

How to submit a Learning Agreement

The Learning Agreement (LA) is the document that guarantees the recognition of learning activities undertaken abroad. It must be submitted through the Mobility Platform “AlmaRM” before leaving the University of Bologna (UniBo). **You are strongly advised to act promptly, in order to have the learning agreement approved by the Degree Programme Board before your departure.**

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

- 1) Carefully read the course catalogue of the host university (usually available on-line), in order to look for activities which might correspond to those included in the study Plan of your Degree Programme in Bologna.
- 2) If you need, ask the lecturer who is responsible for the exchange (Exchange Coordinator) for advice about which activities to choose.
- 3) Access the AlmaRM webpage through your Studenti Online profile and enter the section dedicated to your Learning Agreement.
- 4) In section “General information on learning agreement” (Dati generali sul learning agreement Fig. 1), next to “Typology of the activities to be carried out” (Tipologia di attività da svolgere all'estero) you should select only “Study” (Studio), if you intend to attend classes and take exams. If you are enrolled in a 2-year Master Degree Programme and you wish to also carry out a preparation for your master thesis, you should select both “Study” and “Thesis (Tesi)”. In this case, in the field “Communications to the teacher” (Comunicazioni al docente), you should explain in short the subject of your dissertation and describe the activity aimed at thesis preparation you intend to perform abroad. Moreover, you should write the (provisional) title of your dissertation and the name + surname of your UniBo supervisor in the field “Thesis title” (Titolo della tesi).

Dati generali sul learning agreement	
Tipologia di attività da svolgere all'estero:	<input checked="" type="checkbox"/> Studio <input type="checkbox"/> Tirocinio non curriculare <input checked="" type="checkbox"/> Tesi
Link al course catalog presso l'ente ospitante:	<input type="text"/>
Dichiaro di acquisire le seguenti competenze linguistiche entro l'inizio del periodo di scambio:	<input type="text"/> <input type="text"/>
Comunicazioni al docente e/o al Consiglio di Corso di Studi da parte dello studente (ATTENZIONE: tali note saranno riportate sul documento ufficiale):	<input type="text"/>
Titolo della tesi:	<input type="text"/>

Fig. 1: Section “General information on learning agreement”

- 5) Add the activities you intend to carry out abroad and the corresponding unibo activities in different correspondence groups (Gruppo di corrispondenza Fig. 2). Under “Foreign activities” (Attività estere) you will write the activity offered by the host University you intend to perform, while under “Activities to be recognized” (Attività da riconoscere) you will add the corresponding UniBo activity. The correspondence between activities is not based on the number of credits (which might be different), but on the typology and content. Therefore, the amount of ECTS issued by the host university might not correspond to that of the CFU recognized by UniBo for the same activity.

In each correspondence group, the correspondence can be 1-1 (a foreign activity and the corresponding activity to be recognized), or, 1:2 (a foreign activity to 2 or more UniBo activities) or 2:1 (two or more foreign activities to one UniBo activity), and so on. The important point is that each group includes the same type of activity, i.e. that each group is a coherent combination of activities. Different types of activity should be divided into different groups.

- Gruppo di corrispondenza 1 Cancella

Attività estere

Nome attività ed eventuale codice	ECTS	Allegato (PDF, Max 2Mb)
<input style="width: 90%;" type="text"/>	<input style="width: 10%;" type="text"/>	<input type="button" value="Sfoglia..."/> X

Aggiungi attività estera

Attività da riconoscere

Aggiungi i corsi dall'elenco sottostante:

Primo anno
Piano didattico

☐ 34614 [ELETTROMAGNETISMO APPLICATO M C.I.]: CAD DI CAMPI ELETTRICI E MAGNETICI M - 6 CFU

☐ 34615 [ELETTROMAGNETISMO APPLICATO M C.I.]: PROPAGAZIONE ED INTERFERENZE ELETTROMAGNETICHE M - 6 CFU

☐ 29209 FISICA MODERNA M - 6 CFU

☐ 84241 TRASMISSIONE DELL'INFORMAZIONE M - 6 CFU

Secondo anno
Piano di studi

☐ 40042 AZIONAMENTI ELETTRICI PER APPLICAZIONI INDUSTRIALI ED EOLICHE M - 9

Se il corso non è presente nell'elenco inserisci il codice materia:
 Codice materia CFU Aggiungi

Se vuoi che siano riconosciuti dei crediti a scelta:
 CFU SSD Mostra tutti gli SSD ☐ Aggiungi

ECTS totali: 0

CFU totali: 0

Fig. 2: Section “Correspondence group”

- 6) Add as many correspondence groups as necessary by using the bottom “Add group” (Aggiungi gruppo).

- 7) While filling in the LA, please pay attention to the following limitations: 1) The UniBo courses have to be available in the academic year of the mobility or already listed in your study plan (you will not be able to add them if they are not offered during the relevant academic year!); 2) it is not possible to put any CLA's language test required by your official study plan (i.e. 26337 - IDONEITA' LINGUA INGLESE B).
- 8) If you cannot find a corresponding exam in UniBo for an exam that you want to complete abroad, under "activities to be recognized" you can add credits in the corresponding SSD (Settore Scientifico Disciplinare = Scientific Field). This applies, for example, to language courses (i.e. L-LIN/12 for English; L-LIN/14 for German, and so on). These credits, after recognition, will appear in your career as electives (Type D exams). The SSD can be selected from a drop-down menu. Please, note that one group of correspondence cannot include different SSDs and that each SSD can only appear once in the LA.
- 9) If you intend to carry out a thesis preparation abroad, you should add a group including the activity "PREPARATION FOR THE FINAL EXAMINATION ABROAD" or similar, as termed by your Degree Programme.
- 10) If you intend to perform an internship abroad, you should add a group including the INTERNSHIP, or INTERNSHIP ABROAD FOR PREPARATION OF THE FINAL EXAMINATION or similar (as termed in the study plan of your Degree Programme), provided that you have previously agreed on such activity with your thesis supervisor at UniBo and with the host university.
- 11) Upload the syllabus for every course to be done abroad, or the programme of the internship, if applicable.
- 12) At the bottom of the page you can choose among three buttons: "Save draft" (Salva provvisorio), "Submit learning agreement" (Presenta learning agreement), and "Cancel" (Annulla). To submit the learning agreement click on "Submit learning agreement".

Important: The approved learning agreement counts as modification of the UniBo study plan. This means that generally it is not necessary to modify the study plan. Foreign activities should not be put in your UniBo Study Plan, which can only include UniBo activities.