

UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA

# GUIDE TO COMPLETING THE LEARNING AGREEMENT

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For **long-term international mobility for studies Programmes:**  
Erasmus+ for studies, SEMP, Ulisse, Double/Joint Degrees



**The Learning Agreement (LA)** is a fundamental document for students participating in mobility programmes for studies (Erasmus+ for Studies in Europe (KA131) and beyond Europe (KA171), SEMP, BIP, Ulisse, Double Degrees and Joint Degrees).

It represents an agreement between the student, the home university and the host university, in which the courses and activities the student will undertake during the mobility period are defined, and ensures that the credits earned abroad will be recognised by the home university.

**The Erasmus+ Programme 2021-2027** foresees the gradual **digitisation** of several mobility processes, including the digital exchange of Learning Agreement data between partner universities (**Digital Learning Agreement - DLA**) through the **Erasmus without Paper (EWP)** network.

Starting from **the academic year 2025/26**, the **Digital Learning Agreements (DLA)** will be introduced for students participating in mobility funded by the Erasmus+ Programme (Erasmus+ and double degrees in Europe, Arqus, and BIP) with European partners **[1]** active in the EWP network. European partners that are not yet integrated into EWP are excluded.

## Deadlines

Students are required to complete the Learning Agreement / Digital Learning Agreement Before the Mobility in Uniweb **before starting their mobility**.

The approval of LA / DLA by the Unipd Academic Coordinator in Uniweb is mandatory in order to sign the **Grant Agreement**, before starting the mobility.



**Attention!** You must also meet the **deadlines of the host university**, which may be earlier than those of Unipd.

If necessary, it is possible to **modify the LA or DLA** even during the mobility, within approximately **30/45 days** from the start of the semester at the host university. The changes must be signed by all parties involved.

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**[1]** The countries with which digital exchange is active are: Austria, Belgium, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, and Turkey.

## Recommendations before completing the LA

**Before** proceeding with the completion of the **Learning Agreement** on **Uniweb**, **students are required to follow some important guidelines:**



- ✓ **Agree on the activities** to be carried out abroad and those that will be substituted at the University of Padua (Unipd) with the relevant Academic Coordinator at Unipd, if indicated in the instructions from the Mobility Desk.
- ✓ **Check directly with the host university** if it is necessary to include **a specific contact for the Responsible Person at the Receiving Institution** to avoid the DLA being rejected or not evaluated. This step is **not** required for **Ulisse** students.
- ✓ **The completion of the LA does not replace the completion of the Study Plan:** all students must fill out the Study Plan on Uniweb according to the deadlines defined by their degree programme.

## Instructions for different Programmes

- ✓ **Erasmus+ (including Arqus), Ulisse and SEMP programmes:** students should follow the instructions provided by the Mobility Desks at the Schools or Departments (<https://www.unipd.it/en/international-office-schools-departments-erasmus-out>).
- ✓ **Double and Joint Degree programmes:** students should contact the **Teaching Office of their Department**.

