

Guide for the Learning Agreement (L.A.) and its amendments



UNIVERSITÀ DI PARMA

How to fill in the Learning Agreement?

- The Learning Agreement is a study agreement that must be signed by the Student, the Home University and the Host University.
- This document contains all the academic activities you intend to carry out at the University of Parma. If required by your Home University, the L.A. can also include the activities that will be recognized by your Home University at the end of your study period.
- Amendments to the Learning Agreement can only be made if you have already the Before the Mobility section signed by both Universities.

Student	Last-name(s)	First-name(s)	Date-of-birth	Nationality	Sex-[M/F]	Study-cycle	Field-of-education
Sending Institution	Name	Faculty/Department	Erasmus-code (if-applicable)	Address	Country	Contact-person-name;email;phone	
Receiving Institution	Name	Faculty/Department	Erasmus-code (if-applicable)	Address	Country	Contact-person-name;email;phone	
	UNIVERSITÀ DEGLI STUDI DI PARMA		PARMA01	Erasmus and International Home P.le San Francesco, 3 43121 Parma (Italia)	ITALIA	Alessandro Bernazzoli incoming@unipr.it +39-0521904203	

Before the mobility

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Contact person:

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Phone number: +39 0521904203

Before the Mobility

TABLE A: fill in with the list of all the academic activities you intend to carry out at the University of Parma

Fill in with the course code. This is available on the web page of each specific course (COD.xxxxxx)

Before the mobility

Study Programme at the Receiving Institution

Planned period of the mobility: from [month/year] to [month/year]

Table A Before the mobility	Component ⁵ code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue ⁷)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) ⁸ to be awarded by the Receiving Institution upon successful completion
				Total:

Web link to the course catalogue at the Receiving Institution describing the learning outcomes:

The level of language competence⁹ in **ITALIAN** that the student already has or agrees to acquire by the start of the study period is:
 A1 A2 B1 B2 C1 C2 Native speaker

The level of language competence¹⁰ in **ENGLISH** that the student already has or agrees to acquire by the start of the study period is:
 A1 A2 B1 B2 C1 C2 Native speaker

Recognition at the Sending Institution

Table B Before the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
				Total:

Provisions applying if the student does not complete successfully some educational components:

Fill in with the name of the course in the language of teaching.

Fill in with the number of credits of each course as stated on the course web page (CFU)

Fill in with the semester the course belongs to. (Autumn-Spring- Full year)

It is mandatory to fill in this field with your language level for the chosen courses

Commitment	Name	Email	Position	Date	Signature
Student	Student
Responsible person at the Sending Institution
Responsible person at the Receiving Institution

Name and surname of the Departmental Coordinator

Coordinator's e-mail address:

name.surname@unipr.it

Write: Departmental Coordinator

The list of coordinators can be found in the webpage for foreign exchange students

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Fill in the Amendments section of the Learning Agreement (During the Mobility)

Amendments can only be submitted **once per semester, within one month** from the beginning of the courses at your Department. You must use the specific amendments section of the Learning Agreement called «During the Mobility».

Make sure a copy of the Learning Agreement and of any amendments (both bearing all signatures) is filed at the Erasmus and International Home before the deadline.

AMENDMENTS – During the Mobility

During the Mobility

Table-A2
During the mobility

Exceptional changes to Table-A1
(to be approved by signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)

Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change	Number of ECTS credits (or equivalent)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

Exam deleted 1

Exam deleted 2

Exam added 1

Exam added 2

The Component code is mandatory

Commitment	Name	Email	Position	Date	Signature
Student	Student
Responsible person at the Sending Institution
Responsible person at the Receiving Institution

Name and surname of the Departmental Coordinator

Coordinator's e-mail address:

name.surname@unipr.it

Write: Departmental Coordinator

The list of coordinators can be found in the webpage for foreign exchange students

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To indicate the reasons for the change use the codes according to the note 12 of the Learning Agreement

11. **Responsible person at the Receiving Institution:** the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document. ¶

12. **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):** ¶

<i>Reasons for deleting a component</i>	<i>Reason for adding a component</i>
1. Previously selected educational component is not available at the Receiving Institution	5. Substituting a deleted component
2. Component is in a different language than previously specified in the course catalogue	6. Extending the mobility period
3. Timetable conflict	7. Other (please specify)
4. Other (please specify)	

13. **Responsible person at the Sending Institution:** an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document. ¶

To summarise:

- The L.A. (and its changes) must contain all signatures (Student, Home University and Host University)
- Make sure a copy of the L.A. (and its changes) is filed at the Erasmus and International Home.
- DEADLINE: the During the Mobility section must be submitted within one month from the beginning of the courses
- Only one amendment to the L.A. is allowed per semester
- Add the course of Italian and/or Teaching Placement in the L.A (Before the Mobility or During the Mobility section)



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