VADEMECUM
LEARNING AGREEMENT FOR STUDIES
V05 of 04.04.2023
ENGLISH

Index

1. What is the Learning Agreement ................................................................. 2
2. Learning Agreement - Before Mobility ........................................................ 3
   2.1 Choice of educational activities in your UniTo booklet and on your course ..... 5
   2.2 Free-choice activities (TAFD) ................................................................. 6
   2.3 Research activities for your thesis ......................................................... 7
3. Learning Agreement - During Mobility ....................................................... 8
4. Learning Agreement – Erasmus Without Paper ......................................... 9
5. Appendix I: How to fill out the Learning Agreement ................................... 10
1. What is the Learning Agreement?

The Learning Agreement must be used by students who join the Erasmus+ Studio programme to recognise the Host university courses taken during the mobility.

Before the beginning of your mobility, you as an Erasmus+ Study student must draw up your Learning Agreement together with the Professor in charge of your course international mobility (Responsabile Didattico per la Mobilità Internazionale). The Learning Agreement must include your list of courses (exams, internships, thesis research...) with the corresponding ECTS credits that you (the student) intend to attain during your Erasmus mobility and the corresponding CFU activities (exams, internships, thesis research...) to be recognised at UniTo.

The Learning Agreement must be fully approved by the Responsabile Didattico of UniTo and by the lecturer/office in charge at the Host university, in order to guarantee full recognition of the educational activities on the student's course of study.

The Learning Agreement is made up of three parts which are progressively completed during the mobility phases (before, during, after):

1. Learning Agreement "Before Mobility": the Learning Agreement to be submitted before the beginning of mobility, with tables A and B duly filled out;

2. Learning Agreement "During Mobility - Changes to the original Learning Agreement": any changes to the approved Learning Agreement can be made within 5 weeks after the start of the mobility;

3. Learning Agreement "After Mobility": list of the activities provided by the Host university, usually replaced by the Transcript of Records.

It is compulsory for Learning Agreements to be completed online through the MyUnito student area. Before filling it out, it is advisable to agree in advance with the Responsabile Didattico of UniTo on the activities during mobility and how they correspond with UniTo activities. Upon agreement proceed to on-line completion of the Learning Agreement.

Please note that this document is intended to help you fill in the Learning Agreement. Read the Guidelines carefully in order for your Host university courses to be recognised and for you to check any further specific information related to your Department, with the Responsabile Didattico of your Course of Study International Mobility and with your department Internationalisation Office.

➔ How to fill out the Learning Agreement
The **Before Mobility- Learning Agreement** must be approved by both the UniTo lecturer and the Host university at least **15 days before the start of the mobility**, unless otherwise stipulated by the Host university.

The **Before Mobility- Learning Agreement** is made up of two tables: Table A with the activities to be taken during mobility, and Table B with the University of Torino activities you intend to request recognition for at the end of your mobility. The activities to be taken during the mobility can be found in your Host university prospectus, while the UniTo activities must be included in your Career Plan and must not have been taken yet.

In case of doubts as to whether the activities offered by the Host university correspond with those in your Career Plan, contact the **Responsabile Didattico** of your Course of study at UniTo.

The two tables of the Learning Agreement must indicate approximately the same number of credits, in compliance with the equivalence **1 ECTS = 1 CFU**, and the educational activities can be within the "packet recognition", unless otherwise indicated by the Department/Course of Study. Please carefully read the [Guidelines for the Recognition of Teaching Activities](#) and take note of any different provisions envisaged by your Department/Course of Study.

In the pdf printout of the Learning Agreement accessible through the **Print button (European Standard)**, Table A and Table B are displayed as follows:
In order to obtain UniTo recognition all Host university courses (Table A) must be combined, except in special cases, with the courses offered by UniTo (Table B).

The combination of Host University courses with those of UniTo are displayed in the on-line Learning Agreement as shown below:

<table>
<thead>
<tr>
<th>Codice</th>
<th>Descrizione</th>
<th>SSD</th>
<th>Crediti ECTS</th>
<th>Progr. AD</th>
<th>Uitl.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Food processing</td>
<td></td>
<td>10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Students should take care to indicate the correct name of the Host university course together with the corresponding number of ECTS credits.