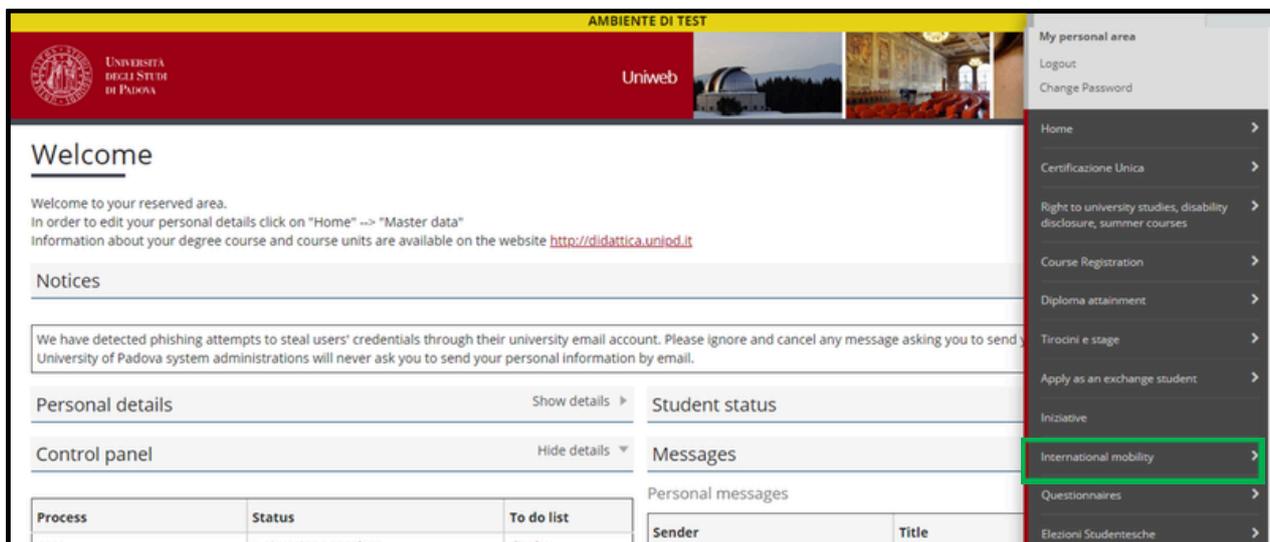
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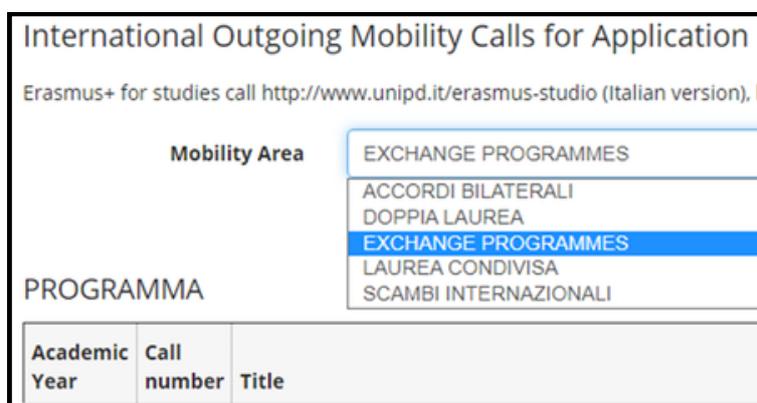
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# ACCESS TO THE LEARNING AGREEMENT OR DIGITAL LEARNING AGREEMENT ON UNIWEB

- 1 **Accessing Uniweb:** Log in with your username and password (SSO).
- 2 **Select the correct section:** In the menu on the right, under '**International mobility**' (Mobilità internazionale) select the option '**Outgoing international mobility**' (Bandi di mobilità).



- 3 **Select the mobility area based on your programme:**
  - **EXCHANGE PROGRAMMES:** Erasmus+ Studies, SEMP, BIP (Blended Intensive Programmes), Summer&Winter Schools, Virtual Exchange;
  - **ACCORDI BILATERALI** (Bilateral Agreements): **Ulisse**;
  - **DOPPIA LAUREA:** Double degrees or multiple degrees;
  - **LAUREA CONDIVISA:** Joint degrees.



- 4 **Access** the relevant call by clicking on the magnifying glass icon in the 'Options' (Azioni) column.

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

- 5 **Filling out the Learning Agreement: Compilation:** On the call page, click on 'Learning Agreement Compilation' (Compilazione Learning Agreement).

