

Learning Agreement

vademecum for students who plan to
study abroad (e.g., Erasmus+)

Erasmus Board for
Environmental Engineering

cdl.ingamb.mobility@unibo.it

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NETIQUETTE RULES



- **Be kind and gentle:** start your e-mail with a formal greeting
- **Write the subject of the e-mail** and avoid the use of URGENT
- If you are sending an attachment, write in the body of the e-mail a **short introductory text** «Attached to this message you may find...»
- If your e-mails contains several questions, check that your **questions** are written **in a clear and synthetic way**
- Check the body of your e-mail once written and **correct any formal and grammatical error** before sending it
- Remember that the use of **capital fonts** looks like your are **shouting** (thus, better avoid it)
- **Do not send many times the same e-mail:** it can be confusing and it increases the number of e-mail we are receiving
- Always use your **institutional e-mail address** when you write to an institutional Unibo account

GOAL OF THIS DOCUMENT

This document provides useful information for the delineation of a studying experience abroad, that embeds:

1. The fulfillment of a formal procedure (available at <https://www.unibo.it/en/international/Studying-abroad/Studying-abroad>, not explained during this meeting)
2. The identification of learning activities abroad (matching learning activities included in the ERE study plan at UNIBO), by means of a LEARNING AGREEMENT (LA)

WHAT IS THE LEARNING AGREEMENT?

The **LEARNING AGREEMENT (LA)** is a contract among (1) the student, (2) UNIBO and (3) the host institution.

- It guarantees the student that learning activities taken abroad are accepted once back to UNIBO
- It must be approved by UNIBO and the host institution **before departure** (some host institutions require the LA submission well in advance to allow the subscription to learning activities in due time)
- Several requirements must be fulfilled (see next slides)

