



Guidelines for filling in your Learning Agreement

Erasmus+ Study and Double and Joint Degrees

Student area

Learning Agreement (LA) – essential elements

- The Learning Agreement (hereinafter referred to as LA) is an **essential document** for your mobility.
You must submit it in order to carry out any activities abroad and have them recognised upon your return.
- Your LA is **not a substitute for your study programme**. You must still submit your study programme following the instructions and within the deadlines established for your degree programme.
- Before filling in your LA, **contact your exchange coordinator** in Italy and **check the courses on offer** at your host institution.

Before departure

- Your LA must be approved by all parties **no later than 30 days before** departure.
- Check the **deadlines of your host institution**.

Modifying your LA during your mobility (Change)

- You can **modify your LA** (any modification to your LA is called a Change) **only once per semester**.
- Any Change must be approved and signed by all parties **no later than 60 days before your return**.

Once you have submitted a Change, your LA will be automatically locked and you will not be able to submit any further modifications.

PLEASE NOTE: only activities that have been included and approved in your LA will be recognised upon your return.

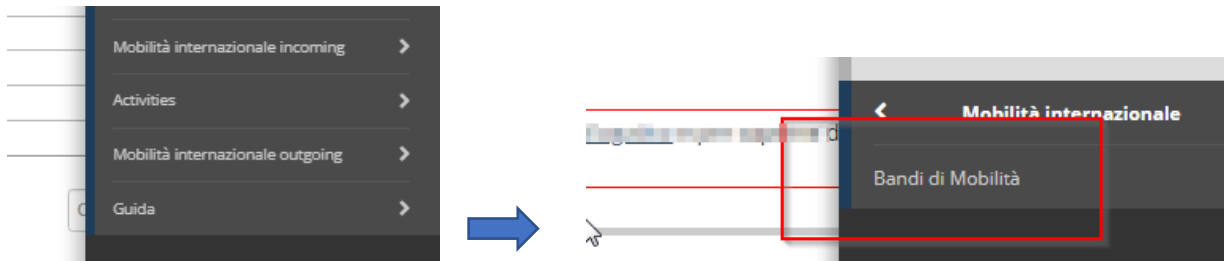
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Operative instructions

Log in to Esse3 online academic services using your UniTS credentials.

Select *International Mobility Outgoing* > *International Mobility Grants*. Please note that *International Mobility* appears twice. Please select the penultimate item from the menu:



Click the lens icon to see the details of your call

	Stato bando	Stato iscr.	Azioni
	🔒	🟢	🔍

A page will open showing all the details of your application.

Scroll down to *Inserimento date arrivo/rientro* (entering arrival/return dates).

Please enter your expected arrival and return dates (this information is mandatory):

5 - Inserimento date arrivo/rientro ✔

Da qui puoi effettuare l'inserimento delle date di arrivo/rientro riferite alla sede che ti è stata assegnata.
Le date inserite sono regolarmente registrate. Ricorda che potrai modificarle fino a che l'ufficio non avrà registrato il tuo avvio a destinazione.

Sede ALBERT-LUDWIGS-UNIVERSITÄT FREIBURG IM BREISGAU

Data arrivo prevista:*	01/07/2022	🗑
Data rientro prevista:*	31/12/2022	🗑
Periodo:*	Secondo Semestre	▼

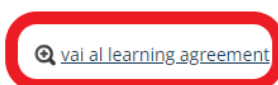
[Aggiorna Date](#)

[Indietro](#)

Click 'Aggiorna Date' (update dates);

Scroll down to *Compilazione del Learning Agreement* (filling in your LA).

At the bottom of the page, on the right, click 'vai al learning agreement' (go to your LA) to begin filling in your LA:



Dati generali (general overview)

The first page gives a general overview of your mobility period, the current status of your LA and the name of the teacher that will receive your LA, i.e. your Exchange Coordinator:

Dati Generali	
Bando di riferimento	ECONOMIA BANDO ERASMUS+STUDIO USCITA
Anno Accademico mobilità	2023/2024
Destinazione	(F MARSEIL84) Aix Marseille Université
Area Disciplinare	Social and behavioural sciences not further defined
Stato Graduatoria	Assegnato
Data inizio compilazione Learning Agreement	12/04/2023 11:51
Data ultima modifica Learning Agreement	
Stato Learning Agreement	Bozza
Docente Responsabile Learning Agreement	

Associazione attività (activity equivalencies)

In this section you can indicate which exams you intend to take abroad and their UniTS equivalent for which you will request recognition.

