

## INSTRUCTIONS FOR COMPILING THE LEARNING AGREEMENT ON UNIWEB FOR ERASMUS+ FOR STUDIES AND SEMP MOBILITIES

### IMPORTANT NOTES

Students should respect the deadlines of both the Home and the Host university

**BEFORE** proceeding with the compilation of the Learning Agreement on Uniweb, students should:

1. have agreed the activities that will be carried out abroad and those in Padova that will be substituted with the appropriate Academic Coordinator
2. follow the indications given by the International Office within their respective School or Department, available at the following link: <http://www.unipd.it/en/erasmus-studies-out>

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

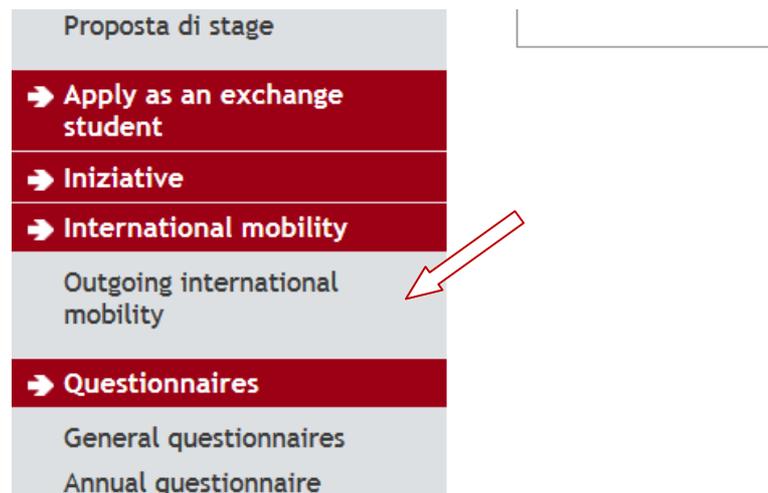
After having submitted the Learning Agreement, it is possible to change it: you are allowed **up to 4 versions**.

### Index:

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## 1. ENTERING THE LEARNING AGREEMENT SECTION ON UNIWEB

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



- 2) Then click on the **icon**  to access the Call for which you have been accepted (where you see the **green dot**).

**Student**



- My personal area
  - Logout
  - Change Password
- Home
- Certificazione Unica
- Right to university studies, disability disclosure, summer courses
- Course Registration
- Diploma attainment
- Tirocini e stage
  - HomePage Stage
  - Aziende
  - Opportunità
  - Le mie opportunità

### 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)

Mobility Area EXCHANGE PROGRAMMES ▾

**PROGRAMMA ERASMUS**

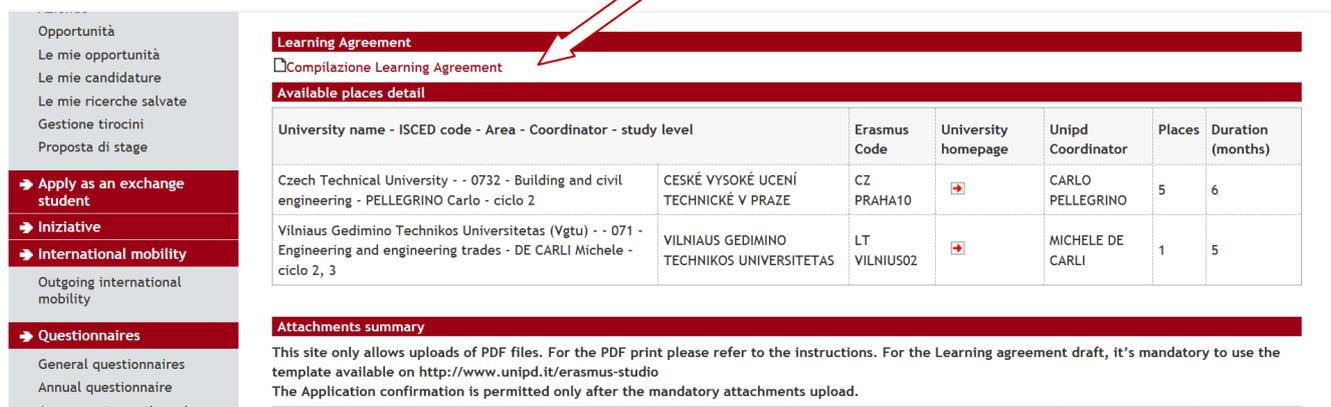
Academic Year	Available places	Title	Call State	Application State	Options
2018	219	Prova algoritmo INGEGNERIA			
2017	121	Erasmus+ SCUOLA DI INGEGNERIA			 

