ATTACHMENTS FOR THE RECOGNITION OF 24 CREDITS

Students who intend to request the recognition of the 24 cfu must insert the foreign activities in a separate association, independent from the other Unipd activities. For example, in order to recognise Cultural Anthropology and Social and Developmental Psychology, two separate associations must be made.

A declaration by the Unipd course professor must also be attached, certifying that the topics are consistent with the annexes to Ministerial Decree 616/2017. The syllabus of the foreign activity must also be attached to the declaration. The facsimile of the declaration is available in the "Learning Agreement" section at the following link: <https://www.unipd.it/en/erasmus-studies-out>

Students must then submit an application for recognition of the 24 credits to the Student Office following the instructions at the following link: <https://www.unipd.it/certificazione-conseguimento-24-cfu>.

12) ENTERING LANGUAGE COMPETENCE, NOTES AND SUBMISSION OF THE LEARNING AGREEMENT

Once you have made associations, click on the "Present the Learning Agreement" button.

Only for the **FIRST** submission of the learning agreement is it necessary to enter the level of language competence in the main language of instruction that you have or intend to acquire by the start of the mobility.



Learning Agreement Uniweb

Instructions for students

Level of language competence

Enter the level of language competence in the main language of instruction you already have or intend to acquire by the beginning of your mobility.

Select the language and the level of competence:

Language	Language in Application

Select

- INGLESE - A1 - livello base (ISCR)
- INGLESE - A2 - livello elementare (ISCR)
- INGLESE - B1 - livello intermedio (ISCR)
- INGLESE - B2 - livello intermedio superiore (ISCR)
- INGLESE - C1 - livello avanzato (ISCR)
- INGLESE - C2 - livello di padronanza (ISCR)
- INGLESE - nessuna conoscenza (ISCR)
- SPAGNOLO - A1 - livello base
- SPAGNOLO - A2 - livello elementare
- SPAGNOLO - B1 - livello intermedio
- SPAGNOLO - B2 - livello intermedio superiore
- SPAGNOLO - C1 - livello avanzato
- SPAGNOLO - C2 - livello di padronanza
- SPAGNOLO - nessuna conoscenza

Level of language competence

Language	Language in Application	Declared level	Language test before mobility			Language test after mobility		
			Level	Date	Failed	Level	Date	Failed
INGLESE	No	B2 - livello intermedio superiore			No			No
SPAGNOLO	Sì	A1 - livello base			No			No

You can then enter NOTES. Afterwards you must click on **"Submit the Learning Agreement"**.

At all stages it is always possible to view the "Summary" by clicking on **"Print the Summary"** to check that you have correctly associated the activities.

It is essential to enter NOTES in the following cases:

- 1) In case of thesis work, it is necessary to indicate the name and surname of the Unipd supervisor.
- 2) Adding activities from the Degree course offer which are not included in the online booklet
- 3) Foreign activity inserted as "off-study plan" (*"fuori piano"*)

In order to submit the Learning Agreement so that it can be seen on the professor's Uniweb page, it is necessary to click on **"Submit the Learning Agreement"**, after having entered any notes.

In case of urgency it is necessary to inform the professor for the first approval.



Learning Agreement Uniweb

Instructions for students

Learning Agreement Compilation

Learning Agreement Submission

For the Learning Agreement confirmation, please click on "Submit the Learning Agreement".



Activities to be taken abroad

Code	Description	DSS	ECTS Credits	Foreign NON-ECTS Credits	Activity programme	Virtual	associated Activity
	ACTIVITY 123		5.5				✓
	ECONOMICS		8				✓
	MASTER THESIS WORK		30				✓
004	PHILOSOPHY OF ART		6				

ECTS Total Amount 49.5

Non-associable activities (Taf D)

Code	Description	DSS	ECTS Credits	Foreign NON-ECTS Credits	Activity programme	Virtuale
006	DEATH AND THE MEANING OF LIFE			4		

ECTS Total Amount 4

Activities to be recognised

Code	Description	CFU	Recognition conditions
EPP5070000	ECONOMIC GLOBALIZATION AND HUMAN RIGHTS	6	
SUP8083477	ECONOMIC HISTORY OF THE CONTEMPORARY WORLD	6	
SUP7079697	FINAL EXAM	21	

Association1

Code	Description	ECTS Credits	Description	ECTS Credits	Info
	ACTIVITY 123	5.5	EPP5070000 - ECONOMIC GLOBALIZATION AND HUMAN RIGHTS	6	

Association2

Code	Description	ECTS Credits	Description	ECTS Credits	Info
	MASTER THESIS WORK	30	SUP7079697 - FINAL EXAM	21	