Activities to carry out abroad

Click 'Aggiungi attività' (add activity) to enter the activity you intend to carry out at your host university.

Associazione Attività

Selezionare uno o più AD nella tabella di sinistra per accoppiarle con la selezione di uno o più AD nella tabella di destra e premere ASSOCIA.
Utilizza il link "Aggiungi Attività esterna" per inserire un nuovo insegnamento tra quelli da frequentare all'estero.
Utilizza il link "Aggiungi Attività interna" per inserire un nuovo insegnamento qualora non presente nel tuo libretto.

Attività da sostenere all'estero

Codice	Descrizione	SSD	CFU	Progr. AD	Virt.	Sel.
Non è stata caricata nessuna AD esterna in tabella.						
Totale CFU: 0						

[+ Aggiungi Attività](#)

Attività da libretto da associare

Descrizione	CFU	Sel.
B029565 - GESTIONE DEI PROGETTI	6	<input type="checkbox"/>
B029569 - STATISTICA PER LA SPERIMENTAZIONE E LE PREVISIONI IN AMBITO TECNOLOGICO	9	<input type="checkbox"/>
B030652 - OTTIMIZZAZIONE E DATA SCIENCE PER IL MANAGEMENT	9	<input type="checkbox"/>
B031211 - TECNOLOGIE PER L'AUTOMAZIONE INDUSTRIALE	6	<input type="checkbox"/>

Attività da off. del CDS o da off. di ateneo

Descrizione	CFU	Sel.
Non è stata caricata nessuna AD da Offerta in tabella.		
Totale CFU: 30		

The following page will open:
Compilazione Learning Agreement

Inserimento Attività esterna da associare

Inserire una nuova attività selezionandola dalla lista oppure digitandone la descrizione se non presente nella lista.
Premere il pulsante "Conferma" per salvare i dati.
Premere "Esci" per rinunciare all'operazione.

Codice della AD:

Descrizione AD:

CFU:
(usa il punto per i decimali)

AD non associabile (TAF D):

Virtuale:

Virtuale - desc. approfondita (inserire solo se è stato selezionato "Virtuale"):

Periodo di sostenimento:

Link web programma AD:

Fill in the following data:

- the code of the educational activity you want to carry out abroad ('Codice della AD', optional field);
- the exact name of the activity ('Descrizione AD', required field);
- the relevant number of ECTS credits awarded for the activity you intend to carry out at the host university ('CFU' required field);
- the period you will spend abroad ('periodo di sostenimento', required field),
- the link to the host institution's web page with the programme of the educational activity ('link web programma AD')

In the menu 'periodo di sostenimento' you will find several options. You must choose one of the following options:

- 'A1 - Annualità Singola' if your mobility period covers the entire academic year
- 'S1 – Primo Semestre' if your mobility period covers the first term
- 'S2 – Secondo Semestre' if your mobility period covers the second term

Matching with UniTS activities

Once you have entered all the activities you plan to carry out at the host institution, **you must associate them** with an equivalent activity offered at UniTS.

Matching with an activity already in your study programme:

If the activity you want to associate with an activity abroad **is already present** in your study programme you will find it in the list on the right.

To associate an activity offered by your host institution with an activity offered by UniTS, you must select them both.

Attività da sostenere all'estero

Codice	Descrizione	SSD	CFU	Progr. AD	Virt.	Aggiungi Attività	Sel.
123	attività estera			12			<input checked="" type="checkbox"/>
Totale CFU: 12							

Attività da libretto da associare

Descrizione	CFU	Sel.
003EC - MICROECONOMIA	12	<input checked="" type="checkbox"/>
007EC - IDONEITA' LINGUA INGLESE	3	<input type="checkbox"/>

Attività da CDS del CDS

Descrizione	CFU	Sel.
Non è stata caricata nessuna AD da Offerta in tabella.		

