

PRESENTATION OF THE LEARNING AGREEMENT (LA) BIP

The Learning Agreement is a mandatory document for every Erasmus mobility. For our university you have to follow the procedure online in UNIWEB. Students have to enter their account, choose International Mobility in the menu on the right > Exchange Programmes and Short term mobility (SM) and the BIP Call they applied for.

Start with the compilation of the Learning Agreement (LA) → NEW Learning Agreement (on the right side at the bottom of the page).

For more information, please find the manual and video tutorial on the webpage:

<https://www.unipd.it/en/learning-agreement-erasmus-out>

Guide:

https://www.unipd.it/en/sites/en.unipd.it/files/EN_istruzioni_LA_Uniweb_studente_ATENEO_2021_rev_14042022_WEB.pdf

Compilation of the LA in UNIWEB (before the BIP activities are starting)

In table A (activities to be taken abroad) you should insert the name of the BIP like indicated in the Scheme for the BIP on the webpage: www.unipd.it/en/bip.

- Skip the first line, if present, about activities already codified
- Insert the code if you have been informed about it, otherwise leave it empty
- Name of the BIP in capital letters
- Credits ECTS like indicated
- Don't click on virtual mobility
- Choose the semester of the activities in presence at the partner institution

The recognition has to be discussed with the degree programme coordinator or the delegated Erasmus coordinator who approves the LA. Please follow the specific indications given by the

Mobility Desk of the Unipd School in order to find out the right contact person:

<https://www.unipd.it/erasmus-scuole>. Please consider also the indications given on the BIP Scheme.

The degree programme coordinator or the delegated Erasmus coordinator have to be contacted PRIOR to the compilation of the Learning Agreement. There are 3 different possibilities:

1. It is possible to **associate the BIP** course to an activity of the Unipd study plan (this should be discussed before the presentation of the LA with the degree programme coordinator or the delegated Erasmus coordinator); in some cases the BIP course can correspond to a part of an regular Unipd course, in this case of an partial recognition has to be agreed about an exam of the integration of the remaining credits of the course, in practice this has to be indicated in the notes of the LA (just type "*foreseen integration exam of XX credits*")
2. The BIP course can be recognized as **free elective** (free choice exam) (verify if the BIP course will be graded), indicate in table A "**TAF D**"

3. The BIP course can be registered “outside the study plan” or as **additional credits** (in this case the BIP course will not be associated and will not be indicated Taf D) – this is also the indication for all phd students who are participating on un BIP programme

After the completion of the table A (and possible association) students have to “present” the LA. A new page will open where students have to insert their language competences and eventual notes (in case of partial recognition of the course). After that the presentation of the LA has to be “confirmed”.

The degree programme coordinator (or the delegated person for LA approval) have to be informed about the presentation of the LA since there is no automatic notification.

Only after the presentation of the LA we will proceed with the signature of the grant agreement.

It will be the task of the Mobility unit to send the LA’s for signature to the host institution.

Recognition (after the conclusion of the BIP)

In general, after the end of activities (virtual or in presence) there are passing up to 2 months until the exam will be registered.

After the conclusion of the BIP programme the hosting university has to prepare the transcript of records (ToR) and the attendance certificate. These certificates should be sent directly from the hosting institution to virtual.exchange@unipd.it.

If students receive a paper format of the certificate have to hand out the originals to the Project and Mobility Office, Mobility Unit.

After that students will receive a certified copy which will be uploaded in the International Mobility section/ Learning Agreement in Uniweb.

The registration of the BIP course will be organized in collaboration with the Mobility Desk of the School where the student is enrolled.

1. With the registration of the BIP course we will recognize the activities associated in the Learning Agreement. If it should be the case of a partial recognition - at first the course will be registered and then the Uniweb system generates an specific exam for the integration and after sitting that exam the complete Unipd exam will be registered.
2. If the BIP course will be registered as free elective (free choice exam, in the LA with “TAF D”) it appears first in the online booklet in Uniweb and after that students can change the Unipd study plan and insert the BIP course into their study plan
3. BIP courses as additional credits will be visible in the students career but the credits don’t count for the graduation

ATTENTION: Graduating students should evaluate the timeframe between the end of the BIP, the eventual change of the study plan in order to insert free electives and the deadline for application for graduation (domanda di laurea) or the deadline for the registration of the BIP before the graduation date. Remember that there are specific deadlines for all procedures.