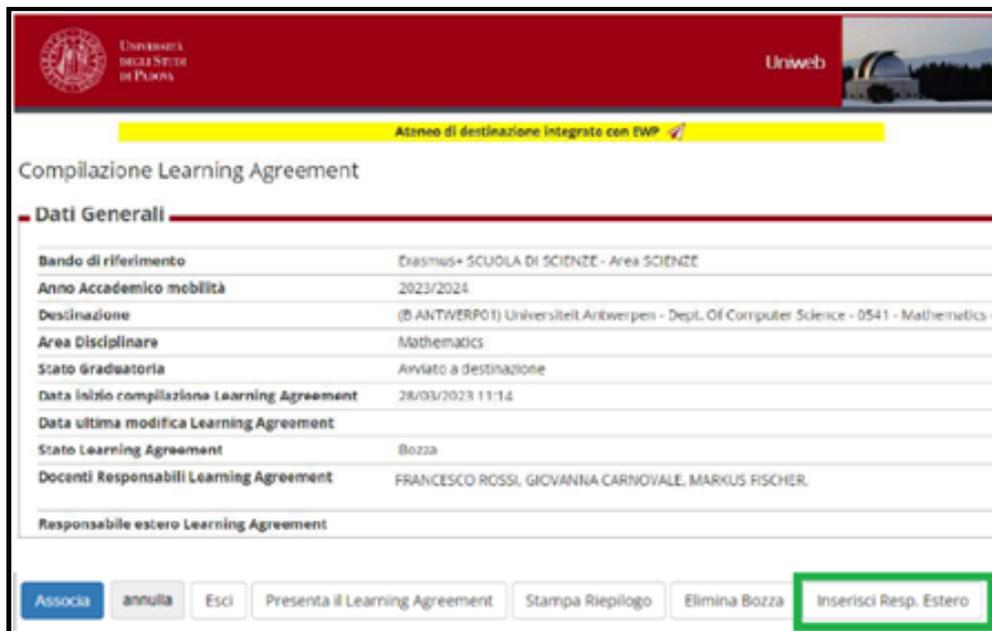
International Outgoing Application					
● Your application is confirmed.					
Application Stage	Activity	Information	Application Status	Key:	
Call registration	1 Filling in the Application form	Mandatory	✓	🔒	open activity
	2 Upload Attachments for Application	Mandatory	✓	🔒	blocked activity
	3 Confirmation of application	Mandatory	✓	✓	completed activity
Place confirmation	4 Ranking publication		✓	🔍	further information
	5 Awarded place confirmation	Mandatory	✓		
	6 Learning Agreement Compilation	Mandatory	🔒		
	7 Upload at the end of mobility period	Mandatory	🔒		



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	
<a href="#">🔍 view learning agreement section</a>		

## Digital Learning Agreement: integration with EWP

It is possible to check if your host university is integrated with **EWP** directly on **Uniweb**, by the presence of the label '**Ateneo di destinazione integrato con EWP**' (Destination University integrated with EWP) **highlighted in yellow** at the top of the page.



Dati Generali	
Bando di riferimento	Erasmus+ SCUOLA DI SCIENZE - Area SCIENZE
Anno Accademico mobilità	2023/2024
Destinazione	(B ANTWERP01) Universiteit Antwerpen - Dept. Of Computer Science - 0541 - Mathematics -
Area Disciplinare	Mathematics
Stato Graduatoria	Arviato a destinazione
Data inizio compilazione Learning Agreement	28/03/2023 11:14
Data ultima modifica Learning Agreement	
Stato Learning Agreement	Bozza
Docenti Responsabili Learning Agreement	FRANCESCO ROSSI, GIOVANNA CARNOVALE, MARKUS FISCHER
Responsabile estero Learning Agreement	

Buttons: Associa, annulla, Esci, Presenta il Learning Agreement, Stampa Riepilogo, Elimina Bozza, **Inserisci Resp. Estero**



**The University of Padua (Unipd)** uses the **DLA** (Digital Learning Agreement) **system**, which should not be confused with the **OLA** (Online Learning Agreement). Some host universities require completion of the **Online Learning Agreement** (OLA) through the platform <https://learning-agreement.eu/>, but for **Unipd** students it is not possible to use this platform. The only tool integrated with **EWP** is **Uniweb**.

# ENTERING ACADEMIC ACTIVITIES

The LA/DLA consists of two tables:

- **Table A (left side)**, where the activities to be carried out abroad should be entered.
- **Table B (right side)**, dedicated to the Unipd activities that will be replaced by the activities abroad.

To insert the **academic activities to be carried out abroad (Table A)** in the LA/DLA on Uniweb, you need to click on "Add Activity":

**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
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 + Add activity

Description	CFU	Select
No activity in the table		

You will then access the screen where the details for each academic activity need to be entered.