Totale CFU: 15

Click 'Associa' (associate)

Note

Note dello studente:

Associa annulla Esci Presenta il Learning Agreement Stampa Riepilogo Elimina Bozza Gestisci

and then 'Conferma Associazione' (confirm association). If you do not wish to confirm, click 'Esci' (exit).

Conferma Associazione Attività

Per confermare l'associazione premere il pulsante "Conferma Associazione".

Associazione per: attività estera

Codice	Descrizione	CFU	Descrizione	CFU
123	attività estera	12	003EC - MICROECONOMIA	12

Conferma Associazione Esci

If you confirm an association by mistake, you can always click 'Rimuovi associazione' (remove association) at a later stage.

Associazione 2

Codice	Descrizione	SSD	CFU	Progr. AD	Virt.	Descrizione	CFU	Info
123	attività estera		12			003EC - MICROECONOMIA	12	

Totale CFU: 18

Rimuovi Associazione

Totale CFU: 21

You may have to submit your LA when UniTS activities you need to associate with host institution activities are not yet in your study programme. In this case, follow the instructions below for the most common situations.

Matching with an activity not yet in your study programme:

If at the time of the submission of your LA the activity you need to include is not yet in your study programme, you must select the activity from the list of courses on offer within your degree programme.

To do this: click 'Aggiungi attività' (add activity).

Attività da sostenere all'estero

Codice	Descrizione	SSD	CFU	Progr. AD	Virt.	Sel.
Non è stata caricata nessuna AD esterna in tabella.						

Totale CFU: 0

Aggiungi Attività

Attività da libretto da associare

Descrizione	CFU	Sel.
007EC - IDONEITA' LINGUA INGLESE	3	<input type="checkbox"/>

Attività da off. del CDS

Descrizione	CFU	Sel.
Non è stata caricata nessuna AD da Offerta in tabella.		

Aggiungi Attività

Totale CFU: 3

Select 'Offerta CDS' (courses on offer within your degree programme), then the relevant 'Percorso di studi' (study pathway) and 'Anno di offerta' (academic year) in which you will complete your mobility period, (2026-2027).

Inserimento attività interna

Inserire una nuova attività selezionandola dalla lista delle AD da offerta.
Premere il pulsante "Conferma" per salvare i dati.
Premere "Esci" per rinunciare all'operazione.

Tipo di Offerta Offerta CDS Offerta Ateneo (per attività didattiche a scelta libera)

Percorso di Studi: -- Seleziona un Percorso di Studi --

Anno di Offerta: -- Seleziona un Anno --

Attività Didattica da Offerta: -- Seleziona un'attività --

Conferma annulla Esci

Open the drop-down menu.

Choose the activity from the drop-down menu.

Attività Didattica da Offerta:

Conferma annulla Esci

-- Seleziona un'attività --

-- Seleziona un'attività --

023EC - BUSINESS ENGLISH [cfu: 6]
 027EC - DIRITTO COMMERCIALE [cfu: 6]
 124EC - DIRITTO PRIVATO EUROPEO [cfu: 6]
 037EC - ECONOMIA DEGLI INTERMEDIARI FINANZIARI [cfu: 6]
 024EC - ECONOMIA E GESTIONE DELLE IMPRESE [cfu: 9]
 085EC - ECONOMIA E GESTIONE DELLE IMPRESE COMMERCIALI [cfu: 6]
 601EC - ECONOMIA E POLITICA AGRO-ALIMENTARE [cfu: 6]
 038EC - ECONOMIA INTERNAZIONALE [cfu: 9]
 071EC - ECONOMIA MONETARIA INTERNAZIONALE [cfu: 6]
 036EC - FINANZA AZIENDALE [cfu: 9]

Make the association.

Please note: If you wish to match an activity included in years of programme subsequent to the completion of your mobility period (e.g. you carry out your mobility period during your second year, but you want to carry out an activity matching a course of the third year), please contact the [Academic Services](#) for any modification of your study programme.

If necessary, remember to submit your study programme to the Academic Services during the first available window.

You will complete your mobility period as a graduate (master's degree student), but you must submit your LA when you are still an undergraduate (bachelor's degree student)

In order to complete your LA in the online Student Academic Services (esse3), you will need to wait until you have enrolled as a master's degree student.

