

# **Guidelines for Learning Agreement's compilation**

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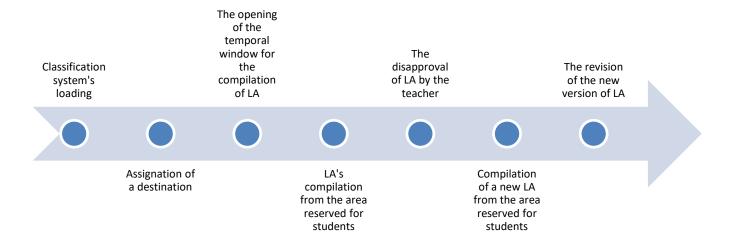
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Last revision's date: 26 April 2016



## Introductory

The current document provides some information about the compilation of the Learning Agreement from the Area reserved for Students.

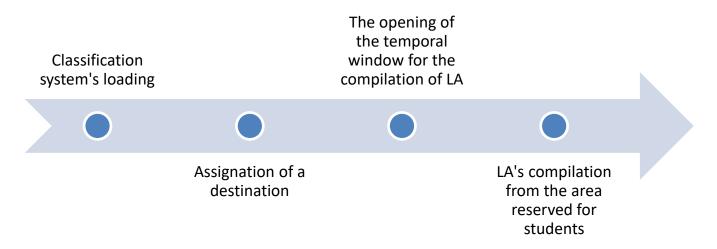


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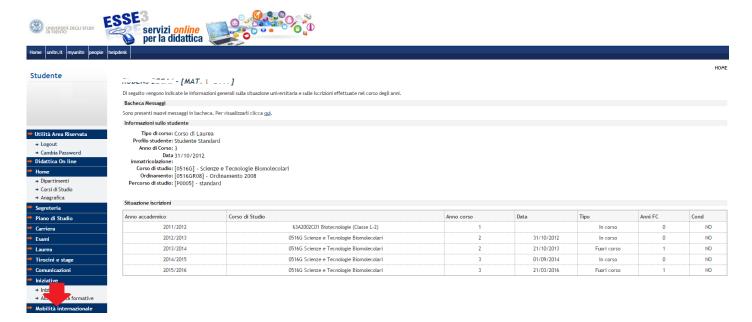


## **Learning Agreement's Compilation**

In order to fill in the Learning Agreement (LA on end), it is necessary to wait for the rankings to be loaded in the system and you have also to wait for the temporal window to be opened.



After the opening of the temporal window for the compilation of LA, you have to enter in your own reserved area and click on "International Mobility" on the left-hand side of the menu.

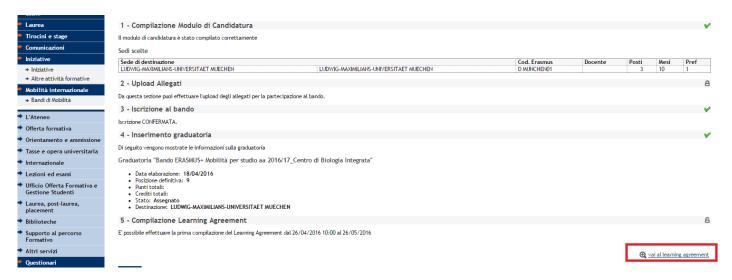


Access the call for admission to the mobility program by clicking on the icon with a magnifying glass.



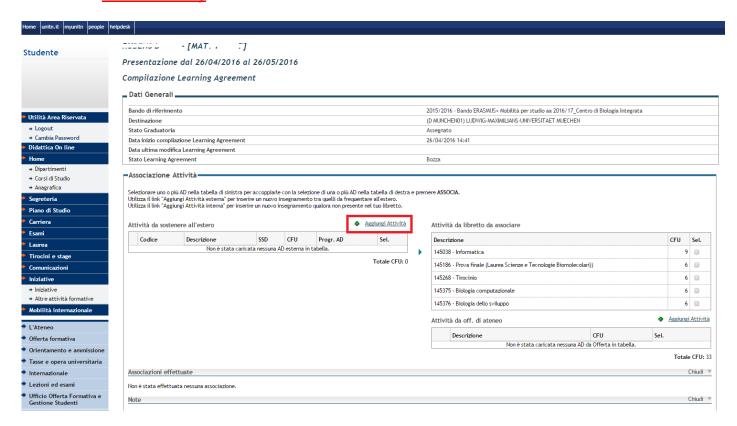


On the page of call for admission's detail, click on the link "Go to Learning Agreement".



# Associating an educational activity with an educational activity of the plan of studies

Click on "+ Add an activity" in the section of "Definition of activities and associations".