**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)

Receiving institution activity code (if present)

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

ECTS Credits (mandatory)   
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

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

Semester of attendance

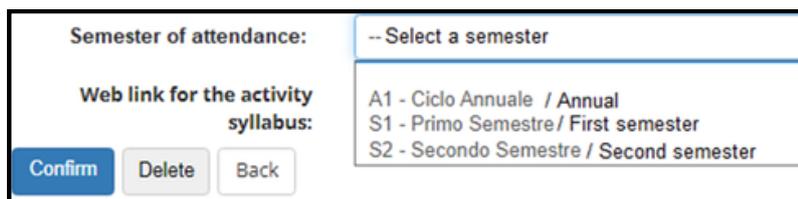
Web link for the activity syllabus:

It is **not** recommended to select activities from the dropdown menu "Academic Activities from Foreign University Offer" as this option is not available for all universities, may not reflect what is actually offered and available, and often the activities are not the desired ones.



The following fields should be completed:

- **Receiving institution activity code:** If available, it is recommended to enter it, since it is often requested by the partner.
- **Name of the activity (mandatory):** It must be entered **exactly** as listed in the **partner's** course offer.
- **Number of ECTS credits (mandatory):** In cases where the host university uses local credits (not ECTS), the corresponding conversion should be applied and the number of ECTS credits indicated. For example, in the United Kingdom, activities are often listed with English credits, which are worth double the ECTS credits. Therefore, for an activity worth 15 English credits, 7.5 ECTS credits should be indicated (using a full stop for the decimal place).
- **Non-ECTS foreign credits:** If the partner university does not use ECTS credits. For Ulisse, if no specific guidelines are provided, you can refer to the Credit Conversion Table at the following link: <https://www.unipd.it/en/ects-erasmus-out>.
- **Non-associable activity (TAF D):** For more details, refer to the sections below.
- **Semester of attendance (mandatory):** The semester of attendance must 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

- **Link to the activity programme**

**When entering the activities to be carried out abroad (Table A), it is important to know whether they will:**

- A** **Be associated with Unipd activities (Table B)** that will be replaced during the recognition phase. This includes **thesis work for Bachelor's and Master's degree students**.
- B** **Be entered as free-credits (by ticking the TAF D flag):** in this case, the activity is not associated with specific Unipd activities, but is recognised in the Study Plan as **free-credits**.

Foreign activities that are not associated with Unipd activities and are not entered as free credits are generally recognised as 'off-study plan' activities.



**Important note:** It is necessary to **follow the guidelines** set by the regulations of each degree programme and always agree with the appropriate **Unipd** academic coordinator on how to enter activities into the LA/DLA.

## **CASE A - ASSOCIATION OF ACADEMIC ACTIVITIES**

After having entered the activities to be carried out abroad (Table A), it is important to **associate** them with the Unipd activities in your study plan (Table B) that will be substituted. Generally, the association should ensure an **equivalent number of credits**.

It is advisable to provide, where necessary, **extra credits** from activities carried out abroad that can be used as free credits 'in excess'. For example, a Bachelor's degree student could graduate with 182 credits instead of 180. In any case, for the recognition of any credits 'in excess' it is necessary to refer to the **Degree Course Board – Consiglio di Corso di Studio**.

The available options are as follows:

- 1 Single association** → All the exams abroad are associated with all the corresponding exams at Unipd, for an overall equal number of credits.
- 2 One-to-One Association** → One exam abroad replaces a single Unipd exam.
- 3 Multiple Association** → Two or more exams abroad replace one single Unipd exam, or vice versa.

To associate the activities, you need to check all the activities you want to associate, click on **'Associate'**, and then click on **'Confirm'**.

**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](#)

If necessary, **you can add activities that are not included in your online booklet** but are in your 'Degree Course didactical offer'. To do so, click on **'Add Activity'**.

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

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



In this case, it is important to update the Study Plan within the appropriate timescale, by adding the Unipd activities chosen from the academic courses on offer which are not present in the online booklet.

It is not possible to associate activities abroad with integrations in your online booklet.

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.

## **ASSOCIATION OF RESEARCH AND THESIS ACTIVITY**

Students who intend to carry out part or all of their **thesis work** abroad must make a **separate association** by entering "Thesis work" or "Master thesis work" as the activity abroad and associating it only with the Unipd activity "**Final exam**" (Prova finale).

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	<a href="#">e</a>

**PhD students** should only enter the activity 'PhD research project' on Table A **without making any associations**, and indicate zero credits.

