Engineering-Architecture Education Unit

How to submit the Learning Agreement

The Learning Agreement ("LA") is the document that guarantees the recognition of learning activities undertaken and successfully completed during the mobility abroad. It serves, to all intents and purposes, as a mobility study plan. **You are strongly advised to act promptly, in order to have the learning agreement approved by the Degree Programme Board**.
The LA must specify all teaching activities to be undertaken at the host institution and the corresponding courses at the University of Bologna, including the relevant subject codes and credit values.

The LA must be completed and submitted exclusively via AlmaRM; manual corrections to the document are not permitted.

In order to correctly submit the LA, you are kindly requested to follow these steps:

1. Check the details of the exchange agreement to see which activities may be undertaken at the host institution (e.g., exams, internships, thesis preparation).
2. Consult the course catalogue of the host institution (usually available online) in order to look for activities which might correspond to those included in the study plan of your degree programme in Bologna.
3. Obtain the syllabi for the courses you intend to take abroad (including their respective ECTS values). These must be uploaded to AlmaRM while filling out the LA.
4. If you need, ask the lecturer who is responsible for the exchange (exchange coordinator) for advice about which activities to choose.
5. Click the "Enter Learning Agreement" button and select the type of activity you intend to undertake (it is possible to select one or more activities):
   -The "**Study**" option is selected by default and allows to attend classes and take exams
   -The "**Thesis**" option can be selected just with "study". You must enter the thesis title and the name of the supervisor at the University of Bologna. Additionally, in the box for supplementary information, you must provide a brief abstract of the planned activity.
6. Add the teaching activities, using the correspondence groups rather than creating a single list of activities. The simplest case is a 1-to-1 correspondence, where a foreign activity corresponds to an activity to be recognized (see example in Fig. 1); however, more complex scenarios can also be entered, such as when one foreign activity corresponds to two UNIBO activities, or two foreign activities correspond to one UNIBO activity. For integrated course modules, if you choose to complete both modules abroad, it is recommended to include them in a single

correspondence group. You can add multiple correspondence groups using the "add group" button.

7. If no educational activity within the University of Bologna's programme corresponds to the exam you intend to take abroad, you may include generic credits linked to a specific Scientific Disciplinary Sector (**SSD**); the choice of SSD depends on the subject area of the activity abroad. This option applies only to student-selected electives (Type "D" activities).
   SSD codes must always be used when including credits for foreign language courses.
   SSD codes cannot be entered directly into the study plan; the Student Administration Office will automatically record them in the study plan at the end of the exchange, after you request their recognition.