If your host institution has established mandatory deadlines which requires you to submit your LA before you enrol in your chosen master's degree programme, please contact the Mobility Office for instructions.

Recognition of partial modules (not the entire course)

If you want one or more **modules** that are part of a UniTS taught course (but not an entire course) to be validated, proceed as follows:

associate the host institution activity to the entire UniTS course

Associazione per: traduzione inglese

Codice	Descrizione	CFU	Descrizione	CFU
	traduzione inglese	6	003SL - LINGUA E TRADUZIONE INGLESE I	12

In the **student notes** you must add the details (required information) as in the example below.

For example: if a UniTS course is composed of a translation module and of a language module (each module corresponding to 6 ECTS/CFU for a total of 12 credits) but at your host institution you only want to take the translation module, in the notes you should write: *"I request validation of the translation module (module code: _) for a total of 6 ECTS/CFU out of the 12 required for the English Language and Translation 1 course (course code: _)."*

Upon your return, your study programme will be automatically modified to accept the validation of the module you requested.

Please note: You will be able to fill in the notes field only after clicking on ‘*presenta il Learning Agreement*’ (submit your LA).

Recognition of elective subjects (type D) or extra-credit activities

Elective subject (type D) already in your study programme in Esse3 If you want to have an elective subject (type-D activity) recognised and it is already included in your study programme in Esse3, you must associate the activity as described above.

Elective subjects (type-D activities) are the only cases where the activity you will carry out abroad doesn't need to correspond to the one in your study programme.

Upon your return, if you passed the required exam, the activity will be included in your academic records in Esse3 with the original name given by your host institution.

Elective subject (type D) or extra-credit activity not in your study programme in Esse3

If you want to have an elective subject (type-D activity) or an extra-credit activity recognised but the activity does not have an equivalent at UniTS, follow these steps:

When you add the activity in your LA, after writing its name and relevant ECTS/CFU, select ‘*AD non associabile (TAF D)*’ (unmatched type-D educational activity) and then confirm.

Inserimento Attività esterna da associare

Inserire una nuova attività selezionandola dalla lista oppure digitandone la descrizione se non pre:
Premere il pulsante "Conferma" per salvare i dati.
Premere "Esci" per rinunciare all'operazione.

Codice della AD:

Descrizione AD:

CFU:
(usa il punto per i decimali)

AD non associabile (TAF D):

This activity does not have to be associated with any UniTS activity.

Totale CFU: 18 Totale CFU: 21

AD non associabili (TAF D) Chiudi

	Codice	Descrizione	SSD	CFU	Progr. AD	Virt.
	xxx	prova AD non associabile		9		

Totale CFU: 0

The activity will be included in your study programme with the original name and the relevant credits given by your host institution.

Please note: If you have agreed with your coordinator that the activity can be recognised at UniTS for a **different number of ECTS** than at the host institution, **you must** specify this in the **student notes**.

In student notes you must also specify if the activity will be recognized as an elective subject (type D) or as an extra-credit activity (required information).

For example: “*I request that the foreign activity (exact name) entered as ‘AD non associabile (TAF D)’ (unmatched type-D educational activity) be recognised as an elective subject (type-D activity).*”

Please note: if in the meantime you fill in your study programme at UniTS and include some elective subjects (type D activities), **you will have** to make a Change to associate the activity you want to be replaced.

Blended Mobility

According to Erasmus rules, 'blended mobility' is a mobility exchange composed of a period abroad (physical mobility) and a period of virtual mobility with activities carried out remotely. Virtual mobility indicates the activities carried out remotely while in Trieste and not in the country of your host institution.

Virtual mobility must be agreed in advance with your host institution and with your exchange coordinator at UniTS. If your host institution allows this possibility for some activities, tick the 'virtual' box when you add the relevant activity in your LA.

In this case, you are required to fill in the field '*Virtuale descrizione approfondita*' (detailed description

Codice della AD: 5555
Descrizione AD: prova esame estero
CFU: 5
(usa il punto per i decimali)

AD non associabile (TAF):
Virtuale:

Virtuale - desc. approfondita (inserire solo se è stato selezionato 'Virtuale'):
Inserire una descrizione approfondita dell'attività virtuale

Link web programma AD:

Conferma annulla Esci

of the virtual component).