In order to facilitate LA approval online, before proceeding with the completion of the online LA, it is advisable to agree in advance (via email or in person) your Learning Agreement with the Responsabile Didattico of your Course of Study at UniTo. Once the Learning Agreement has been submitted online, the International Mobility Officers who manage the Learning Agreement will automatically be informed periodically through the UniTo Online Learning Agreement procedure.

Please note that participation in the Erasmus study programme is subject to regular enrolment at the University of Turin, in accordance with university regulations. Moreover, the presentation of the Learning Agreement does NOT replace your Career Plan, and must be within the deadlines and conditions provided by the University of Turin. For further information on the Career Plan please consult the specific page.

➔ How to fill out the Learning Agreement

➔ Guidelines for the recognition of teaching activities
2.1 Choice of courses

When choosing the UniTo courses to be associated with the Host university courses, the online procedure allows you to view the courses from your booklet (libretto) of your current year of enrolment (listed on the right). 

E.g.: if you are regularly enrolled in the second year of a three-year degree course and are following your Career Plan, the list of activities will include all those courses not yet taken in the first and second year, as well as the free-choice courses not yet taken (i.e. teaching activities not associated with any year of the course, also known as "free-choice activities", "activities for an undefined year of the course" or "TAF D"). In this case, the courses envisaged in the third-year Career Plan will not be visible. Therefore, in order to associate a Host University course with a UniTo course planned for the year following the current year of enrolment, it is necessary to add this activity by selecting it from those offered in the Course of Study (CdS).

Within the online procedure, the educational activities offered by the Course of Study must be selected in the academic year of reference, in accordance with the rules for completing the Career Plan.

ATTENTION! Please be aware that, if you choose a course planned for the year following the current year of enrolment, you need to wait for the new academic offer of UniTo, published around October of every year, in order to be sure that the UniTo course you selected will be activated again. Should the UniTo course be canceled, you will have to change the Piano Carriera (Career Plan) and the Learning Agreement accordingly.

➔ How to fill out the Learning Agreement
➔ Guidelines for the recognition of teaching activities
2.2 Free Choice Activities (TAF D)

If your Course of Study includes free-choice activities (TAF D) offered by the University but outside your own Course of Study, they must have been previously inserted in your Career Plan to make them visible among the teaching activities in your booklet (libretto).

If, when filling in the Career Plan, no course has been entered as "free-choice activity (TAF D)/free credits", it is possible to fill in the Learning Agreement by entering the corresponding foreign activity WITHOUT associating it to any free-choice activity. In the notes addressed to the Responsabile Didattico of your Course of study it is necessary to explain why there is no link and the difference in the number of ECTS credits (foreign activities) and CFUs (UniTo activities). Subsequently, at the first opportunity, your Career Plan must be modified by inserting the free-choice activities (TAF D)/free credits and updating the Learning Agreement accordingly.

Any change to Table A of the Learning Agreement - Before the Mobility already approved by the UniTo lecturer will correspond to a During the Mobility - Changes to the Original Learning Agreement. Before proceeding with any changes to the approved Learning Agreement it is necessary to ensure that the Learning Agreement - Before the Mobility has been duly approved by both UniTo and the Host university.

➔ How to fill out the Learning Agreement

➔ Guidelines for the recognition of teaching activities
2.3 Thesis Research

During your Erasmus mobility, you can also carry out research for a thesis, which must be agreed and authorised by both UniTo and the Host university. For further information please read carefully the Guidelines for the recognition of teaching activities carried out during the mobility.

In the case of thesis research, it is necessary to add the thesis research work to the Learning Agreement as a Host University activity (e.g.: Thesis work/Thesis research...), inserting the number of ECTS credits previously agreed with the supervisor, and with the Responsabile Didattico of your Course of Study. The number of ECTS credits agreed upon must be less than the total number of CFUs foreseen by your Career Plan for your Final Examination and must be proportional to the duration of your mobility and your expected workload. The thesis research must be associated to the item "Final examination" and/or "Thesis research" in the UniTo booklet (libretto). In the notes addressed to the Responsabile Didattico of UniTo, any discrepancy between ECTS and CFU must necessarily be clarified.