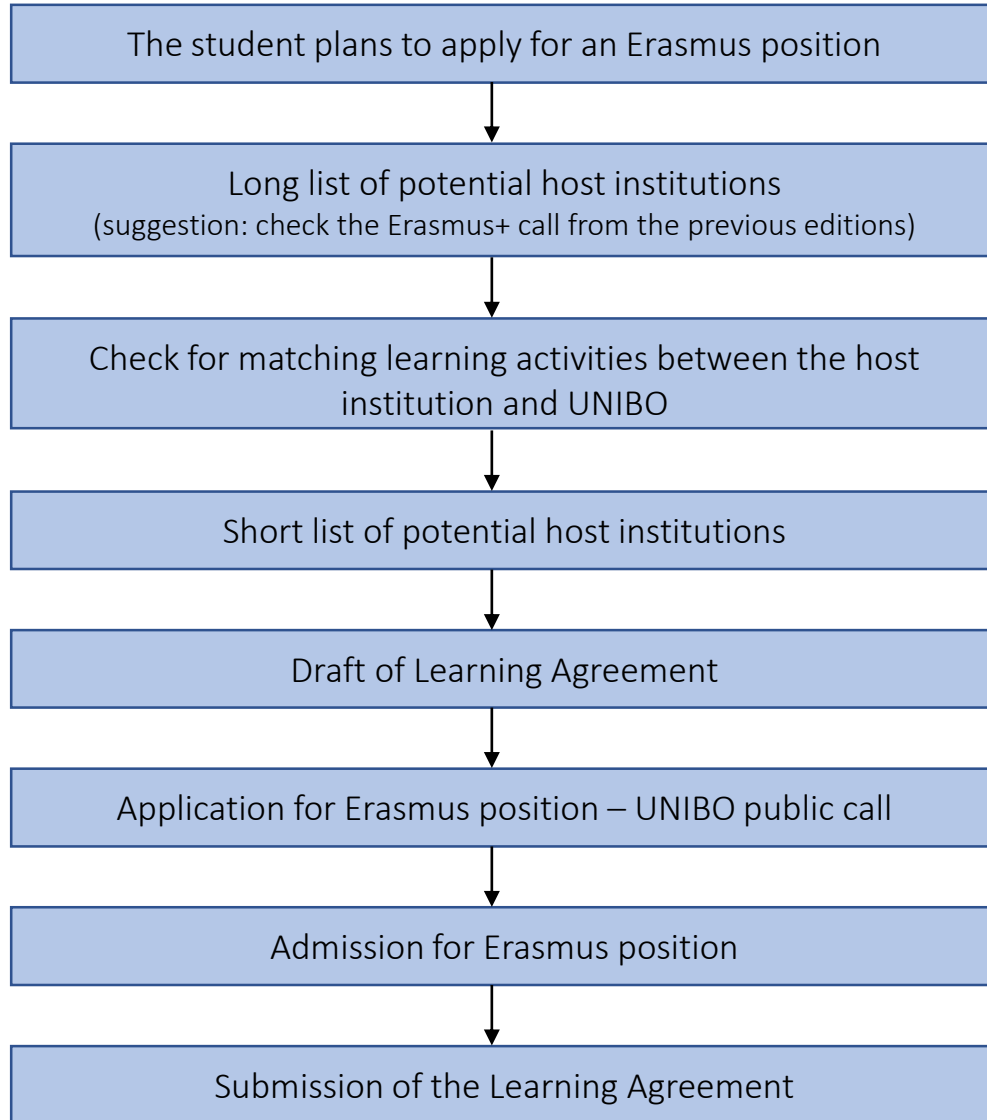
The LA must be prepared well in advance

The identification of learning activities to be added to the LA is personal

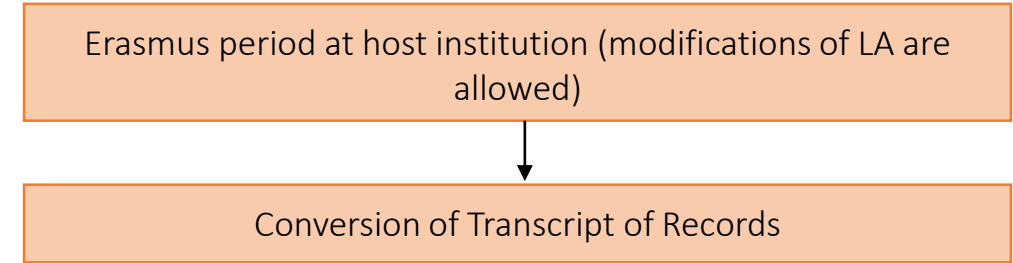
The student preliminary identifies courses at the potential host institution and asks for a confirmation from the Erasmus Board (cdl.ingamb.mobility@unibo.it)

LEARNING AGREEMENT (LA): STUDENT'S STEPS

Academic Year X



Academic Year X + 1



HOW TO FILL IN THE LEARNING AGREEMENT

One semester corresponds to 30 CFU. For a 1-semester period abroad a MINIMUM number of 18 CFU is required in the Learning Agreement.

The Learning Agreement is composed by several **matching groups**:

- **Suggestion**: each matching group identifies a match «ONE to ONE» (a learning activity at the host institution matches with a learning activity at UNIBO)
- **Additional option**: It is possible to add «MANY to ONE» or «ONE to MANY» matching groups. **However, if one of the learning activities at the host institution is not passed, the whole matching group cannot be acknowledged**

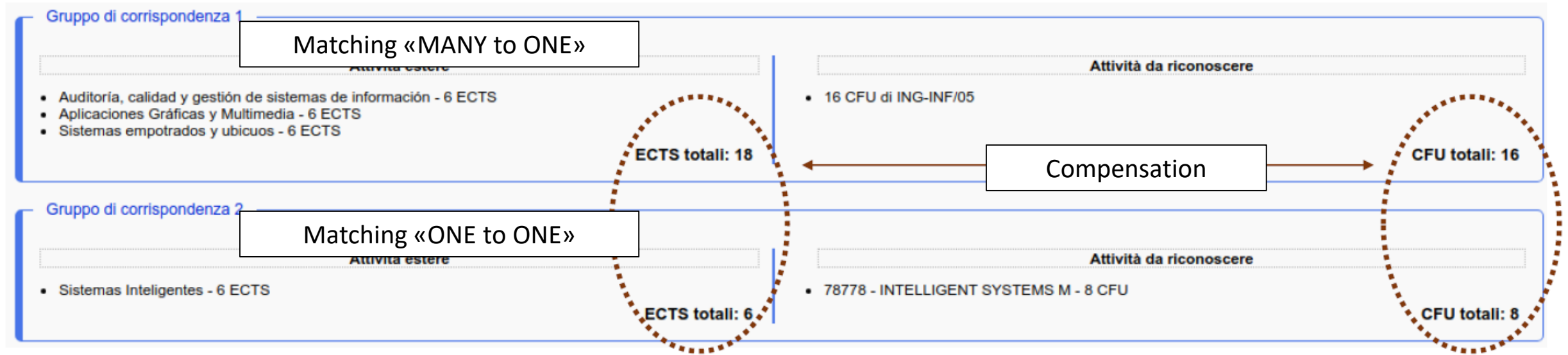
HOW TO FILL IN THE LEARNING AGREEMENT

The selection of learning activities to be added to the LA is based on 2 key criteria:

- **MATCH in terms of CONTENTS:** the course content of the learning activities at the host institution must match the course content of the learning activities at UNIBO
- **MATCH in terms of NUMBER OF CREDITS:** the number of credits acquired at the host institution must match the number of credits at UNIBO. This criterium is applied to each matching group and to the whole LA.

