



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

DIPARTIMENTO  
DI INGEGNERIA  
DELL'ENERGIA ELETTRICA  
E DELL'INFORMAZIONE  
"GUGLIELMO MARCONI"

## **Degree Programme in Automation Engineering (Bachelor and Master): Instructions for the submission of the learning agreement**

This document provides instructions for the submission of the Learning Agreement (LA) for students in Automation Engineering (Bachelor and Master) involved in the Erasmus mobility programme.

Actions to be taken in order to submit the Learning Agreement, the student must:

1. **Identify the courses they are willing to attend at the host university**, read their syllabi, and compare them with those of Automation Engineering at the University of Bologna.
2. **Send an email to the Unibo professor** in charge course that the student is willing to replace abroad, including in the email the syllabus of the course taught at the host university and **requesting approval for its replacement**

The professor's feedback can be:

- a) Approval
- b) Approval with request of exam integration upon return
- c) Rejection

**IMPORTANT: An email of approval for the replacement must be sent to Unibo professors for each course is willing to attend during the mobility period and include in the Learning Agreement.**

An exception applies to courses taken abroad that students want to include as **Type D elective credits** in their Unibo career. In the LA, these courses must correspond to ECTS credits within a **subject area (SSD)** and not to specific Unibo exams. These Type D courses will be directly reviewed by the Degree Programme's Internationalization Committee at the time of LA submission, so no approval email from the Unibo professor is required to include them in the LA.

3. Once received the emails of approval/ approval with request of integration, the student can **submit the LA through AlmaRM, uploading the syllabi of the courses at the host University and the approval emails from the Unibo professors.**

### **PLEASE NOTE:**

- **Learning Agreements that do not include the syllabi of the courses at the host universities and the email of approval from the Unibo professors will be rejected by the Internationalization Committee of the Degree Programme**
- Foreign language exams will only be recognized as **extra-curricular credits**, meaning they will **not count** towards the degree requirements.

**DIREZIONE E AMMINISTRAZIONE**

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