Thesis research

If you want to use a mobility period for thesis-related research (RICERCA TESI), you must check that this is possible with your exchange coordinator, your supervisor and the host institution.

Ask your exchange coordinator how many ECTS/CFU your degree programme awards for thesis-related research carried out abroad. The number of credits must be **lower** than the number of credits scheduled in your study programme for the final exam, which must always be taken at UniTS

GRADUATING DURING AN ERASMUS+ MOBILITY IS NOT POSSIBLE.

Add '**Final Project**' as the activity to carry out during your mobility.

Inserimento Attività esterna da associare

Inserire una nuova attività selezionandola dalla lista oppure digitandone la descrizione se no
Premere il pulsante "Conferma" per salvare i dati.
Premere "Esci" per rinunciare all'operazione.

Codice della AD:
Descrizione AD: Final Project
CFU: 2
(usa il punto per i decimali)

Add the relevant number of ECTS/CFU.

Associate the activity with the final exam (PROVA FINALE) in your study programme.

Attività da sostenere all'estero

Codice	Descrizione	SSD	CFU	Progr. AD	Virt.	Sel.
	Final Project		2			<input checked="" type="checkbox"/>

Totale CFU: 2

Attività da libretto da associare

Descrizione	CFU	Sel.
007EC - IDONEITA' LINGUA INGLESE	3	<input type="checkbox"/>

Attività da off. del CDS

Descrizione	CFU	Sel.
999EC - PROVA FINALE	4	<input checked="" type="checkbox"/>
124EC - DIRITTO PRIVATO EUROPEO	6	<input type="checkbox"/>

Totale CFU: 13

Add the following statement in the **student notes** (required information):

"I declare that I have received authorisation from my exchange coordinator, my supervisor and the host institution to include thesis-related research abroad for [insert the number of ECTS/CFU envisaged for the research activity abroad] ECTS/CFU out of a total of 'y' ECTS/CFU scheduled in my UniTS study programme at Units".

Please note: You will be able to fill in the notes field only after clicking on 'presenta il Learning Agreement' (submit your LA).

Study/internship mixed mobility

If you also want to do an internship (study/internship mixed mobility) abroad, **check with the host institution or one of its partners** that this is **possible** within **their** regulations.

Add 'Internship' as the activity to carry out during your mobility.

Add the relevant number of ECTS/CFU.

Associate the activity with the internship in your study programme in Esse3.

Grouping matched activities (*associazione a pacchetto*)

It is possible to associate one or more host-institution activities with one or more UniTS activities.

Conferma Associazione Attività

Per confermare l'associazione premere il pulsante "Conferma Associazione".

Associazione per: prova pacchetto 1, prova pacchetto 2

Codice	Descrizione	CFU	Descrizione	CFU
	prova pacchetto 1	2	124EC - DIRITTO PRIVATO EUROPEO	6
	prova pacchetto 2	4		

If you fail some of the activities in the group, the exchange coordinator, in agreement with the relevant department mobility delegate and degree programme coordinator, will determine how UniTS will validate the activities carried out abroad, modifying the original validation scheduled in your LA.

1. If the failed activity is considered to have little relevance in relation to the rest of the group, UniTS might validate the exams you passed **in full** as originally established.
2. If the failed activity is **not** considered irrelevant, but actually as fundamental in relation to the rest of the group, UniTS will still validate the exams you passed, but will deviate from what was initially established in your LA.

Gestione Referente Straniero (host contact)

Riepilogo Elimina Bozza Gestisci Ref. Straniero

This information is not mandatory. Enter your host contact details here if available.

Gestione referente straniero

Inserire un nuovo referente straniero selezionandolo dalla lista, se visualizzata, oppure digitandone le informazioni. Premere il pulsante "Conferma" per salvare i dati. Premere "Esci" per rinunciare all'operazione.

Nome:

Cognome:

Indirizzo Email:

Conferma annulla Esci

Submitting your Learning Agreement to UniTS

After you have completed all the associations, you can submit your LA.