Association3

Code	Description	ECTS Credits	Description	ECTS Credits	Info
	ECONOMICS	8	SUP8083477 - ECONOMIC HISTORY OF THE CONTEMPORARY WORLD	6	

ECTS Total Amount 43.5

ECTS Total Amount 33

Notes

Notes made by the student

Notes made by the Coordinator

Submit the Learning Agreement

Delete

Back

13) STATUS OF THE LEARNING AGREEMENT

After confirming the Learning Agreement you can view the status:

- **"draft"** when the Learning Agreement is being prepared by the student



Learning Agreement Uniweb

Instructions for students


- **"submitted"** when the student has submitted the Learning Agreement and it is visible on the professor's web page
- **"revision"** when the Learning Agreement is being revised by the professor
- **"approved"** when the professor has approved the Learning Agreement, in this status it is possible to see also any notes inserted by the professor and it is possible to print the Standard European form
- **"rejected"** when the professor has rejected the Learning Agreement, in this status you can also see any notes entered by the professor
- **"final"** when the recognition procedure has started.

Learning Agreement Compilation

General data

Relevant call	Erasmus+ SCUOLA DI MEDICINA E CHIRURGIA - Dip. SCIENZE DEL FARMACO
Anno Accademico mobilità	2020/2021
Destination	(CZ BRNO06) University of Veterinary and Pharmaceutical Sciences Brno - - 0916 - Pharmacy - DALL'ACQUA Stefano - ciclo 1, 3
Area of discipline	Pharmacy
State in list of students	The student reached the destination
Mobility period	
Date of first Learning Agreement compilation	12/03/2021 12:17
Date of last change to Learning Agreement	02/08/2021 16:44
State of Learning Agreement	This Learning Agreement was approved by the Academic Coordinator

14) SENDING THE LEARNING AGREEMENT TO THE HOST UNIVERSITY

It is only possible to save an electronic copy (PDF) of the Learning Agreement (European Standard ) after the approval by the Unipd professor, thus when the Learning Agreement is in **"approved"** status.

When the Learning Agreement is in "approved" status, a "handwritten" signature is not required because the document is digitally signed.

Students who benefit from an Erasmus or SEMP grant must send the approved Learning Agreement to the host institution asking for a signature in the appropriate section "The Receiving Institution".
The copy countersigned by the host institution must be uploaded here: www.unipd.it/relint.

ATTENTION: for the Erasmus+ for studies programme, during the first compilation it is required to indicate the **level of language proficiency** or that you intend to acquire at the beginning of the mobility. At the moment it is not possible to enter the level though Uniweb, therefore it is advisable to declare the level of language proficiency in the email accompanying the Learning Agreement sent to the partner University.

Students under the Ulisse - Overseas Programme and double degree programmes without an Erasmus grant are NOT required to send the Learning Agreement to the host institution.

15) LEARNING AGREEMENT "DURING THE MOBILITY": CHANGES

Students can make **4 CHANGES**, after the approval of the first Learning Agreement, Changes are generally expected within 4 weeks from the beginning of the mobility period at the Receiving Institution or from the beginning of the second semester in case of a 9-12 months mobility.

In order to make changes to the Learning Agreement it is necessary to submit a **"New Learning Agreement"** (the button is located at the bottom of the page) and follow the same procedure described above, eliminating the associations and activities that you do not intend to take and adding other activities. To delete associations and foreign activities you must use the "trash can" icon.



Learning Agreement Uniweb

Instructions for students

The modified Learning Agreement must first be approved by the Unipd professor on Uniweb and then by the host university (for Erasmus or SEMP grant holders only) in order for the activities carried out to be recognised. It is therefore necessary to make the changes well in advance of the end of the mobility.

When you click on "New learning agreement" to make the changes, the learning agreement turns to a "draft" status. If you do not wish to make changes, you can delete the draft learning agreement by clicking on the "Delete draft" button.

You can also view all approved or rejected learning agreements by clicking on "Archive of Learning Agreements".

New Learning Agreement

Print the Summary

Print (European Standard Version)

Print summary of grades

Archive of Learning Agreements

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Archive of Learning Agreements

This page displays the previous Learning Agreements.

Student Data

Student	[1221897] CONDORELLI RUGGERO
Course of Study and Department	SCIENZE PSICOLOGICHE COGNITIVE E PSICOBIOLOGICHE - PERCORSO COMUNE - Dipartimento di Psicologia Generale - DPG
Year of study	3° - in corso
Study plan	link to the print of the Study Plan

Archive of Learning Agreements

Status	Date	Approved	Print European standard version / Summary
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16) STUDENTS ADVANCING FROM BACHELOR'S TO MASTER'S DEGREES

Students that are progressing from their Bachelor's degree to their Master's must complete their Learning Agreement on Uniweb before graduating, entering all activities as free-credit activity, 'non-associated (TafD)' and the approval of the Academic Coordinator will be *provisional*. After enrolling in the Master's degree course, the students are required to submit a new Learning Agreement with the associations of activities offered by the Master's degree course.