In these cases, it is also necessary to:

- Always indicate the **name and surname** of the Unipd **supervisor** in the '**notes**' box of the Learning Agreement.
- Attach the **Letter from the Unipd Supervisor/Tutor** signed by the Unipd thesis supervisor and stating the name of the supervisor abroad (the letter can be downloaded from 'The Learning Agreement' section at the following link: <https://www.unipd.it/en/learning-agreement-erasmus-out>).

## **ASSOCIATION OF INTEGRATED COURSES (CORSI INTEGRATI)**

In the event that the activity abroad is associated 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.

At all stages, it is always possible to view the '**Summary**' (Riepilogo) by clicking on '**Print summary**' (Stampa riepilogo) to **verify that the activities have been correctly associated**.

## **CASE B - FREE-CREDITS ACTIVITIES**

It is not always possible to find a corresponding Unipd activity to replace (for example: "Finnish" may not be available among the Unipd academic courses on offer). In this case, it is necessary to **tick the "TafD" flag** when entering the activity abroad. In this way, it will be entered as free-credits activity, which cannot be associated with any specific Unipd activity.

# ADDING ATTACHMENTS AND OTHER INFORMATION FOR THE LEARNING AGREEMENT/DIGITAL LEARNING AGREEMENT

## CONTACT OF THE RESPONSIBLE PERSON AT THE RECEIVING INSTITUTION

Before completing the LA/DLA on Uniweb, it is strongly recommended to directly check with the host university whether it is necessary to include a specific contact for the Responsible person at the Receiving Institution, in order to avoid the LA/DLA being rejected or not evaluated by the host university.

For the digital exchange via EWP, the email address automatically generated by Uniweb is sufficient, as the Responsible Person's details are retrieved directly from the system when the DLA is approved or commented on. However, for some partners, having the correct contact is essential.

If it is necessary to modify the **contact details** of **the Receiving Institution**, simply click on **"Gestisci Ref. Straniero"**, without having to submit a new DLA.

Dati Generali	
Bando di riferimento	Erasmus+ SCUOLA DI SCIENZE - Area SCIENZE
Anno Accademico mobilità	2023/2024
Destinazione	(B ANTWERP01) Universiteit Antwerpen - Dept. Of Computer Science - 3541 - Mathemika
Area Disciplinare	Mathematics
Stato Graduatoria	AVVIATO a DESTINAZIONE
Data inizio compilazione Learning Agreement	28/03/2023 11:14
Data ultima modifica Learning Agreement	
Stato Learning Agreement	Bozza
Docenti Responsabili Learning Agreement	FRANCESCO ROSSI, GIOVANNA CARNOVALE, MARKUS FISCHER
Responsabile estero Learning Agreement	

To enter a specific contact required by the host university, go to the bottom of the LA completion page on Uniweb and click on **'Insert Responsible Person Abroad'** (Inserisci Resp. Estero).

Manually enter the first name, last name and email address of the contact person at the Receiving Institution (without using the drop-down menu).

Responsabile estero

Nome: STEPHANE

Cognome: COOVAERTS

Indirizzo Email: international.office.medhealth@uantwerp.be

Dati Generali	
Bando di riferimento	Erasmus+ SCUOLA DI SCIENZE - Area SCIENZE
Anno Accademico mobilità	2023/2024
Destinazione	(B ANTWERP01) Universiteit Antwerpen - Faculty of Medicine - 09/2 - Medicina - CIGNAROLLA Andrea - 0002
Area Disciplinare	Medicine
Stato Graduatoria	AVVIATO a DESTINAZIONE
Data inizio compilazione Learning Agreement	11/04/2023 11:51
Data ultima modifica Learning Agreement	11/04/2023 11:58
Stato Learning Agreement	Bozza
Docenti Responsabili Learning Agreement	ANDREA CIGNAROLLA
Responsabile estero Learning Agreement	COOVAERTS STEPHANE@international.office.medhealth@uantwerp.be

After entry, the contact details are reported in the 'General Data' (Dati Generali) box.

## ATTACHMENTS TO THE LA/DLA

After entering activities and making associations, it is possible to attach documents in **PDF format**.

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

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

After attaching the documents, you can click on **'Submit the Learning Agreement'** (Presenta Learning Agreement) and proceed with entering your language proficiency level and any additional notes.