Note

Note dello studente:

Associa annulla Esci **Presenta il Learning Agreement** Stampa Riepilogo Elimina Bozza Gestisci Ref. Straniero

After clicking '**presenta il Learning Agreement**' (submit your LA) and before confirming your LA:

1. you must enter the level of **language proficiency** in the main language of teaching of your host institution. The level must be the one you have at the time of completing your LA or the one you undertake to acquire before departure (required information)

Lingue conosciute

Inserisci lingua e livello di conoscenza:

Lingua	Lingua Dom.	Livello Dich.	Dati Test Partenza			Dati Test Rientro		
			Livello	Data	Fallito	Livello	Data	Fallito
Non è stata recuperata nessuna Lingua.								

2. now you can add any student notes as in the cases described above (e.g. if you are still a bachelor's degree student but you will complete your mobility period as a master's degree student; possible authorisation to carry out thesis research and/or an internship; how to recognise any unmatched type-D

educational activity)

Note

Note dello studente:

Note del docente:

Conferma Learning Agreement annulla Esci

For example:

Note

Chiudi

Note dello studente: -"Assocerò l'attività estera xxx con l'esame italiano xxx dopo aver presentato il piano di studi nella prima finestra utile, al momento l'attività non è disponibile"
-"Dichiaro di aver ricevuto l'autorizzazione dal coordinatore dello scambio, dal mio relatore e dalla sede ospitante per inserire l'attività di ricerca tesi all'estero pari a "2" CFU rispetto ai "4" CFU previsti nel mio piano di studi UNITS".

Note del docente:

Conferma Learning Agreement annulla Esci

After adding any notes, click '*Conferma il Learning Agreement*' (confirm your LA).

Note

Note dello studente: -"Assocerò l'attività estera xxx
-"Dichiaro di aver ricevuto l'aut
"4" CFU previsti nel mio pian

Note del docente:

Conferma Learning Agreement annulla Esci

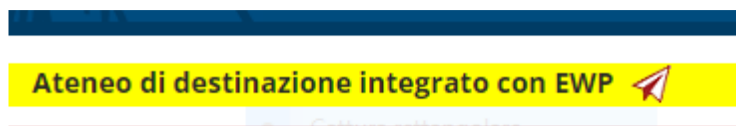
Once confirmed, the status of your LA will change into '*Presentato*' (submitted).

At the top of the page, the following sentence will appear:

17/04/2023 14:53

Questo learning agreement è in stato "Presentato"

If your host institution is connected to the Erasmus Without Paper (EWP) network, you will see this banner in the LA filling window.



Click '**Check Pre Invio EWP**' (check EWP pre-submission) to verify that you have entered all required information (language proficiency level and period during which you will carry out each activity) for a correct EWP submission of your LA. The system will alert you of any problems, indicating them and giving you the opportunity to correct them.

Note relative all'Ateneo di Destinazione:

Nuovo Learning Agreement **Check Pre Invio EWP** Stampa Riepilogo LA Stampa (Standard Europeo) Storico Learning Agreement Gestisci Fac./Dip. Straniero Esci

If you do not see the banner '*Ateneo di destinazione integrato con EWP*' (host institution within EWP), you will not see the '**Check Pre Invio EWP**' (check EWP pre-submission) button. In this case, your LA will be managed outside the EWP network. You will find all the details in the following section.

Please note: if you need to make changes after submitting your LA and before it is approved by your supervisor, you can submit a new version by clicking '*Nuovo Learning Agreement*' (new Learning Agreement). The new version will replace the previous one.

The system will send an automatic notification to your exchange coordinator to inform them that you have submitted your LA.

Please note: do not send any further communication to your coordinator or to the Mobility Office to notify them that you have submitted your LA or to solicit its approval.

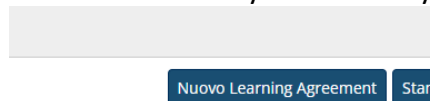
Exchange Coordinator's review of your LA

When your LA is handed over to your exchange coordinator, the status will change from '*Presentato*' (submitted) to '*Revisione*' (under review).

LA '*Respinto*' (rejected)

The exchange coordinator may ask you to make some corrections (in this case the status of your LA will change from '*Revisione*' (under review) to '*Respinto*' (rejected).