Please note that the final exam - in any case - will be discussed at UniTo when your return from your mobility. It is not possible to graduate during Erasmus mobility.

➔ How to fill out the Learning Agreement

➔ Guidelines for the recognition of teaching activities
3. Learning Agreement - During Mobility

After the approval of the Learning Agreement - Before the mobility, it is possible to modify it within 5 weeks of starting the mobility period, unless the Host university applies more restrictive deadlines.

In order to make any changes to the approved Learning Agreement it will be necessary to access the on-line procedure and submit a "New Learning Agreement". The procedure is similar to the one followed previously and allows you to delete and/or add educational activities starting from the last approved Learning Agreement.

The "During the Mobility - Changes to the Original Learning Agreement" must also be approved by the Responsabile Didattico of your Course of Study and by the Host university, therefore it is advisable to make any changes well in advance of the planned end date of the mobility.

With each change to Table A of the Learning Agreement - Before the Mobility already approved by the UniTo Responsible Person, the online procedure will generate a During the Mobility - Changes to the Original Learning Agreement. Therefore, before proceeding with any changes to the Learning Agreement, you must ensure that your Learning Agreement - Before Mobility has been duly approved by both UniTo and the Host university.

➔ How to fill out the Learning Agreement

➔ Guidelines for the recognition of teaching activities
The new Erasmus+ Programme 2021/2027 focuses on the digitalization of the Erasmus+ mobilities’ documents, to be implemented thanks to the connection to the network called **EWP - Erasmus Without Paper**.

The connection has to be implemented gradually and with small test groups of Partner Universities. Logging in into the MyUnito personal area, in the section of the Learning Agreement, it is possible to check if the Host University has been connected via EWP thanks to a yellow banner.

If your Host University is connected via EWP, the Learning Agreement has to be managed **digitally** according to the following steps:

1. The student **fills in the Learning Agreement via the UniTo platform**, submitting the final version (status *Presentato* of the document);
2. The **Responsibile UniTo Professor checks the Learning Agreement**, approving or refusing it;
3. If approved, the **Learning Agreement is sent to the Host University by the Responsible UniTo professor**, digitally and via the EWP network;
4. The student can monitor the status of the Learning Agreement on his personal area (LA approved by Responsibile UniTo Professor; LA sent to the Host University via EWP; LA refused...);
5. **The Host University receives the document via EWP**, approving or refusing it. When this happens, an automatic email is sent to both the student and the UniTo professor. If the document is rejected, the student has to submit a new version, starting again the process.

The EWP network is still in a test stage, therefore **students are required to contact the Host University and make sure that the Learning Agreement has been received via EWP**.

Please keep in mind that the **Learning Agreement** is a fundamental tool of the Erasmus+ Mobility and it has to be approved and signed by both the Host University and the Home University before the start of the Erasmus+ mobility.
5. Appendix I: How to fill out the Learning Agreement

1. To fill in your Learning Agreement, log in to your MyUnito personal area and select the headings Iscrizioni and then Bandi di mobilità internazionale.
2. **ATTENTION!** You can view all open careers at UniTo. Select the career with the ATTIVO (ACTIVE) status used for the Erasmus call for applications. Please note that this function is **NOT available if you are on a three-year degree course** and will only undertake mobility after enrolling in a Master's degree course. You will have to fill in the Learning Agreement in pdf format and send it by email to the teacher responsible for the Master's degree course at UniTo and at the Host institution. **Once you have enrolled in the Master's degree course you are interested in, you can proceed with the instructions given here.**
3. Select your reference structure by clicking on