**ERASMUS PER ACCORDI PARTICOLARI**

Academic Year	Available places	Title	Call State	Application State	Options
2017	163	Erasmus+ VIRTUAL MOBILITY - DECAMP			

**Legend:**

-  External link
-  details
-  Completed application

3) Click on “**Compiling Learning Agreement**” (*Compilazione Learning Agreement*)


**Learning Agreement**  
 Compilazione Learning Agreement

**Available places detail**

University name - ISCED code - Area - Coordinator - study level	Erasmus Code	University homepage	Unipd Coordinator	Places	Duration (months)
Czech Technical University - - 0732 - Building and civil engineering - PELLEGRINO Carlo - ciclo 2	CZ PRAHA10		CARLO PELLEGRINO	5	6
Vilniaus Gedimino Technikos Universitetas (Vgtu) - - 071 - Engineering and engineering trades - DE CARLI Michele - ciclo 2, 3	LT VILNIUS02		MICHELE DE CARLI	1	5

**Attachments summary**  
 This site only allows uploads of PDF files. For the PDF print please refer to the instructions. For the Learning agreement draft, it's mandatory to use the template available on <http://www.unipd.it/erasmus-studio>  
 The Application confirmation is permitted only after the mandatory attachments upload.

## 2.THE LEARNING AGREEMENT SECTION: RELEVANT INFORMATION

The Learning Agreement Compilation section is composed of two main sections:

a) The ‘**General information**’ section, which includes:

- the **State** of the student, which will be one of the following:
  - ‘**The student accepted the place**’ (*Avviato a destinazione*)
  - ‘**Confirmed at destination**’ (*Confermato a destinazione*)
  - ‘**Returned from destination**’ (*Rientrato da destinazione*)
- the **Learning Agreement State** which will be one of the following:
  - ‘**Draft**’ (*Bozza*) when the Learning Agreement is being drafted by the student
  - ‘**Submitted**’ (*Presentato*) once the student has submitted the Learning Agreement and it is visible to the Academic Coordinator on Uniweb
  - ‘**Review**’ (*in Revisione*) when the Learning Agreement is being revised by the Academic Coordinator
  - ‘**Approved**’ (*Approvato*) when the Academic Coordinator has approved the Learning Agreement; in this state the student can see any notes that the Academic Coordinator has added and can print the Standard European form, digitally signed (it is not necessary to sign it by hand)

- **‘Denied’ (Respinto)** when the Academic Coordinator has refused the Learning Agreement, in this state it is possible to see any notes that they have added

b) The **‘Activities Association’** part, which is made up of two tables: **Table A** (on the left) with the activities that students intend to carry out abroad, and **Table B** (on the right) with the activities in Padova that will be substituted. **The two tables must be equal in credits (not including thesis work)**

**Learning agreement compilation**

General information

Mobility programme	2017/2018 - Erasmus+ SCUOLA DI INGEGNERIA
Receiving institution	(LT VILNIUS02) Vilniaus Gedimino Technikos Universitetas (Vgtu) - - 071 - Engineering and engineering trades - DE CARLI Michele - ciclo 2, 3
Study Area	Engineering and engineering trades
State	The student accepted the place
First Learning Agreement compilation	30/01/2019 12:44
Last Learning Agreement compilation	Bozza
Learning Agreement state	<b>Draft</b>

**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.

Warning  
 Cancellazione AD Esterna effettuata con successo

**Table A**

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

ECTS Total Amount 0

**Table B**

Description	Credits	Select
IN01123530 - ADVANCED MATHEMATICS FOR ENGINEERS	9	<input type="checkbox"/>
IN20102562 - ELECTRICAL SCIENCE	12	<input type="checkbox"/>
INM0014874 - FINAL EXAM	3	<input type="checkbox"/>

Activities of the Degree Course didactical offer

Description	CFU	Select
No activity in the table		

CFU Total Amount 24

### 3. COMPILING THE LEARNING AGREEMENT

#### 1) Enter the activities to be completed abroad

At this stage, students should define how the activity abroad will be recognised:

1. **Free-credits activity** (*attività a scelta dello studente*): it is not always possible to find an activity in Padova to substitute (for example 'Finnish' is not present in the academic courses on offer and therefore cannot be linked); in this case students should enter the activity abroad, specifying with the appropriate flag '**Non-associable activity (TafD)**' (*Attività di crediti liberi non associabili*) that it is free-credit and not linked with an activity in Padova.
2. **Linked to one or more activities in Padova** (see paragraph 'Link the activities abroad to the activities in Padova').
3. **Outside plan** (*fuori piano*): these activities are not linked nor in Taf D and will not be included in the study plan.

