LEARNING AGREEMENT GUIDE

IMPORTANT INFORMATION

When corresponding with our offices, please **use your institutional UNIBO mailbox** (name.surname@studio.unibo.it). You can access this mailbox after you complete your pre-registration on our online database.

Please remember to check your UNIBO mailbox on a regular basis, as we will use this address for correspondence. You may also add this account to your mobile phone email app, or set an automatic forward to your personal mailbox.

CHOOSING YOUR LEARNING ACTIVITIES

During your exchange, you may choose to attend the following types of learning activities:

a) Courses (theoretical classes)
b) Elective courses (theoretical classes)

Your Learning Agreement should feature approximately 60 ECTS credits for a full year exchange or 30 ECTS credits for a one-semester exchange.

COURSES AND ELECTIVE COURSES

You can choose any course and elective course listed on the course catalogue:

- regardless of your year of enrolment at the home university;
- provided that the course/elective course takes place in the semester in which you are in Forlì
  - e.g. a student coming for the first semester only is not allowed to attend a course which takes place in the second semester, or an annual course, which takes place in both semesters.

Please note that timetable clashes may occur when choosing courses from different years.

a. Courses are usually structured as integrated courses, which means that they are made of one or more modules.
E.g: 37349 – PEDIATRIA GENERALE E SPECIALISTICA-GENETICA MEDICA (C.I.) – 9 ECTS credits is an integrated course whose components (modules) are:

- 57179 – PEDIATRIA GENERALE E SPECIALISTICA – 5 ECTS credits;
- 3553 – GENETICA MEDICA – 2 ECTS credits;
- 42584 – CHIRURGIA PEDIATRICA E INFANTILE – 1 ECTS credit;
- 00736 – NEUROPSICHIATRIA INFANTILE – 1 ECTS credit.

When choosing your activities, please note that you have two possible ways of listing them on your Learning Agreement:

Learning Agreement	*Exam/Transcript of Records (TR)*
If you list the full integrated course… *e.g.* *37349 - PEDIATRIA GENERALE E SPECIALISTICA-GENETICA MEDICA (C.I.) – 9 ECTS credits*	• Your **exam** will feature the topics covered in each module of the integrated course. • Your **TR** will certify one single grade for the whole integrated course.
If you list **one or more modules** of an integrated course… *e.g.* *57179 - PEDIATRIA GENERALE E SPECIALISTICA – 5 ECTS credits* *03553 - GENETICA MEDICA – 2 ECTS credits*	• Your **exam** will feature only the topics covered in your chosen modules. • Your **TR** will certify one grade for each module you sat and passed.

Please note that it is NOT possible to choose both a full integrated course AND one/some of its modules. Further examples can be found on p. 4. Students that select all the modules of an integrated course have to add the integrated course as a unit in their LA, not all the modules separately. We strongly suggest to select full integrated courses when possible.

b. Elective courses are structured as integrated courses; however, they can only be listed as integrated courses (it is not possible to choose just one or more modules of an elective course – see example on p. 4). Elective courses are assessed as passed/failed, NOT graded out of 30. It is not possible to replace a pass/fail assessment with a grade.

CLINICAL ROTATIONS

c. Clinical rotations are scheduled and assessed separately from theoretical courses; it is not mandatory to attend a clinical rotation for each course that you choose, and vice versa. Clinical rotations must be listed on your Learning Agreement with their code and full name (see example on p. 4). Clinical rotations are assessed as passed/failed, NOT graded out of 30. It is not possible to replace a pass/fail assessment with a grade.

Clinical rotation list

The list of clinical rotations available to incoming exchange students is published in attachment.

The **maximum number of clinical rotations you can request** is:

Your LA features… / *Your exchange is for…*	**Courses + clinical rotations**	**Clinical rotations only**
Full academic year	max **24** ECTS credits of clinical rotations	max **24** ECTS credits of clinical rotations
One semester only	max **15** ECTS credits of clinical rotations	max **15** ECTS credits of clinical rotations

Clinical rotations are subject to the availability of our teaching hospitals, and they are **scheduled on a "first-come-first-served" basis** according to the date and time on which we receive your final Learning Agreement for Studies signed and stamped for approval by your home University.

Clinical rotations that you miss due to your being declared unfit or absent at the medical check, or for reasons other than illness, will not be rescheduled.

HOW TO FILL IN…

… YOUR LEARNING AGREEMENT FORM

On p. 4 of this document, you will find some **examples** of how to list learning activities in a standard Erasmus+ Learning Agreement for Studies form; you may use it as a reference guide when filling in your own form.

… YOUR LEARNING AGREEMENT CHANGES FORM

During your exchange, you may find that you need or wish to change the list of learning activities you had listed in your Learning Agreement.

On p. 5 of this document, you will find some **examples** of how to list the most common types of Learning Agreement changes on a standard Erasmus+ Learning Agreement for Studies form; you may use it as a reference guide when filling in your own form.

Please note that **it is not possible to change** learning activities that took place during the previous semester, or exams whose grades have been recorded on AlmaEsami.