Credit compensations among different matching groups are possible, yet they must be approved in advance by the Erasmus Board.

MATCHING LEARNING ACTIVITIES



MATCHING LEARNING ACTIVITIES - COURSE CONTENTS

The study plan includes learning activities of different **TYPE** and **disciplinary-scientific area (SSD)**, according to the Study program regulations.

There are the following macro-categories of learning activities:

- Mandatory (usually Type A-B-C)
- Related (usually Type B-C)
- Elective (Type D)
- Final examination and foreign language test (Type E)
- Other (Type F)

2.2) GROUP "ANTHROPOGENIC LANDSCAPES ENGINEERING" (MAX LIMIT 33 CFU)

		PERIOD ?	TYPE ?	SSD ?	CFU ?
73315	Applied Geomatics	1	B	ICAR/06	6
73360	Engineering Geology	1	B	GEO/05	6
95934	MODELING AND MANAGEMENT OF NATURAL HYDRAULIC SYSTEMS	1	B	ICAR/01	6
95942	APPLIED GEOPHYSICS	2	F		3
95941	GEOTECHNICAL ENGINEERING FOR LAND PROTECTION	2	B	ICAR/07	6
95935	SMART AND SUSTAINABLE WATER MANAGEMENT	2	B	ICAR/02	6

MATCHING LEARNING ACTIVITIES - COURSE CONTENTS

For **mandatory learning activities**, it is required to identify a **perfect match in terms of contents and credits** between the learning activity at the host institution and the one at UNIBO

Larger **flexibility** is possible **for related learning activities** – assessed on a single-case basis

Type F learning activities are learning activities including a project or an internship

MATCHING LEARNING ACTIVITIES - COURSE CONTENTS

The *student* contacts the *Erasmus Board* and asks for the possible match between a learning activity at the host institution and the corresponding one at UNIBO, attaching the PDF describing the content of the course abroad.

In the case of TOTAL OR HIGH MATCH IN COURSE CONTENTS:

1. The *Erasmus Board* confirms the match
2. The *student* uploads the LA on [AlmaRM](#)
3. The *Erasmus Board* approves the LA

MATCHING LEARNING ACTIVITIES - COURSE CONTENTS

The *student* contacts the *Erasmus Board* and asks for the possible match between a learning activity at the host institution and the corresponding one at UNIBO, attaching the PDF describing the content of the course abroad.

In the case of PARTIAL OR UNCERTAIN MATCH IN COURSE CONTENTS:

THERE ARE 3 POSSIBLE CASES

- **CASE 1:** The *Erasmus Board* (after a positive feedback from the UNIBO professor teaching the selected learning activity) approves as-is the match suggested by the student.
- **CASE 2:** The *Erasmus Board* highlights a **partial match** and, according to the suggestions received by the UNIBO professor teaching the selected learning activity, asks for an exam integration at UNIBO after the period abroad (i.e., a note is added to the LA)
- **CASE 3:** no correspondence is available.

For **CASES 1** and **2**, the *student* can add the learning activity in a matching group in the LA ([AlmaRM](#)), attaching also the PDF describing the course contents. The *Erasmus Board* approves the LA.

MATCHING LEARNING ACTIVITIES - COURSE CONTENTS

For **CASE 3**, where no correspondence is available, the *student* may add the learning activity in a matching group, where the activity at the host institution matches with SSD credits (Type D).


- The learning activity at the host institution must be coherent with the Learning outcomes of ERE and it must be distinct from any other course in the Study Plan – it cannot be a repetition!
- Type D credits refer to the SSD (see list here: <https://www.mur.gov.it/sites/default/files/2024-05/Decreto%20Ministeriale%20n.%20639%20del%2002-05-2024%20-%20Allegato%20A.pdf>) and the number of credits can include a compensation among matching groups if needed.
- A given SSD can be included in one single matching group. If more SSD need to be included, several matching groups (one for SSD) must be added.

Matching group 1	6 CFU di ING-IND/24	Explosions and Industrial Fire Safety E051540 - 6 ECTS
Matching group 2	3 CFU di ING-INF/05	The Information Society and ICT E076320 - 3 ECTS

MATCHING LEARNING ACTIVITIES - NUMBER OF CREDITS

credits **UNIBO** \leq # credits **host institution**  The **Erasmus Board** approves the LA

30993 - ELEMENTI DI TECNICA DELLE COSTRUZIONI T - 6 CFU	Tecnología de Estructuras - 6 ECTS
73265 - MODELLISTICA IDROLOGICA - 6 CFU	Hidrologia Superficial Avanzada 33506 - 4.5 ECTS
	Hidrogeologia Avanzada 33507 - 4.5 ECTS

credits **UNIBO** $>$ # credits **host institution**  An integration is required when the student comes back. This integration must be defined by the UNIBO professor before LA approval. The **Erasmus Board** will add a note when approving the LA, listing the number of credits and the course contents to be integrated.

