

Guidelines for the Learning Agreement (LA) completion

Once you are officially nominated for a destination you have to send an e-mail to the Erasmus coordinator of your degree. In your e-mail you have to attach the Excel file (file “Scheme_LA_eng.xlsx”) that you can find below and that it is compulsory for filling in the LA.

Please note that you cannot fill in the online LA until the Erasmus coordinator of your degree has approved your suggested matchings included in the Excel file. This approval is done via e-mail.

Students have to identify the compatible modules that they wish to include in the LA considering the following points:

- Modules delivered by the host university compared to the modules that would be delivered at UNIBS have to have similar programmes from a content point of view;
- Modules delivered by the host university compared to the modules that would be delivered at UNIBS have to have a similar number of credits (i.e. they should have the same number of credits or they should have more credits than those of the UNIBS modules). Please note that modules accounting for a maximum number of 2 credits lower than the credits of the UNIBS modules can be chosen as long as the content of the programmes are similar;
- In some cases you may consider the number of teaching hours (in UNIBS 40 hours for 6 CFU modules and 60 hours for 9 CFU modules). If there is no similarity between credits of the modules but the teaching hours are similar, you can then choose the module. For instance, a UNIBS module accounting for 6 CFU (40 hours) can be covered by a module accounting for 5 credits and 45 teaching hours in the host university;
- A UNIBS module can be covered by more than one module delivered at the host university (for example, a 9 CFU module in UNIBS can be covered by two modules accounting for 5 credits each in the host university). However, the opposite does not apply, i.e you cannot cover two UNIBS modules with a module at the host university;
- For optional courses, in addition to the above rules, it is specified that:
 - You can include optional modules in UNIBS and in this case it is not necessary that programmes are similar, but it is required that the modules are similar from a credit and/or teaching hours point of view. The corresponding optional module in UNIBS cannot then be taken in Italy.
 - In the case of modules of less than 6 credits taken at the foreign institution, these may be recognised as equivalent to electives at UNIBS of a maximum of 6 credits;
 - In the case of modules taken at the foreign institution for more than 6 credits, these may be recognised as equivalent to optional courses at UNIBS for a maximum of 9 credits;
 - In assessing equivalences, the lecturers responsible for evaluating equivalences will assess the balance between compulsory and optional courses.

Once you have identified the modules from the host university you have to download the modules syllabi in PDF and to fill in the Excel Table (file “Scheme_LA_eng.xlsx”) from the website and that you find below (please see the example). **Please note that the Excel table (file “Scheme_LA_eng.xlsx”) must be sent to your Erasmus coordinator together with the PDF files of the syllabi. All these files must be sent as a unique .zip file.**

Please note that filling in the Excel file does not guarantee the automatic acceptance of the identified matchings. The Excel file is a useful tool that allows the Erasmus coordinator to better assess the suitability of the suggested matchings.

Moreover, please note that the minimum number of CFU that you have to write in your LA is 18 CFU. While, on your return from the Erasmus, the minimum number of CFU that you have to have registered in order to avoid losing the Erasmus scholarship is 12 CFU.

The maximum number of credits that you can earn per term is 30 ECTS.

Guidelines for the Learning Agreement (LA) revisions

It is possible to revise your LA in these cases:

- A module that you included in your LA is not delivered
- A module that you included in your LA has been moved to a different term
- You extend your Erasmus
- There are mistakes in the LA
- There are other difficulties (only for exceptional cases)

In these cases you have to send an e-mail to the Erasmus coordinator of your degree asking to revise your LA. In this e-mail you have to follow the same procedure as above, i.e. you have to fill in the Excel file highlighting the changes compared to the first version of the LA. Then, following the approval of the Erasmus coordinator of your degree, you have to add the changes to the online LA, under the section “During the mobility”.

Name	Surname	Degree	Departure year and term	Academic year of departure	UNIBS module code	UNIBS module name	CFU UNIBS	Number of teaching hours UNIBS	Link to the UNIBS module	Compulsory or optional module	Code of the host university	Module code at the host university	Module name at the host university	ECTS	Number of teaching hours at the host university	Link to the module at the host university
James	Brown	Management	3rd year, 1st term	2023/2024	702882	Marketing	9	60	https://unibs.coursecatalogue.cineca.it/insegnamenti/2021/7736_105227_1226/2020/7736/116?coorte=2021&schemaid=2205	Compulsory	EVALENCI01	35801	Marketing	6	60	https://webges.uv.es/uvGuiaDocenteWeb/guia?APP=uvGuiaDocenteWeb&ACTION=MOSTRARGUIA.M&MODULO=35801&CURSOACAD=2016&IDIOMA=C

Note: CFU refers to the “Crediti Formativi Universitari”, i.e. the number of credits in the Italian university system.

