



FILLING OUT THE 'CHANGE TO THE LEARNING AGREEMENT' FORM

OVERSEAS

University of Trieste
Piazzale Europa, 1
I - 34127 Trieste
www.units.it – ateneo@pec.units.it

*Staff member in charge of this administrative procedure: Alessia
Sforzina*
outgoing.students@amm.units.it

CHANGE – Modifying your Learning Agreement

PLEASE NOTE

- You can modify your Learning Agreement (LA). Any modification to your LA is called a Change. You can do this **once a semester** throughout your whole period of mobility.
- Submit your Change **no later than 60 days before your return**.

Discuss any changes to your LA with your Exchange Coordinator. Once you have agreed on them, fill out the form as follows:

- In the section 'Exceptional changes to Table A' you must indicate any changes to the exams you will take at the receiving institution (abroad). Enter the names of the exams you want to add to or remove from the list of exams you submitted in your original LA.
- In the section 'Exceptional changes to Table B' you must enter the exams you want to add or remove from your study programme at UniTS (sending institution).
- Below these two sections, you will find Tables A and B. Fill these tables in to draw up your final LA. These tables on your Change form will replace the previous tables in your LA. Remember to clearly indicate the 'matches' between exams at the receiving and sending institution (i.e. exams taken abroad and at UniTS) across the two tables. You can add rows as needed.

Your LA must be signed by:

- **you;**
- **your exchange coordinator;**
- **your receiving institution coordinator** (signature and institutional stamp).

When the receiving institution has signed the document, you log into your Esse3 reserved area and complete the following steps:

- navigate to the relevant call for applications.
- scroll down to point 7 – 'Upload allegati' (upload attachments)

7 - Upload Allegati

In questa sezione puoi

Titolo	Tipo	Azioni
LA FIRMATO DA ENTE ESTERO	obbligatorio	 

[Indietro](#)

- upload the document under '*LA CHANGE 1 semestre FIRMATO DA ENTE ESTERO*' (LA Change signed by receiving institution - 1st term) or '*LA CHANGE 2 semestre FIRMATO DA ENTE ESTERO*' (LA Change signed by receiving institution - 2nd term), depending on the academic term it refers to.

Should you have any difficulties, please contact the office promptly.

PLEASE NOTE: Only exams that have been included in your Learning Agreement and Change will be recognised.

International Mobility Office Contacts

e-mail: outgoing.students@amm.units.it

Tel: +39 040 558 7807