<table>
<thead>
<tr>
<th>A.A.</th>
<th>Num. bando</th>
<th>Titolo</th>
<th>Stato bando</th>
<th>Stato iscr.</th>
<th>Azioni</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>1520</td>
<td>Scuola di Agraria e Medicina Veterinaria</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2020</td>
<td>1521</td>
<td>Scuola di Management ed Economia</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2020</td>
<td>1522</td>
<td>Scuola di Medicina</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2020</td>
<td>1523</td>
<td>Scuola di Scienze della Natura</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2020</td>
<td>1524</td>
<td>Scuola di Scienze Giuridiche, Politiche ed Economico-sociali</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>2020</td>
<td>1525</td>
<td>Scuola di Scienze Umanistiche</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2020</td>
<td>1526</td>
<td>Dipartimento di Lingue e Letterature straniere e Culture moderne</td>
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<td></td>
<td></td>
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<tr>
<td>2020</td>
<td>1527</td>
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<tr>
<td>2020</td>
<td>1528</td>
<td>Dipartimento di Scienza e Tecnologia del Farmaco</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2020</td>
<td>1529</td>
<td>SUISS – Scuola Universitaria Interdipartimentale in Scienze Strategiche</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. **ATTENTION!** If you have been selected in the second ranking phase, you must select the *Bando della tua Struttura* (UniTo call for applications) related to the second ranking phase (*ripescaggi*).
5. To access the Learning Agreement management procedure, scroll to the bottom of the page and click on "Vai al Learning Agreement."
6. The initial screen for filling in the Learning Agreement shows the Dati Generali (General Data) box in which you enter information about your home university, the details of your Host university and the status of your Learning Agreement.

UTENZA TEST – [MAT. 123456]

Compilazione Learning Agreement

<table>
<thead>
<tr>
<th>Dati Generali</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bando di riferimento</td>
<td>Scuola di Management ed Economia</td>
</tr>
<tr>
<td>Anno Accademico mobilità</td>
<td>2020/2021</td>
</tr>
<tr>
<td>Destinazione</td>
<td>(F CERGY03) ESSEC BBA - UG</td>
</tr>
<tr>
<td>Area Disciplinare</td>
<td>Business and administration</td>
</tr>
<tr>
<td>Stato Graduatoria</td>
<td>Arivato a destinazione</td>
</tr>
<tr>
<td>Data inizio compilazione Learning Agreement</td>
<td>26/03/2021 13:02</td>
</tr>
<tr>
<td>Data ultima modifica Learning Agreement</td>
<td></td>
</tr>
<tr>
<td>Stato Learning Agreement</td>
<td>Bozza</td>
</tr>
<tr>
<td>Docente Responsabile Learning Agreement</td>
<td></td>
</tr>
</tbody>
</table>

Associazione Attività

Selezionare uno o più AD nella tabella di sinistra per accoppiarle con la selezione di una 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.
7. In the *Associazione Attività (Activity Combination)* section you will find the Host University courses you wish to take on the left, to be added using the *Aggiungi Attività (Add Course)* button, and on the right your UniTo courses.

**ATTENTION!** It is necessary to combine the Host University courses with your UniTo ones. *All the Host university courses*, where possible, must be combined with your Career Plan courses.
8. By clicking on *Aggiungi nuova attività* (add new activity) you can enter the details of the Host university course.

   ATTENTION! You must fill in at least the field **AD Description** (i.e.: the Host university course title) and the field **ECTS Credits**. Remember: 1 CFU is equivalent to 1 ECTS!

   To confirm the insertion of the Host university activity, click on **Conferma**. To go back, click on **Esci**.

**Compilazione Learning Agreement**

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*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 annullare all'operazione.

**Attività Didattica da Offerta Ateneo Straniero:**

**Codice della AD:**

**Descrizione AD:**

**Crediti ECTS:**

**Virtuale:**

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

**Link web programma AD:**

---

**Conferma**

---

**Esci**
9. **ATTENTION!** Do NOT select the Host University activities from the field *Attività Didattica da Offerta Ateneo Straniero* (Host University activities), but fill in the description field named *Descrizione AD* (Host university course title).
10. Only in the case of blended mobility (mobility that includes both a period abroad and a period of distance learning from Italy), you must select the Virtuale mode to enter the Italian distance learning course. You must also fill in the Virtuale field - desc. Approfondita. Remember to choose also the semester (SEMETRE) in which the activity you want to take is offered by the Host Institution.
11. The description entered in the **Virtuale – desc. approfondita** field is displayed by passing the cursor over the green virtual mobility symbol.
12. The Host university courses that you have entered are listed in the left-hand box. The total ECTS credits will be displayed at the bottom. To delete any of those courses, click on 🗑️.
13. On the right-hand side you will find a list of your UniTo courses relating to your current year of enrolment. Once you have enrolled for the new academic year, and if your Career Plan is up to date, the list of courses in your transcript will also include the courses you have not yet completed and which relate to the new academic year.