17) STUDENTS OF THE SCUOLA GALILEIANA

Students of the Scuola Galileiana that want to recognise in the Galileian Study Plan one or more activities carried out during the mobility must agree them, in advance, with their Academic Coordinator and then enter the activities abroad, without making any associations. It is necessary to specify in the 'Notes' that the non-associated activities will be recognised in the Galileian study plan. Furthermore, the Galileiana Coordinator's email of approval must be attached under 'Letter of Supervisor/thesis tutor/tutor for internship'.

18) AFTER THE MOBILITY: RECOGNITION OF ACTIVITIES, "REDEFINED" LEARNING AGREEMENT AND TRANSCRIPT OF RECORDS

Recognition is not an automatic process, it involves various offices and teachers and therefore students are asked to act promptly.

Only once all the end-of-mobility documents have been handed in is it possible to proceed with recognition of the activity carried out abroad.

First of all, it is necessary to check that the last approved Learning Agreement corresponds to the Transcript of Records both as regards the name of the exams and the number of credits. In cases where the foreign activity has been



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entered in Spanish or Portuguese, for example, and the Transcript of Records lists the exams only in English, it is necessary to "redefine" the Learning Agreement by replacing the activities previously entered and entering them again in English. Recognition must be based on the last approved Learning Agreement ("*redefined*").

In the event that the activities carried out abroad have a very low grade and it has not been possible to reject the grade abroad, the students can propose, with the redefinition of the Learning Agreement, that these activities be recognised "out of the study plan".

All the activities in the Transcript of Records (including the thesis activity) must be recognised on return from the mobility period and at least 15 days before the start of the degree session.

It is recommended to insert and update the "**Study Plan**" on Uniweb in the available compilation windows. Any changes to the Study Plan must be made **after the recognition of the activity carried out abroad**, also according to the indications of your own Student Office within the Department.

If an "integration" of an exam taken abroad is required, it is necessary to enrol normally on Uniweb **AFTER** the recognition has been completed and all activities entered in the online booklet.

The recognition procedure must be completed **within 5 weeks** of submitting the documentation (except in special cases such as holiday periods or closure of the University).

Once the recognition has been sent to the Student Office, activities are entered in the online booklet and students can view the recognition:

- from the online booklet, where the replaced Unipd activities appear with the weighted average resulting from the grades of the foreign activities
- from the "Home/Certificates/Autocertificazione iscrizione con esami (*self-certification of of enrolment with exams*)" section, where, in addition to the recognised foreign activities, the grades in thirtieths will also appear.

19) ATTACHING THE TRANSCRIPT OF RECORDS TO THE LEARNING AGREEMENT ON UNIWEB

After having received the PDF copy of the Transcript of Records and/or the letter/s of the thesis work from the Mobility Unit and having checked that all successfully passed activities are included in the Learning Agreement, it is necessary to attach the tor on Uniweb before starting the recognition.

Students should only attach the ToR in PDF issued by the Mobility Unit, not scanned copies or copies sent by the host institution.

ATTENTION: On the International Mobility page it is necessary to check:


- 1) that in the section "Ranking publication" the "Ranking status" is "Returned from destination" and
- 2) that in the section "Learning Agreement Compilation" the "Learning Agreement Status" is "Submitted" or "Approved", with other statuses (e.g. "the student reached the destination", "draft", "rejected", "final") it is NOT possible to attach the Transcript of Records.

To attach the Transcript of Records go to the "Upload attachments on return" section.

Attach the ToR in PDF issued by the Mobility Unit, by clicking on the paperclip icon in the "Options" column.

7 - Upload at the end of mobility period

In this section you can upload the transcript of records (TOR).

Type of document	Mandatory/Optional	Options
Transcript of Records/lettera tesi (allegare alla fine del periodo di mobilità)	● mandatory	



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20) CONTACTS

For technical issues:

University call center 049 827 3131

Mobility Unit: 049 827 3061 email: erasmus@unipd.it

Always refer to the professor responsible for the Learning Agreement for educational matters.

For administrative matters (submission of the Learning Agreement, thesis letter, etc.):

- Erasmus+ for studies and SEMP-Switzerland: Mobility Desks at Schools/Departments: <https://www.unipd.it/en/international-office-schools-departments-erasmus-out>
- Ulisse – Overseas Programme: bando.ulisse@unipd.it
- Double and Joint Degrees: Teaching office at the Department and Mobility Unit: mobility.out@unipd.it