To enter the activities to be carried out abroad click on '**Add activities**' (*Aggiungi attività*). On this screen you can enter the activities in three ways, in any case, ***paying very close attention in correctly submitting the name of the activity and ALWAYS indicating the number of ECTS credits:***

- I. from the drop-down menu '**Receiving Institution activity (already codified)**' (if available): pay close attention to the description of the activity and select it only if it corresponds effectively to the desired activity. It is possible to insert a different number of credits to that indicated.
- II. inserting the code and the name of the activity abroad if it is not present in the drop-down menu, or if the name differs at all

## 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 (if not present in the list above) Name of the activity test 1

ECTS Credits (mandatory) 6.5 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)

Web link for the activity syllabus:

Click on "Taf D" to enter the activities as free-credits (attività a scelta dello studente)

***In cases in which the Receiving Institution does not use ECTS credits*** students must apply the relative conversion and indicate the credits in ECTS. For example, in UK the activities are often indicated with their UK 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).

In this screen, students should also add the **online link for the syllabus** of the activity abroad, which is useful for the Academic Coordinator. If the link is not available, students have the possibility to attach a PDF file of the syllabus in the Learning Agreement Attachment section.

Always click '**Confirm**' (*Conferma*) for each activity entered.

## 2) Link the activities abroad to the activities in Padova

Links can be of various types, for example:

- An exam abroad that substitutes one in Padova
- Two exams abroad that substitute one in Padova or viceversa
- one single link with all the exams abroad which substitute all the exams in Padova.

**The number of credits of Table A and Table B should be equal, otherwise an integration is required, according to the Academic Coordinator and the Degree course specific rules.**

**Thesis work** must be entered as ‘Thesis Work’ or ‘Master Thesis Work’ for Master’s degree courses and linked exclusively with the activity ‘**Final Exam**’ (*Prova Finale*) in Padova.

In the event that the activity abroad is linked with ‘**Integrated Courses**’ (*Corsi Integrati*) as present in the academic courses on offer, students should select the entire course (it is not possible to select single modules that make up the course). **For students registered up until 2013 a partial conversion of only some modules is not possible.**

After having entered the activities to be carried out abroad, it is important to link them with the ‘**Activities in the Booklet to be associated**’ (Table B) of the Università di Padova that they will substitute.

First of all, students should **select the activities to associate, by ticking them**. If a link is composed of more activities in Padova than abroad, or viceversa, every activity must be selected.

**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							Activities in the Booklet to be associated		
Code	Description	DSF	ECTS Credits	Foreign NON-ECTS Credits	Syllabus	Select	Description	CFU Cred	Select
	Activity 1		6			<input checked="" type="checkbox"/>	IN01123530 - ADVANCED MATHEMATICS FOR ENGINEERS	9	<input checked="" type="checkbox"/>
	Activity 2		8			<input checked="" type="checkbox"/>	IN20102562 - ELECTRICAL SCIENCE	12	<input checked="" type="checkbox"/>
	Activity 3		7			<input checked="" type="checkbox"/>			

ECTS Total Amount 21

Description	CFU	Select
No activity in the table		

Activities of the Degree Course didactical offer

CFU Total amount 21

Completed association Close

Afterwards, students should click on “Associate” (*Associa*), at the bottom of the page.

Notes
Close ▾

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

AGGIORNAMENTO  
 Ho ricevuto la conferma da parte della prof.ssa [ ] che gli esami che ho scelto potranno essere inseriti nel piano di studi della laurea magistrale una volta che sarò immatricolato.

Associate
Delete
Exit
Present the Learning Agreement
Print the summary

Students must remember to ‘**Confirm**’ each single link.

### Learning agreement compilation

#### Confirmation of an Activity Association

Click on “Confirm” to confirm the association

Association for: Activity 1, Activity 2, Activity 3

Code	Description	ECTS credits
	Activity 1	6
	Activity 2	8
	Activity 3	7

Description	ECTS credits
IN01123530 - ADVANCED MATHEMATICS FOR ENGINEERS	9
IN20102562 - ELECTRICAL SCIENCE	12

Confirm
Back

If some activities are not present in the online booklet, students may still enter them, choosing ‘**Add Activity**’ (*Aggiungi Attività*) from the academic courses on offer (heading ‘**Activities of the Degree Course didactical offer**’), even if they are not yet present in the Study Plan.

