

## HOW TO SUBMIT YOUR LEARNING AGREEMENT

- Read the information page for incoming exchange students of your degree programme;
- Contact your UNIBO exchange coordinator ([www.unibo.it/rubrica](http://www.unibo.it/rubrica)) to discuss your clinical rotation contents.

- Fill in your Learning Agreement form or Changes to the Learning Agreement form.
- Sign your LA / your LA changes form;
- Ask your home University to sign your LA / your LA changes form;
- Submit the signed form through your AlmaRM account (<https://almarm.unibo.it>).

Validation email

A PDF copy of your approved Learning Agreement is now available for download from your AlmaRM account (<https://almarm.unibo.it>).

## DEADLINES

You must submit the **final version** of your Learning Agreement, duly signed and stamped by your home University, by the following **deadlines**:

	Learning Agreement before your exchange	Changes to the Learning Agreement during your exchange
<b>Full academic year First semester</b>	1 July 2018*	9 November 2018** (changes to courses of the 1 <sup>st</sup> semester or annual)
<b>Second semester</b>	1 December 2018*	12 April 2019** (changes to courses of the 2 <sup>nd</sup> semester only)

\*Learning Agreements submitted **after the deadlines** outlined in the above table will be processed after all other Learning Agreements are approved. Please note that this may affect the availability of some learning activities, especially clinical rotations (see p. **Errore. Il segnalibro non è definito.**).

\*\*Changes to the Learning Agreement submitted **after the deadlines** outlined in the above table will not be accepted.

Please remember that **draft versions do not replace your final Learning Agreement** – you must always submit your final LA, duly signed and stamped by you and your home University, by the deadlines set for the current academic year in order to confirm your choice of learning activities (especially clinical rotations).