

## **Guidelines for completing the Learning Agreement (LA)**

Within 30 days from the official nomination, and in any case no later than 15 days before the deadline for submitting the LA at the host university, the student must send an email to the Erasmus contact person of Degree Program he/she is following, attaching the Excel file (“Schema\_LA.xlsx”) containing the equivalent courses at the host institution. The completion of the “Schema\_LA.xlsx” file is a prerequisite for drafting the LA.

This means that the LA cannot be completed online until the equivalence plan contained in the Excel file has been approved by the contact person via email.

If the student does not comply with the above deadlines, departure for the Erasmus program is not guaranteed.

Students are asked to identify the equivalent courses to be included in the LA, taking into account the following points:

- Courses at the host institution, compared to those that would be taken at UNIBS, must have the following characteristics:
  - Comparable syllabi in terms of content;
  - An equal or higher number of credits (courses with up to a maximum of 2 ECTS (ECTS is the English translation of CFU: 1 ECTS = 1 CFU) fewer than the corresponding UNIBS courses may be considered equivalent if the syllabi largely match);
  - In some specific cases, reference may be made to the number of teaching hours (at UNIBS: 40 hours for 6 ECTS courses and 60 hours for 9 ECTS courses). If credits do not match but teaching hours do, the foreign course may be considered equivalent. Example: a 6 ECTS course at UNIBS (40 hours) may be equivalent to a 5 ECTS course with 45 hours of teaching at the host institution;
  - One UNIBS course may correspond to multiple courses at the host institution (e.g., a 9 ECTS course at UNIBS may be equivalent to two 5 ECTS courses at the host institution). The opposite is not allowed, i.e., two UNIBS courses cannot be covered by a single course at the host university;
- For optional courses, in addition to the above rules, the following applies:
  - It is possible to establish equivalences with UNIBS elective courses (in this case, syllabus comparability is not required, only equivalence in terms of credits/teaching hours). The UNIBS elective course indicated cannot be taken by the student in Italy;
  - Foreign courses worth less than 6 ECTS may be recognized as equivalent to UNIBS electives of up to 6 ECTS;
  - Foreign courses worth more than 6 ECTS may be recognized as equivalent to UNIBS electives of 9 ECTS;

- The faculty members responsible for evaluating equivalences will assess the balance between compulsory and elective courses;
- With regard to languages, only those provided for in the Study Manifesto (French, Spanish, German) may be recognized as curricular activities. All others are recognized as extracurricular activities.
- If two or more courses at the host institution are recognized as equivalent to a single UNIBS course, and not all of them are passed, the passed courses will be recognized as extracurricular activities.

It is recalled that, if updated syllabi for the year of departure are not yet available, it is sufficient to change the enrollment year on the webpage of the degree program.

Example:

Once the courses at the host institution have been identified, the syllabi must be downloaded in PDF format

- the Excel table (“Schema\_LA.xlsx”) must be completed and sent to the contact person together with the syllabi in a single zip file.

**Please note:** the submitted material does not guarantee automatic equivalence but enables the faculty contact person to better assess possible equivalences between UNIBS courses and those at the host institution.

**The minimum number of ECTS at departure (and therefore in the LA) is 18, while upon return, in order not to lose scholarship requirements, the minimum number of ECTS passed is 12. Erasmus exams must correspond to the academic year of enrollment. Only if necessary, up to a maximum of 6 ECTS from other years may be included.**

**The maximum number of ECTS authorized per semester is 30.**

**Once you return to Italy, you cannot refuse the grades of exams taken abroad.**

## **Guidelines for Revising the Learning Agreement (LA)**

Revisions of the LA may be made in the following cases:

- The course listed in the LA is not activated;
- The course is offered in a different semester than indicated;
- Exceptional difficulties;
- Extension of the mobility period;
- Clerical errors.

In such cases, the student must send an email to the contact person requesting the change, indicating all details of the new course for equivalence (see Excel table). After approval, the student must add the changes in the 'During the mobility' section of the LA.

**Important: if, when modifying the LA, the student changes courses not previously approved by the coordinator, all approved changes will be null and void, and the student must comply with the initial LA, regardless of whether courses are actually offered.**

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Pinc o	Pallino	EG A	3° anno, 1 quadrieme stre	2023/20 24	7028 82	Marketi ng	9	60	<a href="https://unibs.coursecatalogue.cineca.it/insegnamenti/2021/7736_105227_1226/2020/7736/116?coorte=2021&amp;schemaid=2205">https://unibs.coursecatalogue.cineca.it/insegnamenti/2021/7736_105227_1226/2020/7736/116?coorte=2021&amp;schemaid=2205</a>	obbligato rio	E VALENC I01	3580 1	Marketi ng	6	60	<a href="https://webges.uv.es/uvGuiaDocente/Web/guia?APP=uvGuiaDocenteWeb&amp;ACTION=MOSTRARGUIAM&amp;MODULO=35801&amp;CURSOACAD=2016&amp;IDIOMA=C">https://webges.uv.es/uvGuiaDocenteWeb/guia?APP=uvGuiaDocenteWeb&amp;ACTION=MOSTRARGUIAM&amp;MODULO=35801&amp;CURSOACAD=2016&amp;IDIOMA=C</a>

Note: "insegn." means course; A.A. means Academic Year; CdL means Degree Program; CFU means university credits (ECTS).