**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** Table A + Add activity

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

ECTS Total Amount 0

**Activities in the Booklet to be associated** Table B

Description	CFU Credits	Select
IN01123530 - ADVANCED MATHEMATICS FOR ENGINEERS	9	<input type="checkbox"/>
IN20102562 - ELECTRICAL SCIENCE	12	<input type="checkbox"/>
INM0014874 - FINAL EXAM	3	<input type="checkbox"/>

**Activities of the Degree Course didactical offer** + Add activity

Description	CFU	Select
No activity in the table		

CFU Total amount 24

Completed association Close ▾

Students should select the ‘**Year of Offer**’ of the desired activity and then **Select the activity** from the drop-down menu.

### Learning agreement compilation

**Internal Activity Insertion**

Insert a new activity by selecting it from list of the available.  
 Click on “Confirm” for saving the data.  
 Click on “Back” to leave the procedure.

Year of Offer: 2013/2014

Didactical Activity in Offer: -- Select an activity --

IN04112373 - COSTRUZIONI MECCANICHE [cfu: 9]  
IN03111377 - ENERTRONICA [cfu: 9]

Confirm Delete Back

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

**In cases of thesis work, a separate link is needed:** activity abroad ‘Thesis’ linked only with ‘Prova Finale’ in Padova.

**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	Select
		Activity 1		6			<input type="checkbox"/>
		Activity 2		8			<input type="checkbox"/>
		Activity 3		7			<input type="checkbox"/>

ECTS Total Amount 21

**Activities in the Booklet to be associated**

Description	CFU Credits	Select
IN01123530 - ADVANCED MATHEMATICS FOR ENGINEERS	9	<input type="checkbox"/>
IN20102562 - ELECTRICAL SCIENCE	12	<input type="checkbox"/>

**Activities of the Degree Course didactical offer** + Add activity

Description	CFU	Select
No activity in the table		

CFU Total amount 21

Thesis work

**Completed association** Close ▾

Already associated DA. It is possible to remove the association using the trash icon.

**Association1**  Cancellation of an Activity Association

Code	Description	DSF	ECTS	Crediti esteri non ECTS	Syllabus
	Thesis Work		3		

Description	CFU	Info
INM0014874 - FINAL EXAM	3	

### 3) Adding notes and submission of Learning Agreement

After having completed the links, click on the button ‘Present Learning Agreement’ (*Presenta Learning Agreement*).

**Notes** Close ▾

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

AGGIORNAMENTO  
 Ho ricevuto la conferma da parte della prof.ssa  che gli esami che ho scelto potranno essere inseriti nel piano di studi della laurea magistrale una volta che sarò immatricolato.

Associate
Delete
Exit
Present the Learning Agreement
Print the summary

At this point it is possible to enter **NOTES** which may be useful for the Academic Coordinator's assessment.

**Students must enter NOTES in the following cases:**

- 1) In the case of thesis work, students should indicate the name and surname of the Academic Supervisor in Padova (in this case they should also attach the letter signed by the Supervisor, template available in the section 'Learning Agreement' through the following link: <http://www.unipd.it/en/erasmus-studies-out>)
- 2) Entering activities from the academic courses available which are not present in the online booklet
- 3) Activities abroad entered as 'outside Study Plan activities' (*fuori piano*)
- 4) Any agreement with the appropriate Academic Coordinator regarding integrations of activities to carry out in Padova, after the recognition process.

After entering the notes, students must click on '**Submit Learning Agreement**' (*Conferma Learning Agreement*).

Association1			Association2		
Code	Description	ECTS Credits	Description	ECTS Credits	Info
	Thesis Work	3	INM0014874 - FINAL EXAM	3	
	Activity 1	6	IN01123530 - ADVANCED MATHEMATICS FOR ENGINEERS	9	
	Activity 2	8	IN20102562 - ELECTRICAL SCIENCE	12	
	Activity 3	7			

ECTS Total Amount 24 ▶

ECTS Total Amount 24

**Notes** Close ▾

Notes made by the student

Notes made by the Coordinator

Submit the Learning Agreement
Delete
Back



When the student submits the Learning Agreement, the status changes from ‘**Draft**’ (*Bozza*) to ‘**Submitted**’ (*Presentato*); **only with this status is the LA visible to the Academic Coordinator who must approve/reject it.**

