



Filling in your Learning Agreement Overseas

Learning Agreement (LA) – essential information

- 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**.

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

Learning Agreement (LA) – before the mobility

1. Document header information

You should fill in all of the required fields (remember to include your name and surname in the header in the top right-hand side of the page, under ‘*student’s name*’).

2. Before the mobility

Contact your exchange coordinator to find out:

- the exams you will take at your host institution (component titles, Table A)
- the corresponding UniTS exams that will be recognised when you return (corresponding component titles, Table B)

PLEASE NOTE: organise this information so that it is clear which exams have been ‘matched’ with which. For example, if for two or three exams taken abroad only one exam will be recognised in Italy, then you should modify the table or include curly brackets as shown below:

Table A - Before the mobility				Table B - Before the mobility			
Component ⁵ code (if any)	Component titles at the Receiving Institution (as indicated in the course catalogue)	(⁶) Semester	(⁴) Number of ECTS credits (or equivalent) ⁷	Component code (if any)	Corresponding component titles at the Sending Institution (as indicated in the course catalogue)	Semester	Number of ECTS credits (or equivalent)
101119	Public international law	2	6		Istituzioni di Diritto Pubblico	2	9
101084	<i>Economic policy and Public management</i>	2	6	}	Microeconomia	2	9
101086	<i>International Economy and Trade</i>	2	6				
101089	<i>Theory of International Relations</i>	2	6				
101092	<i>Current Issues in International Relations</i>	2	6	}	Relazioni Internazionali	2	9
101096	<i>Analysis and Resolutions of Conflicts</i>	2	6				
					Statistica	2	9

PLEASE NOTE: for every exam the number of credits (ECTS) should also be included.

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

3. ‘Commitment’ table – signatures.

Your LA must be signed by:

- **you;**
- **your exchange coordinator;**
- **your point of contact at the host university** (signature and institutional stamp).

4. When your host institution has signed your LA, log in to your personal area in UniTS Online Academic Services (Esse3).

Access the details of the relevant call.

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

7 - Upload Allegati

In questa sezione puoi

Titolo	Tipo	Azioni
LA FIRMATO DA ENTE ESTERO	obbligatorio	  

[Indietro](#)

Upload your LA under the item '*LA FIRMATO DA ENTE ESTERO*' (LA signed by host institution)

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](#)

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