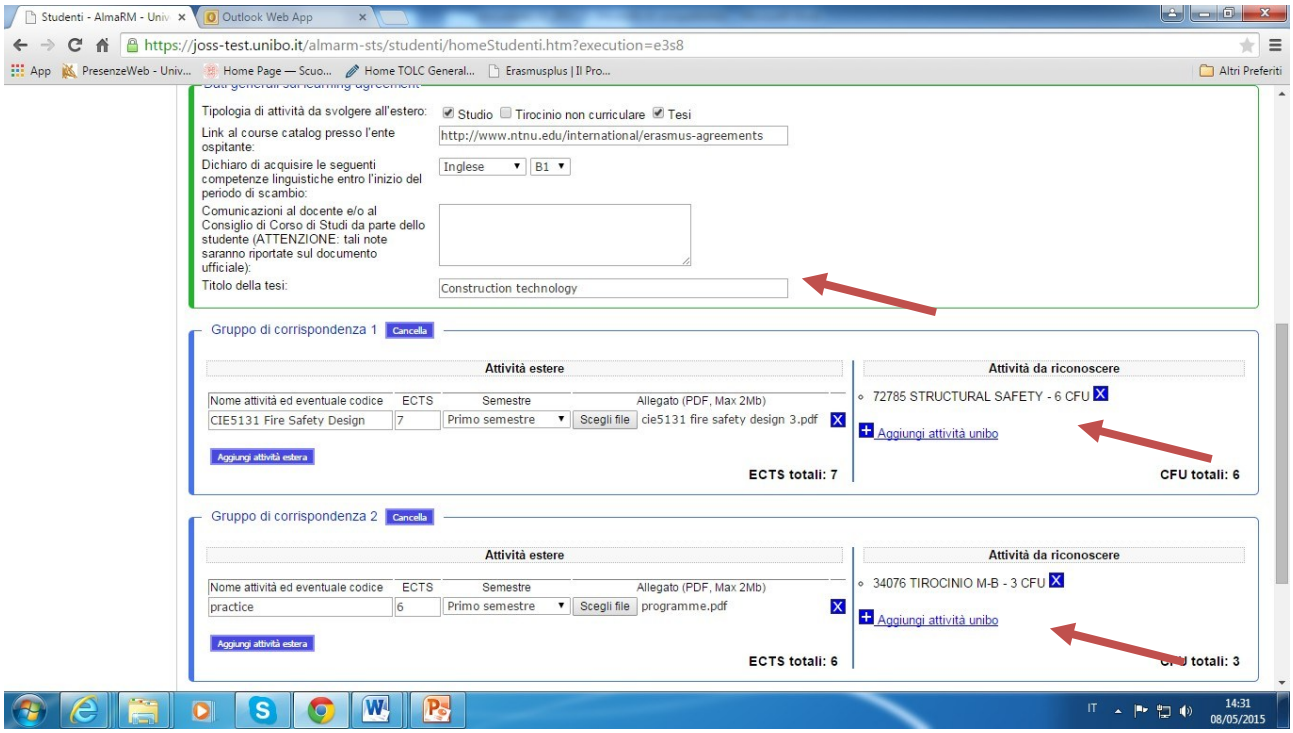

Figure 1

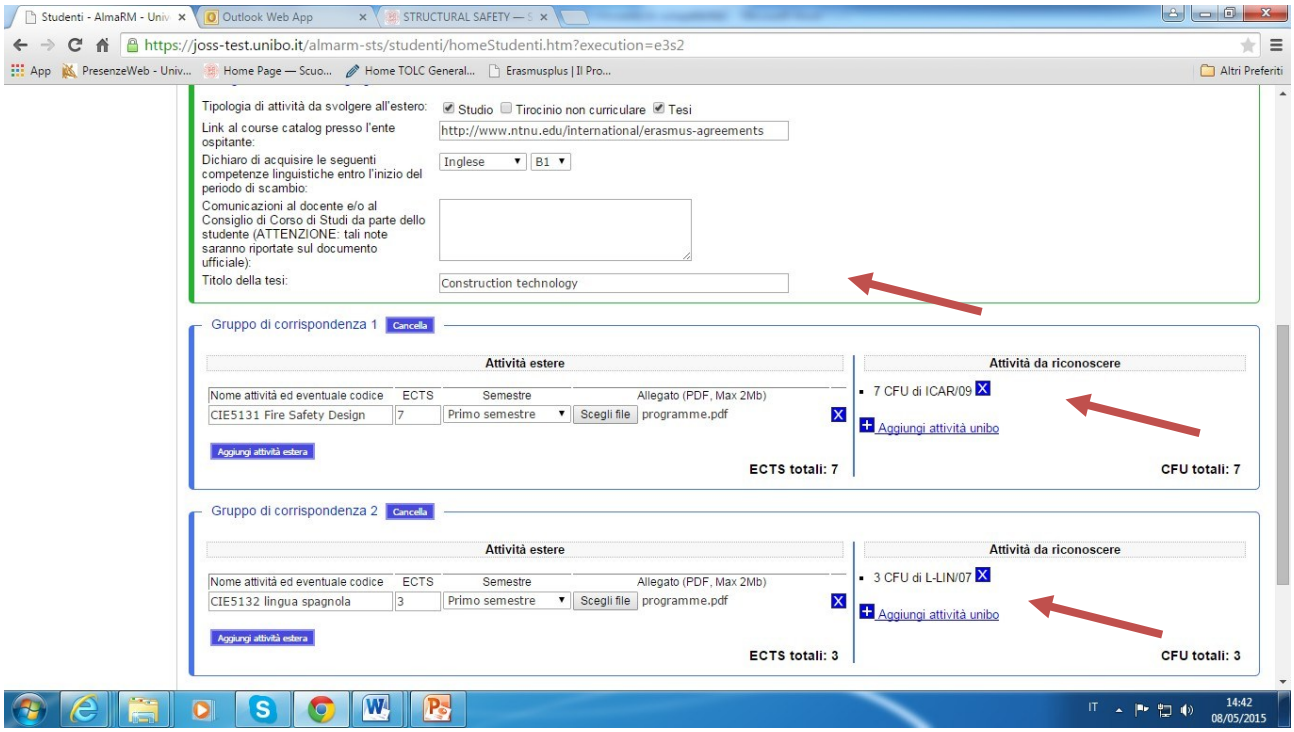

Figura 2

Example of an incorrect Learning Agreement (missing correspondence groups and foreign exam syllabi)

Figura 3

At the bottom of the page, you can choose among three buttons:

If you click "Save as draft," the LA will be saved in draft mode and can be edited later; by selecting "Submit Learning Agreement," the request will be forwarded for validation and you will no longer be able to modify it unless it is rejected; choosing "Cancel" means the entered data is not saved and the work done is lost.

ACTIVITIES NOT PERMITTED IN THE LEARNING AGREEMENT

- CLA's language test (es. 26337 - IDONEITA' LINGUA INGLESE B – 2)
- Soft Skills (es. 81799 - Project Management and Soft Skills M)
- Courses not available in the academic year of the exchange (except if they already are in the study plan)
- Courses from Minor
- Activities not included in the exchange (e.g. if the exchange is just for study activities, you cannot add an internship)
- Prova finale/final examination (es. 86301 - Final Examination)

VALIDATION AND APPROVAL OF THE LA

Once you have submitted the Learning Agreement via AlmaRM, the relevant office at the engineering-architecture area checks if it is completed (correct correspondence groups, syllabus uploads, course titles, codes, ECTS credit values, etc.). If the check is successful, **the office validates the LA**; otherwise, the LA is rejected with instructions for corrections.

After validation, the office forwards the file to **the Degree Programme Board**, which **reviews it** according to its own established procedures.
If the Degree Programme Board evaluates the LA positively, it proceeds to approve it; if the Board determines that you need to complete additional exam upon your return, it approves the LA and enter this information in the "notes" field in AlmaRM.
If the Degree Programme Board determines that the LA requires restructuring, it rejects the LA in AlmaRM and enters the reasons in the "notes" field.

Once approved by UNIBO, the LA must also be approved by the host university; this procedure may be different depending on whether or not the host university is connected to the Erasmus Without Papers (EWP) network.

CHANGES TO THE LEARNING AGREEMENT

Changes to the LA are considered exceptional and may be submitted within the first five weeks of classes at the host university for each semester. Only one change per semester is permitted. For single-semester mobility periods, a second change may be permitted exceptionally, provided there is adequate justification.
If one or more exams are dropped or not passed, there is no need to modify the Learning Agreement; it is sufficient simply not to request recognition for them upon returning to Italy.
Please note that, upon returning to Italy, you must request recognition for at least one teaching activity (e.g., an exam or thesis preparation); failure to do so will result in the loss of the scholarship.

CHANGES TO THE LEARNING AGREEMENT MUST BE MADE AFTER ARRIVAL AT THE HOST UNIVERSITY.