Example of Learning Agreement for Studies

LEARNING AGREEMENT FOR STUDIES

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Planned period of the mobility: from [month/year] **September 2025** till [month/year] **July 2026**

Table A: Study programme abroad

Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Semester [autumn / spring] [or term]	Number of ECTS credits to be awarded by the receiving institution upon successful completion
37349 ①**1**	PEDIATRIA GENERALE E SPECIALISTICA – GENETICA MEDICA (C.I.)	II	9
21341	MALATTIE APPARATO VISIVO	I	1
20630 ②**2**	MALATTIE ODONTOSTOMATOLOGICHE	I	1
02637	OTORINOLARINGOIATRIA	I	1
B0018 ③**3**	CURE PALLIATIVE (C.I.)	I	3
72430 ④**4**	TIROCINIO CLINICO A SCELTA IV ANNO-MEDICINA INTERNA	N/A	3
72505	TIROCINIO CLINICO A SCELTA IV ANNO-PEDIATRIA GENERALE E SPECIALISTICA	N/A	3
			Total: **21**

Example 1 – Full Integrated course

37349-Pediatria Generale e Specialistica – Genetica Medica (C.I.) (9 ECTS credits) is an integrated course composed of 4 modules. If you list it as in this example, you will be tested on the topics covered by all four modules on the same exam day; your final Transcript of Records will show one single grade for the whole integrated course.

Example 2 – Modules of integrated courses

Courses *21341, 20630,* and *02367* are modules of the integrated course *37366-Clinica Medico-Chirurgica degli Organi di Senso (C.I.) (4 ECTS credits)*. If you list the modules as in this example, you will be tested on the topics covered only in the modules you listed on your L.A.; your final Transcript of Records will show one grade for each module you have sat and passed.

Please note that it is not possible to list both modules and the integrated courses to which they belong.

Example 3 – Elective courses

Elective courses such *as B0018 Cure palliative (C.I.)* must be listed only as integrated course (3 ECTS credits), not as independent modules.

Example 4 – Clinical rotations

All clinical rotations must be listed on the Learning Agreement for Studies – please refer to the clinical rotation list on the Medical Degree Programme website. Each clinical rotation can be listed only once.

Example of Changes to a Learning Agreement for Studies

CHANGES TO LEARNING AGREEMENT

Table A2 During the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change	Number of ECTS credits (or equivalent)
	37349 ①	PEDIATRIA GENERALE E SPECIALISTICA – GENETICA MEDICA (C.I.)	☒	☐		9
	57179	PEDIATRIA GENERALE E SPECIALISTICA	☐	☒		5
	21341	MALATTIE APPARATO VISIVO	☒	☐		1
	20630 ②	MALATTIE ODONTOSTOMATOLOGICHE	☒	☐		1
	02637	OTORINOLARINGOIATRIA	☒	☐		1
	37336	CLINICA MEDICO-CHIRURGICA DEGLI ORGANI DI SENSO (C.I.)	☐	☒		4
	37342 ③	CLINICA MEDICA DELL'INVECCHIAMENTO	☐	☒		3
	B0018 ④	CURE PALLIATIVE (C.I.)	☒	☐		3
	72436 ⑤	TIROCINIO CLINICO A SCELTA IV ANNO - NEFROLOGIA	☐	☒		3

Header note: Exceptional changes to Table A (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)

Example 1 – I had listed a full integrated course, but I want to sit only one/some of its modules

37349-Pediatria Generale e Specialistica – Genetica Medica (C.I.) (9 ECTS credits) is an integrated course composed of 4 modules. If you had listed 37349 but now want to sit only 57179- *Pediatria Generale e Specialistica (5 ECTS credits)*, you must delete the full integrated course (37349) and add the module in which you are interested (57179).

Example 2 – I had listed one/some modules, but I want to sit the full integrated course

Courses *21341, 20630,* and *02367* are modules of the integrated course *37366-Clinica Medico-Chirurgica degli Organi di Senso (C.I.) (4 ECTS credits)*. If you want to sit the full integrated course (37366), you must delete the three modules (21341, 02637, 37336), and add the full integrated course (37366).

Example 3 – I want to add a module/integrated course/elective course that was not on my previous LA

Add the module/integrated course/elective course data as required on the form, then cross the 'Added component' column. Please note that it is not possible to list both modules and the integrated courses to which they belong – e,g, you cannot add module *37342- Clinica Medica dell'Invecchiamento (3 ECTS credits)* if your previous Learning Agreement features *37341- Medicina Interna, dell'Invecchiamento e di Comunità (C.I.) (5 ECTS credits).* In this case, you must do as in **Example 1**.

Example 4 – I want to delete a module/integrated course/elective course that was on my previous LA

List the module/integrated course/elective course data as required on the form, as they were on your previous Learning Agreement, then tick the 'Deleted component' column.

Example 5 – I want to add clinical rotations

Clinical rotations can be added, provided 1)- that hospital wards are still available, and 2)- that your overall number of clinical rotations is within the limits set on the clinical rotation list. Before adding clinical rotations, it is strongly recommended that you check both conditions (especially hospital ward availability on the clinical rotation list, see p. 3).