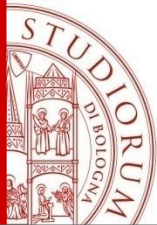


Information for

# **COMPILING THE LEARNING AGREEMENT**



## WHAT IS THE LEARNING AGREEMENT?

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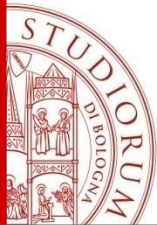
The learning agreement is the list of activities that students are going to take abroad.

It is necessary to create **equivalence groups** to identify which learning activity/activities substitute the courses included in your study plan.

Therefore, you need to check the learning activities provided by the partner university to find courses that are consistent to yours in terms of contents and credits.

In your learning agreement, you can include all the courses that you have not completed yet:

- Courses that you should take during the year in which your Erasmus exchange takes place;
- Courses belonging to the following and/ or previous year/years (if not completed yet)



## WHAT IS THE LEARNING AGREEMENT?

The learning agreement is an **official contract** and it has to be:

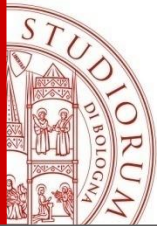
- Validated by the teacher responsible of the exchange
- Signed and approved by the degree course Director

→ at the end of the approval process

**the recognition of the activities completed abroad is guaranteed.**

Therefore, if you successfully complete the courses indicated in your learning agreement, the corresponding courses in your study plan will be recognized, according to the equivalence groups indicated in your learning agreement.

**On the contrary, if the student didn't indicate in the learning agreement an activity for which he/she wishes to ask recognition, the student can do so however it is not guaranteed that such activity will be recognized.**



## HOW TO SUBMIT YOUR L.A.

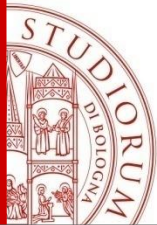
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You have to submit your learning agreement online on **AlmaRM**  
<https://almarm.unibo.it>

You have to log in with your username and password and indicate for each equivalence group:

- On the left side “**Attività estere**” the activities to complete abroad
- On the right side “**Attività da riconoscere**” the activities that you would like to have recognized.

Please remind to create **equivalence groups** (click on Add group) to make clear which foreign activity/activities correspond to the ones included in your study plan.



## HOW TO FILL IN YOUR L.A.

For each course included in your study plan, you can indicate:

- ✓ An equivalent course for contents and credits to complete abroad
- ✓ More than one equivalent course to complete abroad (in case the number of credits is not sufficient to reach the total amount of course credits).

It is also possible to create an equivalence group in which one foreign activity corresponds to more than one courses of your study plan.

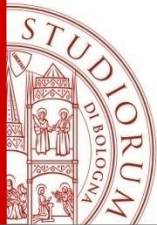
**Note: 1 ECTS=1 CFU (Italian credit)**

Examples:

Attività estere	Attività da riconoscere
International marketing (8 ects)	Marketing (8 cfu)

Attività estere	Attività da riconoscere
- Mathematics (4 ects) - Financial Mathematics (4 ects)	- Financial Mathematics (8 cfu)

Attività estere	Attività da riconoscere
Advanced management accounting (12 ECTS)	- Financial accounting & reporting (6 ECTS) - Cost Management (6 ECTS)



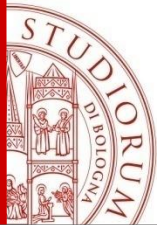
# HOW TO FILL IN YOUR L.A.: MAX ECTS DIFFERENCE

Please note that an exact credit equivalency is not always possible, but a **balance between activities indicated in your l.a. is required.**

**Note:** the board in charge of approving your learning agreement (“commissione pratiche studenti”) established a **maximum difference of 3 credits** between the total credits to obtain abroad and the ones to be recognized in your study plan **for each semester (for a total amount of approximatively 30 ECTS credits).**

**Note:** You can gain some extra points to your final graduation mark according to the number of credits recognized in your study plan at the end of the exchange programme (and not to the number of credits completed abroad):

→ +1 points if you have at least 8/12 ECTS recognized at the end of your exchange programme respectively if you are enrolled in a bachelor’s/master’s degree programme +2 points if you have at least 24 ECTS recognized at the end of your exchange programme



# HOW TO FILL IN YOUR L.A.: ELECTIVES

You can include in your learning agreement **ELECTIVES** too by:

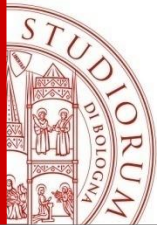
- ✓ Indicating an equivalence with one of the elective courses of your study plan;
- ✓ Indicating one of the **Scientific Disciplinary Sector** only, among the ones established by your degree course.