81645 - INDUSTRIAL AND ENVIRONMENTAL SAFETY M - 9 CFU	Industrial Safety and Health - 6 ECTS	3 CFU INTEGRATION AFTER THE PERIOD ABROAD
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ADDITIONAL NOTES

- Learning activities added in the Learning Agreement directly modify and update the Study Plan. The Erasmus Board checks for the matching in terms of number of credits and course content, with the support from the Degree Program Coordinator, Prof. Attilio Castellarin
- Type D learning activities do not have any upper limit in terms of credit numbers (e.g., if the study plan admits 12 CFU Type D and the student gets 15 CFU Type D abroad, when converting the Transcript of Records only 12 CFU are considered in the corresponding group and the remaining 3 will remain in your career – you will get your MSc degree with 123 CFU rather than 120)

ADDITIONAL NOTES

- The key element in the definition of your LA is the compatibility with your study plan
 - Student career: if only a few exams are missing, it will be more challenging to find matching learning activities abroad
 - Type D learning activities are your jolly
- Learning activities should be in line with your Study Plan (better to go for an Erasmus period during 2nd year of Bachelor Degree and 1st year of Master Degree, where more opportunities for course correspondence are available)
 - Better if you plan your Erasmus period well in advance, by e.g., defining a LA with exams from different years

ADDITIONAL NOTES

The whole process takes almost 2 years

Plan your LA well in advance

- Assess the feasibility of your LA before the application for the ERASMUS call
- Any trouble? A modification of your LA is possible (1 per semester), informal agreement before the conversion of transcript of records (if needed) is possible – please **keep the Erasmus board always informed and updated**

DO YOUR HOMEWORK

- 90% of the e-mails we receive typically find an answer by simply and carefully reading the available documentation
- UNIBO has Erasmus exchange programs with hundreds of host institutions abroad. Please outline your LA draft including also links and PDFs to course contents

ADDITIONAL NOTES

REMEMBER THAT:

- Only complete exams (and not partial ones) are registered once back at UNIBO
- It is not possible to register learning activities that are not included in the LA or in any updated version
- It is not possible to register learning activities that are not included in the Transcript of Records

ADDITIONAL NOTES

Contact the right persons

DIRI Office for calls, appointments, dates, language certificates, certificates of arrival and departure...

<https://www.unibo.it/en/international/Studying-abroad/General-information-on-Erasmus/erasmus-office-directory/contacts-international-relations-administration-offices>

AFORM Office for validation of LA, Transcript of Records and other administrative teaching issues

ingarc.internazionale.bo@unibo.it

Erasmus Board for Environmental Engineering for LA approval, conversion of transcript of records, assessments of matching learning activities (during any stage) cdl.ingamb.mobility@unibo.it

LISTA (NON ESAUSTIVA) DELLE SEDI STRANIERE PER PERIODO DI STUDIO/TESI ALL'ESTERO - ERASMUS

PAESE	UNIVERSITA'	REFERENTE SCAMBIO
Austria	Technische Universitat Wien	Prof. Montanari
Belgio	Universiteit Gent	Prof.ssa Zanuttigh
Belgio	Univerisité de Liège	Prof. Mesini
Francia	Institut Polytechnique UniLaSalle	Prof. Gandolfi
Francia	Paristech - Ecole des Mines	Prof. Bonduà
Francia	Université de Tours	Prof. Mostacci
Francia	Université Paul Sabatier - Toulouse III	Prof. Mazzotti
Norvegia	NTNU - Throndei- Norwegian University of Science and Technology	Prof. Mesini
Paesi Bassi	Delft University of Technology	Prof. Castellarin
Paesi Bassi	Universiteit Twente	Prof. Rupi
Poland	Politechnika Odzka - Lodz University of Technology	Prof. Bertin
Portogallo	Universidade de Lisboa	Prof.ssa Zanuttigh
Portogallo	University Of Beira Interior	Prof. Mostacci
Spagna	Uni. Politecnica de Valencia	Prof. Montanari
Spagna	Universidad de Cantabria	Prof.ssa Archetti
Spagna	Universidad de Extremadura	Prof. Giacinti Baschetti
Spagna	Universidad de Las Palmas de Gran Canaria	Prof. Liverani
Spagna	Universidad Politécnica De Madrid	Prof. Landuzzi
Spagna	Universidad de Alicante	Prof. Silvestri
Spagna	Universidad de Salamanca	Prof. Montanari
Svezia	Uppsala Universitet	Prof. Montanari
Svezia	University of Lund	Prof. Mazzotti
Svizzera	University of applied sciences and arts - northwestern switzerland	Prof. Fava