**ATTENTION!** In order for the Host university courses to be recognised, your Career Plan must be up to date, except for students who intend to graduate in the first available extra session. For further information, consult the page on how to complete your Career Plan and its deadlines.
14. To add activities not present in the booklet (libretto) and related to your course of study, click on Aggiungi Attività.
15. When inserting courses outside of the booklet (*libretto*) and related to your **Course of Study**, you must select the academic year of reference (as defined by the rules of how to complete your Career Plan) and choose the course from those available. To confirm the insertion of the external activity, click on **Conferma**. To cancel, click on **Annulla**.

**ATTENTION!** You must select the year in which the educational activity you want to insert is offered in your Career Plan. If, for example, you started university in the 2019/2020 academic year and you wish to include a course from the fourth year of your Career Plan, you must select the corresponding academic year (2022/2023 = 4th year) and select the course from that academic year.
The courses being offered are to be found in the separate box on the right.
17. To **combine the Host university courses** with those of UniTo, select courses abroad from the list on the left and the corresponding UniTo courses from the list on the right. For more information on the association of exams "by packages" (as in the image), please refer to the [Guidelines for the recognition of courses during the mobility](https://www.uniunita.it/). For more information on the association of exams "by packages" (as in the image), please refer to the [Guidelines for the recognition of courses during the mobility](https://www.uniunita.it/).
18. Scrolling to the bottom of the page, you can confirm the chosen combinations by clicking on Associa.
19. After selecting the courses to be combined, the procedure shows the correspondence. Click on Conferma Associazione to confirm your choice, or on Esci to go back.

**ATTENTION!** The total ECTS of Host university courses and CFUs of UniTo courses must be as equal as possible. For further information, consult the Guidelines for the recognition of courses during the mobility and the documentation available on the page about Outgoing Erasmus mobility.

```
<table>
<thead>
<tr>
<th>Codice</th>
<th>Descrizione</th>
<th>Crediti ECTS</th>
<th>CFU</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Introduction to Programming Languages</td>
<td>16</td>
<td></td>
</tr>
</tbody>
</table>
```

ATTENTION! The **total ECTS of Host university courses** and **CFUs** of UniTo courses must be as equal as possible. For further information, consult the Guidelines for the recognition of courses during the mobility and the documentation available on the page about Outgoing Erasmus mobility.
20. Selected and confirmed combinations are displayed side by side. To delete a combination, click on *Rimuovi Associazione* (Remove Association). Once you have finished, click on *Presenta il Learning Agreement* (Submit Learning Agreement) to send the document to the professor in charge.

**ATTENTION!** The total ECTS of foreign activities must be as close as possible to the total CFU of UniTo activities. For further information, please to the [Guidelines for the recognition of courses during the mobility](#) and to the documentation available on the [page about Outgoing Erasmus mobility](#).

<table>
<thead>
<tr>
<th>Associazione 1</th>
<th>Code</th>
<th>Description</th>
<th>SSD</th>
<th>Credits ECTS</th>
<th>Progr. AD</th>
<th>Virt.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Programming</td>
<td></td>
<td></td>
<td></td>
<td>9</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Associazione 2</th>
<th>Code</th>
<th>Description</th>
<th>SSD</th>
<th>Credits ECTS</th>
<th>Progr. AD</th>
<th>Virt.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analysis 101</td>
<td></td>
<td></td>
<td></td>
<td>9</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Associazione 3</th>
<th>Code</th>
<th>Description</th>
<th>SSD</th>
<th>Credits ECTS</th>
<th>Progr. AD</th>
<th>Virt.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra</td>
<td></td>
<td></td>
<td></td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematical Logic</td>
<td></td>
<td></td>
<td></td>
<td>6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Totale CFU: 29**
21. After clicking on *Presenta il Learning Agreement* (Submit Learning Agreement), you will see a summary of your combined courses. At the bottom of the page you will be able to enter a **note** that will be seen by the **Responsabile Didattico** of your Course of study. To confirm the submission of the document, click on **Conferma Learning Agreement** (Confirm Learning Agreement). To go back, click on **Esci** (Exit).

