

# LEARNING AGREEMENT GUIDE

<b>CHOOSING YOUR LEARNING ACTIVITIES .....</b>	<b>2</b>
COURSES AND ELECTIVE COURSES .....	2
CLINICAL CLERKSHIPS.....	2
<b>HOW TO FILL IN.....</b>	<b>3</b>
... YOUR LEARNING AGREEMENT FORM .....	3
... YOUR LEARNING AGREEMENT CHANGES FORM .....	3
<i>Example of Learning Agreement for Studies.....</i>	<i>4</i>
<i>Example of Changes to a Learning Agreement for Studies.....</i>	<i>5</i>
<b>HOW TO SUBMIT YOUR LEARNING AGREEMENT .....</b>	<b>6</b>
<b>DEADLINES.....</b>	<b>6</b>

## IMPORTANT INFORMATION

When corresponding with our offices, please **use your institutional UNIBO mailbox** ([name.surname@studio.unibo.it](mailto: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.

For any further information, please refer to [this webpage](#).

## 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)**
- c) **Clinical clerkships**

You can find our **course catalogue** and the **list of clinical clerkships available to incoming exchange students** at <https://corsi.unibo.it/singlecycle/MedicineAndSurgery/exchange-students-a-y-2024-2025>

Your Learning Agreement should feature approximately:

- 60 ECTS credits for a full year exchange;
- 30 ECTS credits for a one-semester exchange.

### COURSES AND ELECTIVE COURSES

You need to choose courses listed on the course catalogue from a single course year (exception made for elective courses), and that take place in the semester in which you are in Bologna. 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.

Remind that **elective courses** may take place during the exam session period, and are assessed as passed/failed, NOT graded out of 30. It is not possible to replace a pass/fail assessment with a grade.

**a. Integrated Courses** are made of one or more modules.

E.g: 84356 – Basic Mechanisms of Disease (I.C.) – 14 ECTS credits is an integrated course whose components (modules) are:

- 84357 General Pathology – 4 ECTS credits;
- 84359 General Pathology Laboratory – 1 ECTS credit;
- 84358 General Physiopathology– 4 ECTS credits;
- 84360 Immunology – 5 ECTS credits.

When choosing an integrated course:

- Your **exam** will feature the topics covered in each module of the integrated course.
- Your **Transcript of Records** will certify one single grade for the whole integrated course.

### IT IS NOT POSSIBLE TO LIST ONLY SINGLE MODULES OF THE INTEGRATED COURSE!

**b. Monodisciplinary courses** are made of just one module.

E.g: 84351 - Microbiology– 6 ECTS credits is a monodisciplinary course.

### CLINICAL CLERKSHIPS

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

## Clinical clerkship list

The list of clinical clerkships available to incoming exchange students is published at <https://corsi.unibo.it/singlecycle/MedicineAndSurgery/exchange-students-a-y-2024-2025>. The list is updated with the current availability of clinical clerkships – **always refer to the latest version of the list** when choosing your clinical clerkships.

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

<i>Your LA features... Your exchange is for...</i>	<b>Courses + clinical clerkships</b>	<b>Clinical clerkships only</b>
<b>Full academic year</b>	max 24 ECTS credits of clinical clerkships	max 24 ECTS credits of clinical clerkships
<b>One semester only</b>	max 15 ECTS credits of clinical clerkships	max 15 ECTS credits of clinical clerkships

Clinical clerkships 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.

In order to access hospital wards, you must produce some documents related to your **immunization and health records** – see <https://corsi.unibo.it/singlecycle/MedicineAndSurgery/exchange-students-a-y-2024-2025> for the required documents, details on how to submit it will be sent directly to your e-mail address at least one month before the start of your exchange.

Please note that failure to produce the required immunization and health records and pass the mandatory medical check will result in your clinical clerkships being cancelled. Clinical clerkships 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.