## ENTERING LANGUAGE PROFICIENCY LEVEL

After completing the entry of the academic activities, click on the **'Submit the Learning Agreement'** button. Only after that will you be able to **enter your language proficiency level**.

The language proficiency level can only be entered during the **first** submission of the Learning Agreement. It is necessary to enter the level of the main language of instruction that you possess or intend to acquire before the mobility begins. It cannot be changed in subsequent versions of the LA/DLA.

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
	<div style="border: 1px solid black; padding: 5px;"><p>Select</p><ul style="list-style-type: none"><li>INGLESE - A1 - livello base (ISCR)</li><li>INGLESE - A2 - livello elementare (ISCR)</li><li>INGLESE - B1 - livello intermedio (ISCR)</li><li><b>INGLESE - B2 - livello intermedio superiore (ISCR)</b></li><li>INGLESE - C1 - livello avanzato (ISCR)</li><li>INGLESE - C2 - livello di padronanza (ISCR)</li><li>INGLESE - nessuna conoscenza (ISCR)</li><li>SPAGNOLO - A1 - livello base</li><li>SPAGNOLO - A2 - livello elementare</li><li>SPAGNOLO - B1 - livello intermedio</li><li>SPAGNOLO - B2 - livello intermedio superiore</li><li>SPAGNOLO - C1 - livello avanzato</li><li>SPAGNOLO - C2 - livello di padronanza</li><li>SPAGNOLO - nessuna conoscenza</li></ul></div>

## ENTERING NOTES AND CONFIRMING THE LEARNING AGREEMENT/DIGITAL LEARNING AGREEMENT

After completing the entry of the academic activities, click on **'Submit the Learning Agreement'**. Only after that will you be able **to enter any notes**.

It is essential to enter NOTES in the following cases:

- 1 Thesis:** It is necessary to indicate the name and surname of the Unipd thesis supervisor/tutor.
- 2** Adding activities from the Degree course offer which are **not included in the online booklet**.
- 3** Foreign activities entered as **'off-study plan'** (fuori piano).
- 4** In case of associations with excess number of credits, indicate how you wish to recognise them (free-credits or off-study plan).

After entering the notes, you need to click on **'Submit the Learning Agreement'** to submit it and make it visible on the professor's Uniweb page.

The screenshot shows a web interface titled "Associazioni effettuate" with a "Chiudi" button in the top right. Below the title, there is a message: "AD già associate. E' possibile rimuovere comunque l'associazione fatta utilizzando l'icona cestino." and a "Rimuovi Associazione" button.

**Associazione 1**

Codice	Descrizione	SSD	Crediti ECTS
	Thesis		30

Descrizione	Crediti ECTS
SSN1042952 - PROVA FINALE	20

**Associazione 2**

Codice	Descrizione	SSD	Crediti ECTS
	Prova 567		8
	Prova 234		5,5
	Prova 123		3

Descrizione	Crediti ECTS
SSM0013391 - PROCESSI STOCASTICI	8
SSL1001485 - CALCOLO DELLE PROBABILITA'	8

**AD non associabili (TAF D)**

Codice	Descrizione	SSD	Crediti ECTS
	Prova 345		3,8

**Note**

Note dello studente:  
Il relatore della tesi a Padova è il prof. NOME COGNOME  
Inserito esame SSM0013391 - PROCESSI STOCASTICI dall'offerta del Corso di Studio  
Attività estera "Prova 456" da riconoscere come "fuori piano"

Buttons: Conferma Learning Agreement, annulla, Esci

# SUBMISSION OF THE LA/DLA TO THE HOST UNIVERSITY AND APPROVAL

For students receiving an **Erasmus+ grant (Arqus, Double Degree, BIP) or SEMP grant**, the LA / DLA must also be signed by the Host University in the specific section dedicated to 'The Receiving Institution'.

The Learning Agreement and Digital Learning Agreement have **different submission processes**.

In the first case (**Learning Agreement**), after approval by the Unipd coordinator, it is possible to download the European Standard version (not the Summary) in PDF format and send it to the Host University via email or through an application, according to the partner's instructions. The document will already be electronically signed by the student and the Unipd coordinator.