Click '*Nuovo Learning Agreement*' (new Learning Agreement) to modify your LA according to the indications and any notes from your coordinator.



LA '*Approvato*' (approved)

if your exchange coordinator has digitally approved your LA, the status of your LA will change to:

- '*Approvato internamente*' (internally approved) if your host institution is connected to the EWP network (you will see the banner '*Ateneo di destinazione integrato con EWP*' [host institution within EWP])
- '*Approvato*' (approved) if your host institution is not connected to the EWP network (you cannot see the banner).

Once approved by your exchange coordinator, your LA is considered official. A wet signature is not required, as the document is signed digitally.

The system will send you an automatic notification to inform you that your LA status has changed.

Sending your LA to the host institution for signature

Your LA can be sent to your host institution in two ways.

Please note: The before the mobility section of your LA must be countersigned by your host institution at least 30 days BEFORE departure.

Mode 1: the Units Coordinator sends the LA to the host institution via OLA/EWP

If you see the banner '*Ateneo di destinazione integrato con EWP*' (host institution within EWP), after approving your LA, the exchange coordinator will send it to your host institution via EWP. Until your host institution responds, neither you nor your coordinator will be able to modify your LA. During this time, even the '*Nuovo Learning Agreement*' (new Learning Agreement) button will not be visible.

Please note: The system transmits EWP data to partner institutions overnight once a day, so your host institution will only receive your LA the following day.

Your host institution may:

- a. reject your LA by entering any necessary change requests in the field 'Note relative all'Ateneo di destinazione' (notes from the host institution);
- b. approve your LA.

You will receive a notification that the document has been approved or, in the event of rejection, that you have received a comment. You will find the notes from the host institution at the bottom of the page in your LA.

If you received the notification of rejection, you must carefully read the comment, then click 'Nuovo Learning Agreement' (new Learning Agreement) and make the changes requested by your host institution.



The screenshot shows a web interface for a Learning Agreement. It has three text input fields: 'Note dello studente:' with the text 'Il mio learning agreement!', 'Note del docente:' with the text 'Ottimo learning!', and 'Note relative all'Ateneo di Destinazione:' with a comment: 'Commento inserito da Mobility coordinator Pawel Tomasz Kowalski il 20/05/2021 10:32: "Introductory calculus" is no longer conducted. We suggest replacing it with "Calculus I".' Below the fields are five buttons: 'Nuovo Learning Agreement' (highlighted with a green border), 'Stampa Riepilogo LA', 'Stampa (Standard Europeo)', 'Storico Learning Agreement', and 'Esci'.

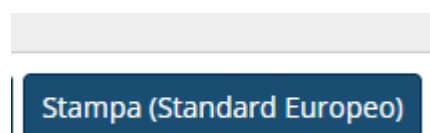
Please follow again the steps above to submit your LA to your coordinator.

Please note: remember that once your LA has been approved by both your coordinator and your host institution, you will only be able to modify it once per semester by submitting a Change. Naturally, if your host institution rejects your LA and asks you to modify it, this will not count as a Change.

Mode 2: the student sends their LA to their host institution via email

If you do not see the banner 'Ateneo di destinazione integrato con EWP' (host institution within EWP), you will need to obtain the signature on your LA from your host institution via email.

In this case, after your coordinator has approved your LA, click '**Stampa (Standard Europeo)**' (print according to the European standard) **to download your LA as a pdf file.**



Send the pdf by email to your host institution for their approval and signature. Remember to **add your exchange coordinator in cc to your email.**

N.B. make sure that you click '**Stampa (Standard Europeo)**' (print according to the European standard) and not on '**stampa riepilogo**' (print as a single document).

When your host institution has signed the document, you must go back into your Esse3 reserved area, access the details of the relevant call.

Scroll down to '*Upload allegati*' (upload attachments).

Within 1 month of approval of your LA by your exchange coordinator, you must upload the pdf of your LA duly signed by the host institution, as instructed above.

If you have any difficulties, contact the International Mobility Office promptly.

If you do not upload a copy of your LA signed by all the involved parties, UniTS will not be able to validate any of the activities you carried out abroad.

Contact the International Mobility Office

email: outgoing.students@amm.units.it

Tel. +39 040 558 2994 or 2981