**ITALIAN LANGUAGE REQUIREMENT:** Incoming exchange students who list **hospital-based clinical clerkships** in their Learning Agreement for Studies are required to **produce a language certificate upon arrival**. A list of the accepted Italian language certificates is published on <https://corsi.unibo.it/singlecycle/MedicineAndSurgery/italian-language-requirement>. Please note that, should you fail to produce the required Italian language certificate upon arrival in Bologna, you will not be allowed to attend any hospital-based clinical clerkship.

## 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.

If your home University does not provide a specific form, you may use the Erasmus+ blank editable template available for download from <https://corsi.unibo.it/singlecycle/MedicineAndSurgery/exchange-students-a-y-2024-2025> > ‘Allegati’ box.

### ... 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.

If your home University does not provide a specific form, you may use the Erasmus+ blank editable template available for download from <https://corsi.unibo.it/singlecycle/MedicineAndSurgery/exchange-students-a-y-2024-2025> > 'Allegati' box.

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 2024** till [month/year] **July 2025**

**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
84356 <span style="border: 1px solid green; border-radius: 50%; padding: 2px 5px;">1</span>	Basic Mechanisms of Disease (I.C.)	I	14
86351 <span style="border: 1px solid green; border-radius: 50%; padding: 2px 5px;">2</span>	Experiences of Medicine in Developing Countries (I.C.)	II	3
86359 <span style="border: 1px solid green; border-radius: 50%; padding: 2px 5px;">3</span>	Cancer Metabolism	II	3
84463 <span style="border: 1px solid green; border-radius: 50%; padding: 2px 5px;">4</span>	Clinical Clerkship - Cardiology	N.A.	2
84412 <span style="border: 1px solid green; border-radius: 50%; padding: 2px 5px;">4</span>	Clinical Clerkship - Radiology	N.A.	2

### Example 1 – Integrated course

84356 - *Basic Mechanisms of Disease (I.C.)* (14 ECTS credits) is an integrated course composed of 4 modules, but must be listed only as integrated course, not as independent 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 – Integrated elective course

86351 - *Experiences of Medicine in Developing Countries (I.C.)* (3 ECTS credits) is an integrated elective course composed of 3 modules, but must be listed only as integrated course, not as independent 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 3 – Monodisciplinary elective course

86359 - *Cancer Metabolism* (3 ECTS credits) is a monodisciplinary elective course.

#### Example 4 – Clinical clerkships

All clinical clerkships must be listed on the Learning Agreement for Studies – please refer to the clinical clerkship list to check available clerkships at this webpage: <https://corsi.unibo.it/singlecycle/MedicineAndSurgery/exchange-students-a-y-2024-2025> . Each clinical clerkship can be listed only once.

#### Example of Changes to a Learning Agreement for Studies

## CHANGES TO LEARNING AGREEMENT

### During the Mobility

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)						
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 <sup>i</sup>	Number of ECTS credits (or equivalent)
	84428	Neoplasia as Disease Model (C.I.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	11
	86359	Cancer Metabolism	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Choose an item.	3
	84475	Clinical Clerkship - Pneumology	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	2
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	

<sup>1</sup> Reasons for exceptional changes to study programme abroad (choose an item number from the table below):

Reasons for deleting a component	Reason for adding a component
1. Previously selected educational component is not available at the Receiving Institution	5. Substituting a deleted component
2. Component is in a different language than previously specified in the course catalogue	6. Extending the mobility period
3. Timetable conflict	7. Other (please specify)
4. Other (please specify)	

#### Example 1 – I want to add an integrated course/elective course that was not on my previous LA

Add the 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 single modules, even if you listed the integrated courses to which they belong – e.g, you cannot add module 84395 *Bioengineering and Robotics (1 ECTS credits)*, even if your previous Learning Agreement features 84388 *Diagnostic Technology (I.C.) (8 ECTS credits)*.