→ This may guarantee more flexibility in choosing courses.

See the sectors in the section Study plan submission/elective courses of in your degree programme website.

For example you can indicate Language courses in one of the foreign languages indicated by the degree course regulation.

→ It is possible to insert more than 12 elective credits, even if they will be additional credits (i.e. not required to graduate).



# HOW TO FILL IN YOUR L.A.: ELECTIVES

Example:

Attività estere	Attività da riconoscere
Human resource management - 6 ECTS	6 ECTS of the sector SECS-P/10

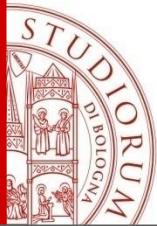
**Note:** even if you have already included in your learning agreement the 12 elective credits included in your study plan, **please always remember to submit your study plan too, indicating the elective courses** (you would like to attend in case you do not pass one or more electives abroad) and respecting the deadlines established by your degree course.

If you complete the 12 elective credits abroad, according to your learning agreement, you will not have to take also the ones indicated in your study plan.

On the other hand, in case you do not pass an elective abroad or for any other reason, you will be able to take the elective/s included in your study plan.

→ In some degree courses, besides the elective courses, you also need to choose one or more “courses among” a list of courses. For the same above mentioned reasons, please remind to submit your study plan indicating this further choice too.





# HOW TO FILL IN YOUR L.A.: INTEGRATED COURSES

It is possible to include in your learning agreement only one module of an integrated course. The mark of the module completed during the exchange programme will be registered and it cannot be deleted, but please note that this does not affect the exam session organization.

Example:

International management (I.C.):

- A. International management and marketing – 6 ECTS: completed and recognized at the end of the programme – mark 25;
- B. Marketing metrics laboratory – 3 ECTS: not included in your learning agreement → to be completed in Italy at the end of the programme – mark 30.

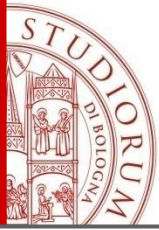
After the recognition of the module completed abroad (A), the integrated course on AlmaEsami – for ex. International management (I.C.) – will show only the credits of the module still to be taken in Italy (3 ECTS). After completing the module in Italy, the teacher registers the mark of the integrated course:

International management (I.C.) – **3 ECTS – mark: 30.**

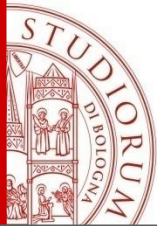
Only after the registration of the mark of this module, you will be able to see the registered marks for both modules by printing a certificate on studenti online:

International management (I.C.): International management and marketing – 6 ECTS – mark: 25

International management (I.C.) – 3 ECTS – mark: 30.



# DOUBLE DEGREE STUDENTS INFO



## DD students info: University of Valencia

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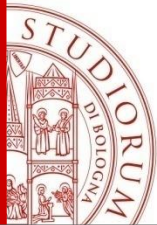
Double degree students at University of Valencia have to complete a specific study plan abroad, established by the double degree agreement.

Therefore, they have to

### **CREATE ONE EQUIVALENCE GROUP ONLY**

indicating

- on the left side all the courses to complete abroad, Internship and thesis included
- On the right side all the courses of the second year of your master's degree course, including optional exams and thesis
- The overall programme to complete at the partner University replaces the second year study plan at the University of Bologna

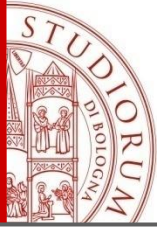


## DD students info: ICN Business School

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Double Degree students at ICN Business School will have to:

- on the left side all the courses to complete abroad for a total of 45 ECTS.
- On the right side all the courses of the second year of your master's degree course, **excluding** final dissertation (thesis preparation and discussion).

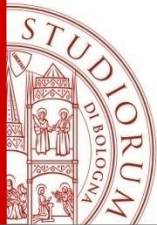


## DD students info: NEOMA Business School

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Double Degree students at NEOMA Business School will have to:

- on the left side all the courses to complete abroad for a total of 70-72 ECTS depending on the specialization.
- On the right side all the courses of the second year of your master's degree course, **including** preparation of the thesis, **excluding** thesis discussion.