In the second case (**Digital Learning Agreement**), after approval by the Unipd coordinator, the DLA is digitally sent via the EWP network to the Host University, which will approve or reject the DLA. When the DLA is **approved** by the partner, the European Standard version with all signatures can be downloaded from Uniweb. If it is rejected (**'commented'**), the student must submit a new DLA on Uniweb following the instructions provided by the Host University, visible both in the Summary (Destination University Notes/Note Ateneo di Destinazione) and in the notification email sent by Uniweb. In each stage of the process, a notification will be sent from Uniweb to both the student and the Unipd academic coordinator responsible for the DLA.

Furthermore, **the status of the communication via EWP** can be viewed at the top of the DLA form.



The Learning Agreement (**LA**) or Digital Learning Agreement (**DLA**) **before the mobility** and any modified version during the mobility (**Exceptional Changes to the Learning Agreement**) must be signed by **all parties and uploaded to the Mobility Online platform, respectively at the beginning and at the end of the mobility**.

Students of the **Ulisse** programme and **Double Degree programmes without an Erasmus grant do not need to send the Learning Agreement to the host institution**.

# STATUS OF THE LEARNING AGREEMENT AND DIGITAL LEARNING AGREEMENT

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The statuses of the LA and DLA are listed below:

- **'Draft'**: when the Learning Agreement is being **prepared** by the student.
- **'Submitted'**: when the student has **submitted** the LA/DLA and it is visible on the professor's webpage.
- **'Revision'**: when the LA/DLA is **under review** by the professor. In this case, the student cannot make any changes.
- **'Internally approved'**: a specific state for the **Digital Learning Agreement (DLA)** indicating approval by the Unipd professor, but not yet by the Host University.
- **'Approved'**:
  - If referring to the **Learning Agreement (LA)**, it means that the document has been **approved** by the Unipd professor, and any **notes** added by the professor are visible.
  - If referring to the **Digital Learning Agreement (DLA)**, it means that it has also been **approved** by the Host University.
- **'Rejected'**: when the professor has **rejected** the Learning Agreement. In this status, any **notes** added by the professor can also be viewed by the student.
- **'Final'**: when the **recognition procedure has started**.

# CHANGES TO THE LEARNING AGREEMENT/DIGITAL LEARNING AGREEMENT

After the approval of the first Learning Agreement, the student can make up to **4 changes**. Changes are generally allowed within 4 weeks from the start of the mobility period or from the start of the second semester in case of a mobility lasting 9-12 months.

In order to make changes to the **LA or DLA**, the student must submit a **'New Learning Agreement'** (Nuovo Learning Agreement), by using the specific button at the bottom of the page and follow the same procedure as previously described.

If the exchange of the **Digital Learning Agreement (DLA) via EWP** is active with the partner university, once the DLA is sent, it cannot be modified until it is approved or rejected by the receiving institution. In such cases, the student can directly contact the partner university and request the approval or rejection of the DLA, in order to proceed with the necessary changes.

Changes can include:

- Removing associations and activities that will not be undertaken;
- Adding new activities and associations.

To remove activities and associations, use the **'trash can'** icon.



**Attention:** to correctly remove associated activities, it is necessary to **delete the association** first and then **each individual activity**. Download the **Summary** and check that it is no longer included!

The modified Learning Agreement must be approved by the Unipd professor and the host university (for Erasmus+ and SEMP grant holders only) in order for the completed activities to be recognised. It is therefore necessary to make any changes well in advance of the end of the mobility.

When you click on 'New Learning Agreement' to make changes, the Learning Agreement returns to 'Draft' status. If you do not wish to proceed with the changes, you can delete the draft by clicking the **"Delete draft"** button.



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	<a href="#">link to the print of the Study Plan</a>

Archive of Learning Agreements

Status	Date	Approved	Print European standard version / Summary
Approved	22/10/2021	<span style="color: green;">●</span>	 
Substituted	20/10/2021	<span style="color: red;">●</span>	 

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It is also possible to view all approved or rejected learning agreements by clicking on 'Archive of Learning Agreements'.

## **STUDENTS ADVANCING FROM BACHELOR'S TO MASTER'S PROGRAM**

Students that are progressing from their Bachelor's to their Master's degree must complete the LA/DLA on Uniweb before graduating. They should enter all activities as free-credits 'non-associated (TafD)' activities, and the approval from the academic coordinator will be 'provisional'. After enrolling in the Master's degree course, the student must submit a new Learning Agreement with the associations of activities offered by the Master's degree course.