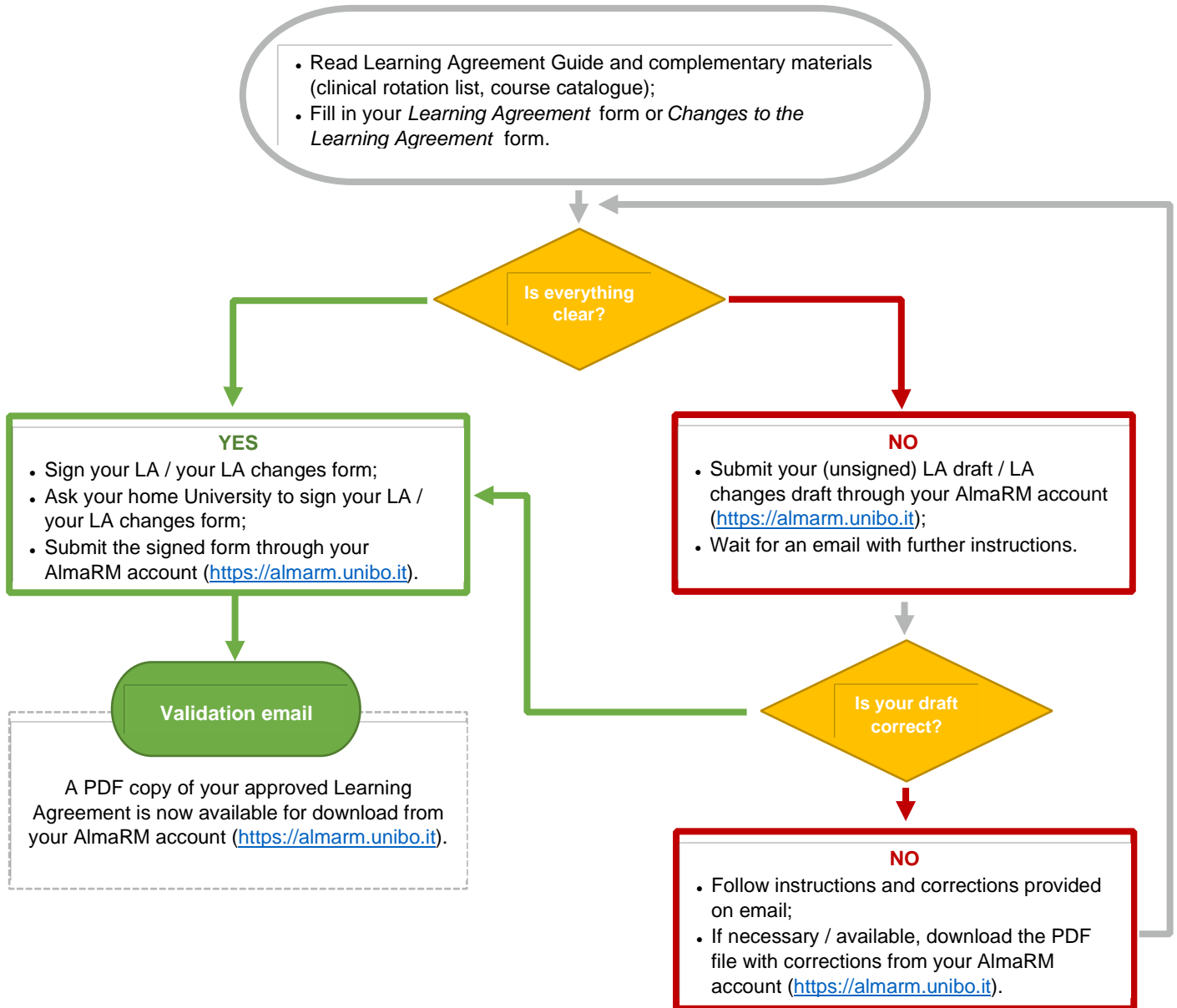
#### Example 2 – I want to delete a module/integrated course/elective course that was on my previous LA

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 3 – I want to add clinical clerkships

Clinical clerkships can be added, provided that hospital wards are still available. Before adding clinical clerkships, it is strongly recommended that you check both conditions (especially hospital ward availability on the clinical clerkship list, see p. 3).

## HOW TO SUBMIT YOUR LEARNING AGREEMENT



## 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>	3 July 2024*	4 November 2024** (changes to courses of the 1 <sup>st</sup> semester or annual)
<b>Second semester</b>	2 December 2024*	7 April 2025** (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. 3).*

*\*\*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).

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