**ATTENTION!** In the **note** field you must specify your **planned period of mobility**.
22. **ATTENTION!** If your course foresees the inclusion of **free-choice courses (TAF D)**, which do not correspond to a course year, they must be entered in advance in the Career Plan in order to make them visible among the teaching activities in the booklet (*libretto*). Once entered in the Career Plan in "approved" status, free-choice courses will be displayed in the booklet and you will be able to combine them with courses abroad.

![Table of courses](image-url)
23. If the **free-choice course (TAF D)** has not yet been inserted in your Career Plan, it will not appear in the list of your UniTo booklet (*libretto*) courses. It will therefore be necessary to **insert the corresponding Host university course in the Learning Agreement and NOT combine it**, for the moment, with any UniTo booklet course.
24. In the notes to the UniTo Professor you must specify the reason for the difference between ECTS and CFU. **ATTENTION!** In the first available Career Plan editing window you will have to regularize your situation by inserting the missing free-choice course (TAF D) in your Career Plan and updating your Learning Agreement accordingly.
25. **ATTENTION!** If you have obtained authorisation to carry out research for your thesis during your mobility, you must enter the research item under activities abroad, indicating the relevant ECTS credits, and match it with the Final Examination and/or Thesis Research in your UniTo booklet (*libretto*). In the notes to the UniTo lecturer you should clarify the reason for the discrepancy between ECTS and CFU. Remember that the number of ECTS agreed with your supervisor must be lower than the total number of CFUs foreseen in the Career Plan for the Final Examination.
26. Please remember to insert the information about your linguistic competences, choosing from the options available, in the summary page of the web platform. Once filled-in, it will appear as follows.
27. Once the Learning Agreement has been confirmed, the *Dati generali* (General Data) will be updated accordingly. Following the submission of the Learning Agreement, the *UniTo Online Learning Agreement* procedure will send an automatic periodic notification to the institutional e-mail account of the Professor in charge of your course International Mobility Learning Agreement.

### Compilazione Learning Agreement

#### Dati Generali

<table>
<thead>
<tr>
<th>Bando di riferimento</th>
<th>Scuola di Agraria e Medicina Veterinaria - TEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anno Accademico mobilità</td>
<td>2021/2022</td>
</tr>
<tr>
<td>Destinazione</td>
<td>(TR ERZURUM01) ATATURK UNIVERSITY - PG</td>
</tr>
<tr>
<td>Area Disciplinare</td>
<td>Agriculture</td>
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<tr>
<td>Stato Graduatoria</td>
<td>Assegnato</td>
</tr>
<tr>
<td>Periodo di mobilità</td>
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</tr>
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</table>

Data inizio compilazione Learning Agreement: 08/07/2021 16:50
Data ultima modifica Learning Agreement: 08/07/2021 16:59
Stato Learning Agreement: Questo learning agreement è in stato “Presentato”
Docenti Responsabili Learning Agreement: UTENZA TEST DOCENTE
28. At the bottom of the page you can download the **provisional pdf of the Learning Agreement** awaiting approval by clicking on **Stampa (Standard Europeo)**.

**ATTENTION!** The summary print version, **Stampa Riepilogo LA** (Print LA Summary), is for internal use only and MUST NOT be sent to the Host university.
29. If after submission and BEFORE THE APPROVAL OF THE DOCUMENT you need to make changes to the version of the Learning Agreement already submitted and not yet accepted by the professor, you can submit a new version that will replace the previous one by clicking on Nuovo Learning Agreement (New Learning Agreement).

**ATTENTION!** As long as the Learning Agreement is in draft form and not submitted, it cannot be viewed by the teacher.
30. In order to change the Host Institution Coordinator *(Ref. Straniero)*, click on the highlighted button and choose from the available names in the list or enter a new one.

**ATTENTION!** It is necessary to find on your own about the Host Institution Coordinator in charge of your Learning Agreement. ONLY ONE Host Institution Coordinator contact can be entered in the web procedure.
31. Following the approval or rejection of your Learning Agreement by the Professor in charge, you will receive an automatic notification by e-mail to your institutional e-mail account (@edu.unito.it). The updated status of your LA and the name of the UniTo Professor who took charge of the document can be viewed on the Learning Agreement summary page.