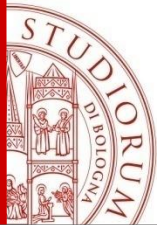
## OVERSEAS STUDENTS INFO

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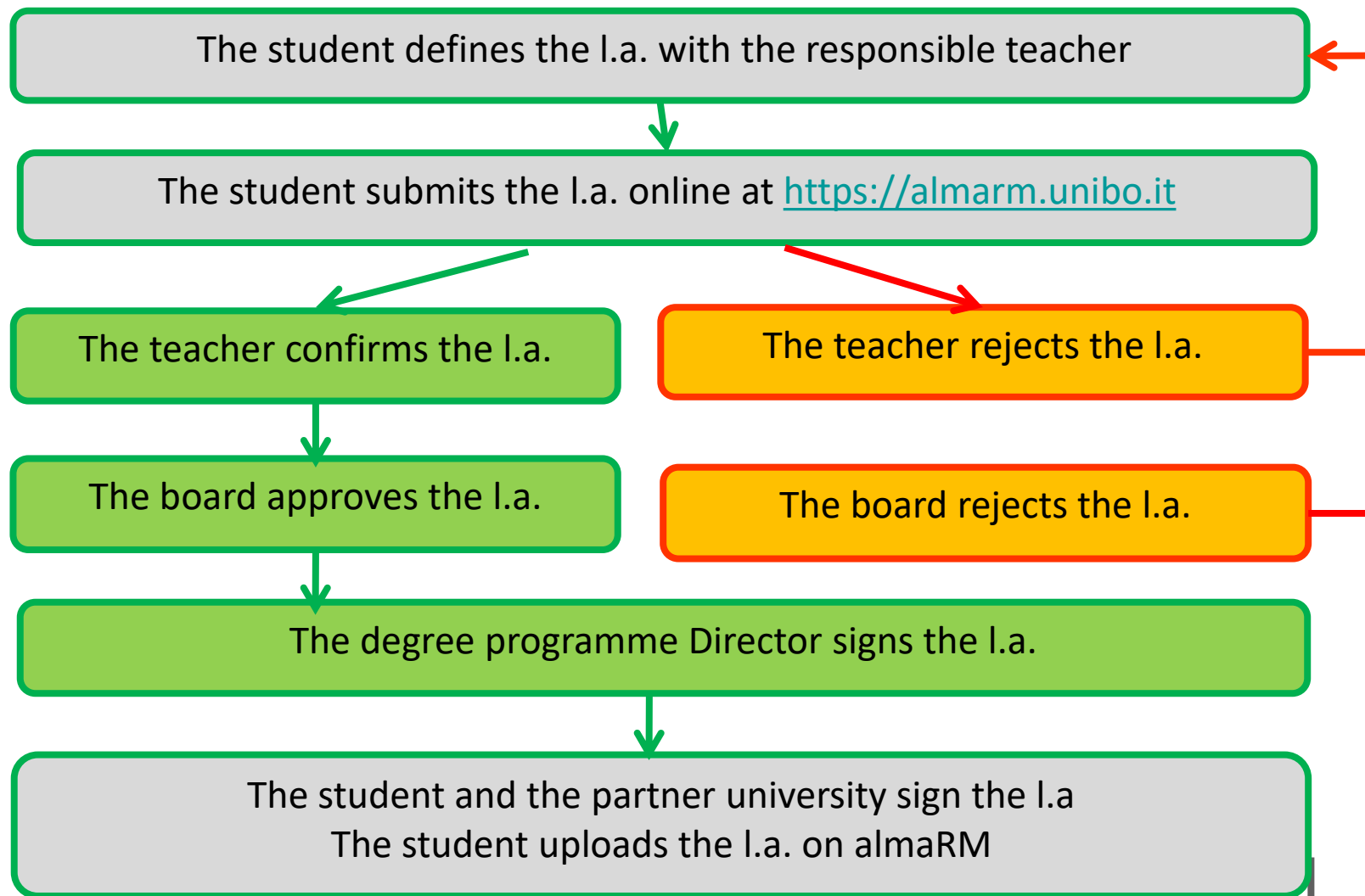
Students participating in the OVERSEAS programme, may have some difficulties in identifying the amount of ECTS credits for each course taught at the partner university.

