

Degree Programmes in Automation Engineering (bachelor and master): specific instructions to draw up the LA and procedure to be followed

This document provides specific information to draft the learning agreement (LA) to Bachelor and Master's students in Automation Engineering selected to join international mobility programmes.

In order to correctly fill in the LA, you must follow these steps:

1. Identify the learning activities you are interested in at the host University and carefully read the related course contents,
2. Carefully compare the course contents of the learning activities at the host University with those provided by the Automation Engineering degree programmes,
3. Send an e-mail to the Unibo's professor in charge of the learning activity you are willing to replace abroad asking to his/her approval. Attach to the email the course contents provided by the host University. As subject of the mail put: *LA Surname Name Automation (bachelor or master) course evaluation: Unibo course code -Unibo course title*.
Only type D courses and general SSD credits will be directly evaluated by the Automation Engineering degree programme board after the presentation of the LA.
For information on partial recognition of the courses to be taken after the mobility, students can contact the International Engineering Mobility Desk (ingarc.internazionale.bo@unibo.it).
4. Wait for the professors' evaluation (approval, approval with integration, rejection). The feedback may take few days.
5. Forward feedback e-mails of Unibo's professors to the mailbox of dei.tutor@unibo.it with subject *LA Surname Name Automation (bachelor or master)*, join all feedbacks received from professors in a single email
6. Submit your LA through AlmaRM platform
7. Wait for the evaluation of the International Mobility Office (validation / refusal) as well as of the Automation Engineering degree programme Board (approval / refusal).

Teaching notes:

- Any credits indicated in LA as generic SSDs (i.e. without any correspondence with a specific Unibo exam) can only be recognized as type D credits. The SSD credits will be useful for the attainment of the degree only if the contents of the chosen courses allow it and after a positive evaluation by Degree Programme Board.
- As for type D courses, choose correspondences only with Unibo's exams for which a mark is expected (NO pass/fail exams).
- Foreign language exams will be recognized as extra-career credits.

Please note:

- **Las in which are inserted not preliminary approved learning activities will not be evaluated by the Degree Programme Board and they will be rejected.**
- The LA must be submitted well in advance in relation to the start of the mobility, also taking into account the deadlines set by the host Institution.