**ATTENTION!** Once the Learning Agreement has been "Submitted", the Professor will receive an automatic notification by email. It is therefore not necessary or appropriate to send further emails to the Professor or to the offices to notify them of the submission or to request approval. Any such email communication in the days immediately following the submission of the Learning Agreement, i.e. before the Professor has dealt with it, will be ignored.

### Compilazione Learning Agreement

<table>
<thead>
<tr>
<th><strong>Dati Generali</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Bando di riferimento</strong></td>
<td>Scuola di Agraria e Medicina Veterinaria - TEST</td>
</tr>
<tr>
<td><strong>Anno Accademico mobilità</strong></td>
<td>2021/2022</td>
</tr>
<tr>
<td><strong>Destinazione</strong></td>
<td>(TR ERZURUM/01) ATATURK UNIVERSITY - PG</td>
</tr>
<tr>
<td><strong>Area Disciplinare</strong></td>
<td>Agriculture</td>
</tr>
<tr>
<td><strong>Stato Graduatoria</strong></td>
<td>Assegnato</td>
</tr>
<tr>
<td><strong>Periodo di mobilità</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Data inizio compilazione Learning Agreement</strong></td>
<td>09/07/2021 12:50</td>
</tr>
<tr>
<td><strong>Data ultima modifica Learning Agreement</strong></td>
<td>09/07/2021 12:54</td>
</tr>
</tbody>
</table>

**Stato Learning Agreement**

- Questo learning agreement è stato presentato e respinto dal docente

**Docente Responsabile Learning Agreement**

- UTENZA TEST DOCENTE

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Puoi presentare uno nuovo premendo il pulsante "Nuovo Learning Agreement".

Attività da sostenere all'estero
32. In case of **rejection of the Learning Agreement**, on the summary page you will see the notes left by the Professor. By clicking on **Nuovo Learning Agreement** (New Learning Agreement) you will be able to make the required changes and submit a new version of the document for approval by the UniTo Professor in charge.
33. In case of approval of the Learning Agreement by the UniTo Professor in Charge, you will have to download the European version of the document in pdf format by clicking on Stampa (Standard Europeo) and send it to the Host university for approval and signature.
34. **Any changes to the Learning Agreement during mobility** (section *Changes to the Original Learning Agreement*) can be made within 5 weeks of beginning the mobility by accessing the Learning Agreement and **clicking on Nuovo Learning Agreement** (New Learning Agreement). Any changes to the Learning Agreement already approved by both contacts of UniTo and the Host university must be duly justified.

**ATTENTION!** Before making any changes to the Learning Agreement, you must ensure that the previous *Before the Mobility* section has been duly reviewed and approved by UniTo and the Host university. **Remember to keep the print-out of the pdf of the Learning Agreement - Before the Mobility** signed by both your Mobility Contacts.
35. Once you have finished the changes to the Learning Agreement - Before the mobility you can resubmit the modified Learning Agreement (Changes to the Original Learning Agreement) to the UniTo Professor in charge, by clicking on Presenta Learning Agreement (Submit Learning Agreement). If approved, the changes will be displayed in the section During the Mobility - Changes to the Learning Agreement of the European version of the Learning Agreement, which can be downloaded by clicking on Stampa (Standard Europeo).

ATTENTION! The During the Mobility section of the Learning Agreement, if completed, must also be signed by the Host university. Remember to keep the pdf of the Learning Agreement - During the Mobility signed by both your Mobility Contacts.
36. From the Learning Agreement Summary page, you can access the already submitted Learning Agreement.
37. In the Learning Agreement History detail page, the versions of the LA are marked by coloured traffic lights (red for rejected LA, green for approved LA). By clicking on the print icon in the Stampe (Printouts) column, it is possible to download the pdf in the European format (Stampa europea) (European printout) of each of the versions of the document.
38. The yellow banner, if there, shows the connection with the Host University via EWP - Erasmus Without Paper. **Attention!** The status *Approvato Internamente* (internally approved) shows the approval by the Responsible UniTo professor only. The Learning Agreement, to be considered valid, has to be approved by the Host University as well.