

Guidelines for Mirees Outgoing Students_ERASMUS+

1. Learning Agreement before departure (LA)

Mirees students shall complete the LA by selecting the courses listed in the **Mirees course catalogue of the partner universities** available at www.mirees.unibo.it. The course catalogue reports information on the number of CFU credits that can be recognized as well as on the disciplinary field (SSD) of each learning activity, to be indicated in the LA. Exceptionally, students can select up to one course unit not included in the course catalogue, in agreement with the sending and receiving universities and upon presentation of the course syllabus. **Students must achieve abroad at least 32 CFU including the language** (For elective courses the min limit is 20 CFU).

The exchange coordinator may require additional information for ascertaining the consistency of the learning activity with the Mirees teaching plan and may inform the student on the need to integrate the learning activities carried out abroad with integrative activities, quantified in terms of CFU, by posting a message on the box "NOTE PER LA VALIDAZIONE".

As soon as the student submits the LA to AlmaRM, the Unibo exchange coordinator will evaluate it and decide whether to *validate* or *reject* it within 3 weeks from the date of submission. Once validated, the International Relations Office (IRO) will let the Mirees Director sign the LA and upload it in PDF format to AlmaRM. The student is in charge of letting the receiving university sign the LA and upload it to AlmaRM.

Please note that in the paper version of the LA generated by AlmaRM, learning activities are divided into *Table A_ Study programme abroad* and *Table B_ Group of educational components*, while the layout of the online learning agreement on AlmaRM is structured in terms of groups of correspondences between *Attività estere* and *Attività da riconoscere*. While completing the online LA on AlmaRM, please remind that each subject or packages of subjects to be attended must be inserted as a separate group of correspondence.

2. Provisional Learning Agreement

In case the receiving university requires a Provisional Learning Agreement before its formal validation to AlmaRM, the Unibo exchange coordinator is entitled to sign it.

3. Changes to the initial Learning Agreement

For mobility exchanges up to 6 months, it is possible to change the initial LA **once**, within 5 weeks from the beginning of lectures at the receiving universities.

The change request has to be validated by the exchange coordinator and approved by the Mirees Director. The approval will be notified through an automatic alert.

The student is in charge of letting the receiving university sign the LA and upload it to AlmaRM.

4. Transcript of Records and Recognition Request

In order to start the recognition procedure, the Transcript of Records (TOR) must be validated by the IRO. The TOR shall be sent by the receiving university to the International Relations Office by post or email. Therefore, the student cannot submit the recognition request through AlmaRM until the TOR has not been delivered and validated. In case of delayed issue of the TOR by the receiving university which could negatively affect the student's prosecution/conclusion of his/her studies, the IRO can urge the partner university at the student's request.

After the TOR's validation, the student is allowed to submit the recognition request of the exams passed during the mobility through AlmaRM and obtain their recognition and conversion into the Italian grading system.

Before proceeding with the recognition procedure, the exchange coordinator must verify that the student has properly transcribed the data reported in the TOR to his/her recognition request.

In case of rejection of the recognition request, the exchange coordinator provides a motivation by using the relevant box on AlmaRM.

In case of validation, the recognition request is transmitted to the International Office for the final approval. The Student Registry Office will update the student's academic records within **3 weeks** from the date of approval of the Mirees Director.

5. Partial recognition and integrative activities

In case the student has not obtained the expected number of CFU – for example, following an exam failure—integrative learning activities will be envisaged: during the phase of recognition, the exchange coordinator will cut down the missing CFU from the total amount of credits to be recognized. The recognition request will have to be validated and approved and the Student Registry Office will then create the integrative activity that the student is expected to take and pass, as any other exam. The average grade between (one or more) learning activities will be calculated by the Student Registry Office and not by the exchange coordinator.

TABLE OF DEADLINES FOR THE LA_LEARNING AGREEMENT

Submission of the LA	Changes to the initial LA	Validation of the initial LA and of its subsequent changes (if any)	Approval of the initial LA and of its subsequent changes (if any)
Before departure (not later than July, 15)	By 5 weeks from the beginning of lectures at the receiving university	By the Unibo exchange coordinator	By the Mirees Director

TABLE OF DEADLINES FOR THE RECOGNITION REQUEST

Submission of the Recognition Request on AlmaRM by the student	Validation of the Recognition Request	Approval of the Recognition Request	Updating of the student's academic records
The IRO will check if the TOR has been delivered/sent. If the TOR is lacking, the recognition request will be rejected by the IRO Office	By the exchange coordinator through AlmaRM	By the Mirees Director	By the Student Registry Office entro within 3 weeks from the date of the Mirees Director's approval