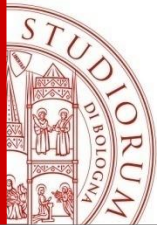
Anyway, it is necessary to identify an equivalence between the credits/courses at the partner University and the ECTS credits.

If this information is not available, you can search for information about the number of credits/courses to complete abroad for each academic year or about the number of teaching hours for each course.



# L.A. APPROVAL PROCESS





# LEARNING AGREEMENT CHANGES

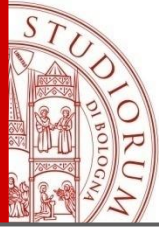
Before submitting any change to your learning agreement on almaRM, please ask for an preliminary approval to the partner university and to the responsible teacher.

The changes should be submitted by 5 weeks after the beginning of the lessons at the partner University. It's a student's responsibility to check specific deadlines required by the partner university.

It is possible to change your learning agreement **up to two times**, generally **once for each semester**.

The changes must be submitted on almaRM and you will receive a feedback about the approval/rejection of the proposed changes by your degree programme by 2 weeks. After the approval, a copy of the approved changes will be uploaded on almaRM.





# RECOGNITION OF THE ACTIVITIES COMPLETED ABROAD

At the end of the exchange programme you have

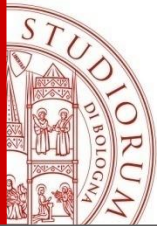
- ✓ To ask for the **Transcript of Records** (ToR) to the partner University:

The partner University can send it directly to [ems.fo.international@unibo.it](mailto:ems.fo.international@unibo.it) or you can deliver your original ToR by hand to the International office of the School/forward the e-mail sent by the partner university (if you received it by e-mail).

- ✓ Submit your online request of credit recognition, indicating:
  - If you completed the activities abroad
  - The mark obtained for each activity
- If your request the recognition of the equivalent course in your study plan (according to the learning agreement).

Note: The recognition of the activities is carried out according to the learning agreement previously approved, therefore if you need to submit any change, please note that the evaluation board can approve or refuse it.

Please carefully check your request: **after the approval, it will be no more possible to recognize further activities, besides the ones indicated in your request.**

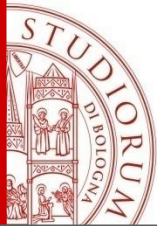


# APPROVAL PROCESS AND GRADE CONVERSION

After you submit your request:

- the responsible teacher validates your request (or rejects it asking for changes) and he/she **proposes the grade conversion (into the Italian grading system)**
- the recognition is verified and approved by the Evaluation Board (called “commissione pratiche studenti” that meets monthly)
- your career will be updated by the student administration office

The grade conversion is carried out according to the ECTS grading system available at <http://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/the-university-system/ects-label/the-ects-grading-scale>.



## DOUBLE DEGREE STUDENTS INFO

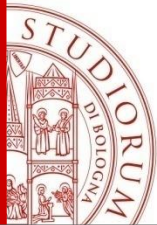
If you are a double degree student, please get in contact with the International office before submitting your request and confirm which courses you completed abroad.

Indeed, the student administration office has to upload the courses you completed abroad in your career.

After that, you can submit your request creating several equivalence groups where you have to indicate:

- On the left side the course completed abroad
- On the left side the same course (that has been uploaded in your career by the Student Administration office)

The study plan of your second year will include all the activities completed abroad (that will substitute the study plan of your second year degree course)



# CONTACTS

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## **International Relations Responsible**

Prof. Mauro Carboni – [mauro.carboni@unibo.it](mailto:mauro.carboni@unibo.it)

## **International Relations Office - School EMS – Forlì (P.le della Vittoria, 15)**

For information about the learning agreement, recognition of the activities completed abroad, partner universities info....

Tel. +39 0543 374671/27 - [ems.fo.international@unibo.it](mailto:ems.fo.international@unibo.it)

Office hours: Tuesday, Wednesday, Friday: 9-12 a.m.; Tuesday and Thursday: 2.30-4.30 p.m.

## **International Relations Office – Forlì Campus (P.le Solieri, 1- Forlì)**

For information about the Erasmus contract, scholarship, arrival certificate....

Tel. +39 0543 374847 - [poloforli.uri@unibo.it](mailto:poloforli.uri@unibo.it)

Office hours: Monday and Friday: 9-11.15 a.m.; Wednesday: 9-12; Thursday: 2.30-3.30 p.m.



KEEP  
CALM  
AND  
ENJOY  
ERASMUS