## **STUDENTS OF THE SCUOLA GALILEIANA**

Students of the Scuola Galileiana who want to recognise in the Galileian Study Plan one or more activities carried out during the mobility must first agree on them with the 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'.

## **STUDENTS STUDENTS ENROLLED TO TWO DIFFERENT DEGREE COURSES**

The activities included in the LA / DLA must relate exclusively to the mobility-related career.

# RECOGNITION OF ACTIVITIES, “REDEFINED” LEARNING AGREEMENT AND TRANSCRIPT OF RECORDS

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**The recognition process is not automatic; it involves various offices and professors, and students are therefore required to take action promptly.** Only once all the end-of-mobility documents have been submitted is it possible to proceed with recognition of the activity carried out abroad.

First, it is necessary **to check that the latest approved Learning Agreement corresponds to the Transcript of Records**, both in terms of course names and credit numbers. For example, if the activities completed abroad were entered in Spanish or Portuguese, and the Transcript of Records lists the courses only in English, the Learning Agreement must be **‘redefined’** by replacing the activities previously entered and re-entering them in English.

**Recognition must be based on the last approved (or, if needed, redefined) Learning Agreement.**

If the grades received abroad **are very low**, and it was not possible to reject the grade at the host institution, **the student can propose**, when redefining the Learning Agreement, that these activities be recognised as **‘off-study plan’** (fuori piano).

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

Activities recognised as **free-credits (TAF D)** may be included in the Study Plan after the recognition has been completed, within the available compilation timeframes, according to the instructions of the Teaching Office at the Department.

If an **‘integration’** of an exam taken abroad is required, it is necessary to regularly enrol to the exam on Uniweb, **after the recognition has been completed and all activities have been entered in the online booklet.**

The recognition process must be completed **within 5 weeks** from the submission of the correct and complete end-of-mobility documentation (except in special cases such as holiday periods or University closures).

Once the recognition has been submitted to the Student Office, activities are added to the online booklet, and **the student can view the recognition:**

- from the online booklet, where the replaced Unipd activities appear, along with the weighted average resulting from the grades of the foreign activities;
- from the **‘Home/Self-certifications/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.

## ATTACHING THE TRANSCRIPT OF RECORDS AND/OR THESIS LETTER TO THE LEARNING AGREEMENT ON UNIWEB

After having received the PDF copy of the Transcript of Records and/or the letter of the thesis work from the Mobility Unit, and having checked that all successfully passed activities are included in the Learning Agreement, the Mobility Desk may ask you to attach the document on Uniweb before starting the recognition process.

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



**Attention:** on the International Mobility page on Uniweb, it is necessary to check that:

- in the section 'Ranking publication' the 'Ranking status' is **'Returned from destination'**, and
- 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/letter of thesis work.

To attach the Transcript of Records/letter for thesis work, go to the **'Upload attachments on return'** section.

Attach the Transcript of Records in PDF issued by the Mobility Unit by clicking the paperclip icon in the 'Options' column.

7 - Upload at the end of mobility period <span style="float: right;">🔒</span>		
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	



## 1 For technical issues

- **University Call center:** 049 827 3131
  - **Mobility Unit:** 049 827 5033  
Email: [erasmus@unipd.it](mailto:erasmus@unipd.it)
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## 2 For educational matters

- Always refer to the professor responsible for the Learning Agreement.
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## 3 For administrative matters (submission and sending of the Learning Agreement, thesis letter, etc.):

- **Erasmus+ Studies and SEMP Programme:** Mobility Desks at Schools/Departments <https://www.unipd.it/en/erasmus-studies-out>
- **Ulisse Programme:** [bando.ulisse@unipd.it](mailto:bando.ulisse@unipd.it)
- **Double/Joint Degrees:** Teaching Office at the Department and Mobility Unit: [mobility.out@unipd.it](mailto:mobility.out@unipd.it)
- **Blended Intensive Programmes (BIP) and Virtual Exchanges:** <https://www.unipd.it/en/virtual-exchange-students>