## Learning Agreement Compilation

### General data

Relevant call	2017/2018 - Erasmus+ SCUOLA DI INGEGNERIA
Destination	(LT VILNIUS02) Vilniaus Gedimino Technikos Universitetas (Vgtu) - - 071 - Engineering and engineering trades - DE CARLI Michele - ciclo 2, 3
Area of discipline	Engineering and engineering trades
State in list of students	The student accepted the place
Mobility period	
Date of first Learning Agreement compilation	30/01/2019 12:44
Date of last change to Learning Agreement	31/01/2019 13:04
State of Learning Agreement	This Learning Agreement is in the state ‘Submitted’



After the approval of the Learning Agreement, students are recommended to save a PDF file of the Summary and of the Standard European form.

At each phase it is always possible to access the ‘Summary’ (*Riepilogo*), clicking on ‘**Print Summary**’ (*Stampa Riepilogo*), in order to verify that all activities have been linked correctly.

## 4) Adding attachments to the Learning Agreement

The section ‘**Attachments**’ appears at the bottom of the page, before the section ‘Notes’.

Attachments include:

1. ‘**Transcript of Records/Thesis letter (*lettera tesi*)**’: students should attach exclusively the **protected PDF version issued by the International Office**, not scanned copies or those sent by the university abroad). To be attached only once the mobility period has ended (note that this is mandatory) and before completing the recognition.

**ATTENTION:** on the page ‘Compiling Learning Agreement’ the ‘**State**’ of the student should be ‘**Returned from destination**’ and the ‘**State of Learning Agreement**’ should be ‘**Submitted**’ or ‘**Approved**’; with other states, (e.g. confirmed at destination, draft, denied, defined) IT WILL NOT BE possible to attach the Transcript of Records.

To attach the Transcript of Records, students should NOT click on ‘New Learning Agreement’, instead click on the icon present in the column ‘Actions’.

2. **'Lettera relatore/tutor per tesi/tirocinio'**: students carrying out thesis work abroad should attach the letter (where the Supervisor at the Host University is specified) signed by the Academic Supervisor in Padova, before the mobility.
3. **'Programma attività estere'** (syllabus of the activities abroad): after having entered the activities abroad and linked all the activities students can attach the syllabus.

Students should attach documents **exclusively in PDF form**, by clicking on the icon  in **'Actions'** (*Azioni*).

Attachments		
Title	Type	Azioni
Transcript of Records/lettera tesi (allegare alla fine del periodo di mobilità)	 Mandatory	
Lettera relatore/tutor per tesi/tirocinio	Optional	
Programma attività estere	Optional	

**Notes** Close ▾

Notes made by the student

#### 4.PRINTING AND SENDING THE LEARNING AGREEMENT TO THE RECEIVING INSTITUTION

Students must send the approved Learning Agreement (Standard European form) to the Host Institution, asking them to sign the appropriate section 'The Receiving Institution'. The copy countersigned by the Host University must be uploaded through the link: [www.unipd.it/relint](http://www.unipd.it/relint).

**ATTENTION:** in the first compilation it is requested that students indicate their current **level of linguistic knowledge** or that that they intend to gain before their departure. At this point it is not possible to enter the level on Uniweb therefore it is recommended that students declare their level of language knowledge in the email that accompanies the Learning Agreement.

## 5. LEARNING AGREEMENT “DURING THE MOBILITY”: CHANGES

The student has the chance, after the approval of the first Learning Agreement, to submit up to **4 modified versions**.

Generally the changes are planned within 4-7 weeks from the start of the mobility period, or from the start of the second semester in cases of 9-12 month mobilities.

To make changes to the Learning Agreement students must submit a ‘**New Learning Agreement**’ (the button found at the bottom of the page) and **follow the same procedure described previously**, obviously eliminating the links and activities that they no longer plan to carry out, adding instead new activities and as necessary, eliminating the links previously indicated. To eliminate the links and the activities abroad students should use the ‘bin’ icon.

**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.

Warning  
 Cancellazione Esterna effettuata con successo!

**Activity to be taken abroad** + Add activity

Code	Description	DSF	ECTS Credits	Foreign NON-ECTS Credits	Syllabus	Select
	Activity 1		6			<input type="checkbox"/>
	Activity 2		8			<input type="checkbox"/>
	Activity 3		7			<input type="checkbox"/>

ECTS Total Amount 21

**Activities in the Booklet to be associated**

Description	CFU Credits	Select
IN01123530 - ADVANCED MATHEMATICS FOR ENGINEERS	9	<input type="checkbox"/>
IN20102562 - ELECTRICAL SCIENCE	12	<input type="checkbox"/>

**Activities of the Degree Course didactical offer** + Add activity

Description	CFU	Select
		<input type="checkbox"/>

CFU Total amount 21

**Completed association** Close

Already associated DA. It is possible to remove the association using the trash icon.

**Association 1** Cancellation of an Activity Association

Code	Description	DSF	ECTS	Crediti esteri non ECTS	Syllabus
	Thesis Work		3		

ECTS Total Amount 3

**Non-associated activities (Taf D)** Close

Code	Description	DSF	ECTS	Foreign NON-ECTS Credits	Syllabus
	APPEB16407			6	
	ELEIM17203			6	
	APAVM17141			9	
	APAVB17208			3	

The modified Learning Agreement must be approved by both the Academic Coordinator and the Host University so that the activity can be recognised.

## 6. AFTER THE MOBILITY: ‘REDEFINED’ LEARNING AGREEMENT, RECOGNITION OF ACTIVITIES AND STUDY PLAN

After the Erasmus+ for studies mobility period and before starting the recognition process, students must hand in the [end-of-mobility documents](#) to the International Office (Palazzo Bo). Following this appointment, the International Office will issue the protected PDF Transcript of Records for the student to attach (see “Adding attachments to the Learning Agreement”)

**Before proceeding with the recognition of the activities carried out abroad students should check that the last approved Learning Agreement corresponds to the Transcript of Records, regarding both the names of the exams, as well as the number of credits.** In cases in which the activity abroad is entered for example in Spanish or Portuguese and instead in the Transcript of Records it is given in English, students should ‘redefine’ the Learning Agreement, substituting the activities previously entered and entering them again in English.

**Students are recommended to enter the ‘Study Plan’ on Uniweb within the appropriate deadline;** any changes to the Study Plan must be completed after the recognition of the activities completed abroad.

In the event that the activities completed abroad have a **low grade** which is not possible to refuse, with the redefined Learning Agreement the student can propose that these activities are recognised as ‘**outside Study Plan**’ (*fuori piano*) (**not linked and not in Taf D**).

It is possible to carry out an ‘**integration**’ (*integrazione*) of an activity carried out abroad by registering the appeal as normal on Uniweb, **ONLY AFTER** the recognition has been uploaded to the online booklet.

It is advised in any case to provide, where necessary, **excess credits** from activities carried out abroad that can be used as free credits ‘in excess’ (namely, someone who graduates from their Bachelor’s for example, with 182 credits instead of 180 needs the approval of the Degree Course Board – *Consiglio di Corso di Studio*).

The recognition process is managed by the [International Office \(Erasmus\) at the student’s School or Department](#) and carried out by their Academic Coordinator.

**After the recognition is sent by the Academic Coordinator to the Student Office, the activity is uploaded to the student’s online booklet.** Here students can see the exams from Padova substituted and the average grade of the activities completed abroad. In the section Home – Certificates (*Didattica/ Autocertificazioni/ Autocertificazione iscrizione con esami*), the recognised activities will appear also with their grades out of 30.

## 7.SPECIAL CIRCUMSTANCES

### 1. 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, entering all activities as '**Free-credit activity, not associated (TafD)**' (*Attività di crediti liberi non associabili*) and **the Academic Coordinator's approval will be provisional**. When the student enrolls on the Master's course they must submit a new Learning Agreement with the links of the activities offered by their Master's course.

### 2. Students of the Scuola Galileiana

Students of the Scuola Galileiana that want to recognise one or more activities in the Galileian Plan of Study during the mobility must agree them, in advance, with their Academic Coordinator and then enter the activities abroad, without making any links. They must then indicate in 'Notes' that the activities that are not linked will be recognised in their Galileian career and they will need it to attach the Coordinator's email of approval under the attachment 'Letter of Supervisor/thesis tutor/tutor for internship' (*Lettera relatore/tutor per tesi/tirocinio*).

## CONTACTS

For technical problems - University call centre 049 827 3131

International Office – Mobility Unit – Erasmus+ for studies Programme: 049 827 3061 email: [erasmus@unipd.it](mailto:erasmus@unipd.it)

For academic questions students should always refer to the Academic Coordinator responsible for their Learning Agreement

For administrative questions (submission of Learning Agreement, Thesis letter etc.) – International Office (Erasmus) in School/Department: <http://www.unipd.it/en/erasmus-studies-out>