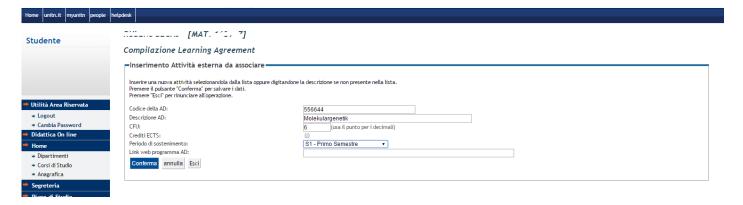


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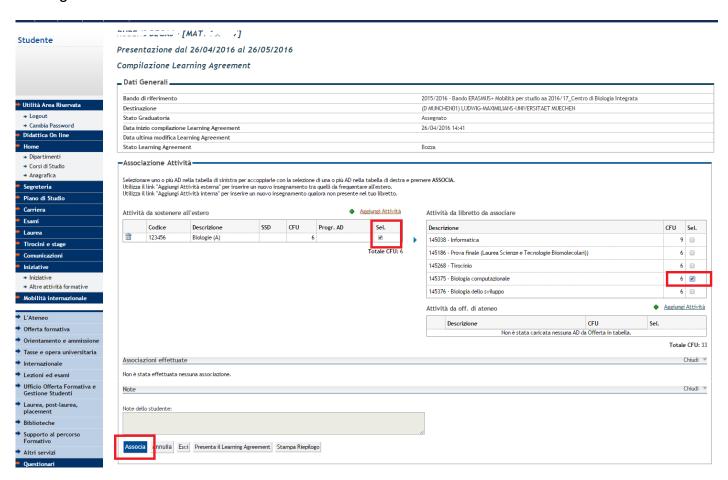
Fill in the fields with the requested information:

- AD's code
- AD's description
- Sustenance's period (when you have to attend the lessons abroad for a specific AD)
- Formative credits (CFU)



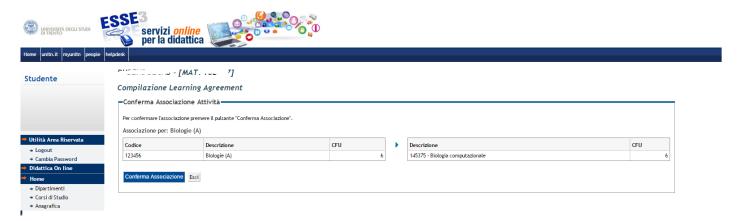
#### Click on "Confirm".

Now it is necessary to associate an external educational activity with the present activity in the plan of studies. In order to do that, select the two educational activities lifting the special flag and clicking on "Associate".





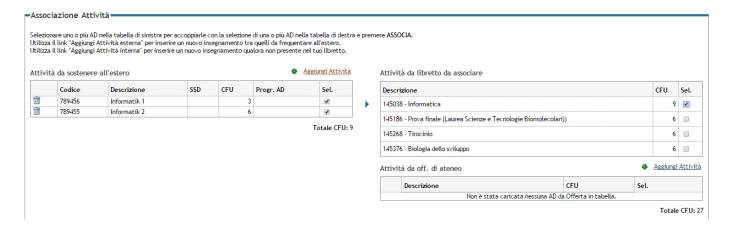
In the following page, verify the information and confirm.



ATTENTION: If you want, the system can associate more than one educational activity. For example, if both the two external educational activities have to be associated with a single activity in (online) transcript of records, you have to:

- Insert the two external educational activities
- Lift the flag on the two activities
- Lift the flag on the single educational activity in the plan
- Click on "Associate".

This happens also when the procedure is contrary (1 external educational activity = 2 educational activities in the plan)

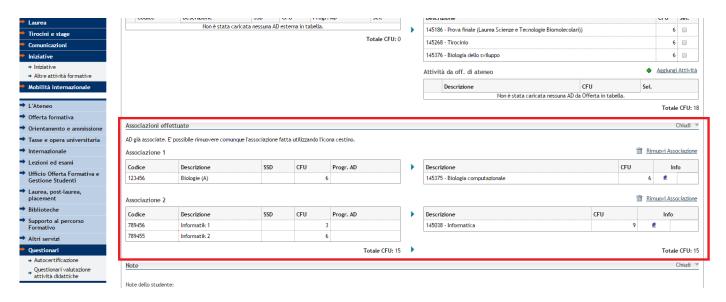


The couples of associations have to be done one at time. If during the period of mobility you follow the lessons of three external educational activities, which correspond to three different internal activities, it will be necessary to make the process of associations more than once: one for each single couple of educational activities.

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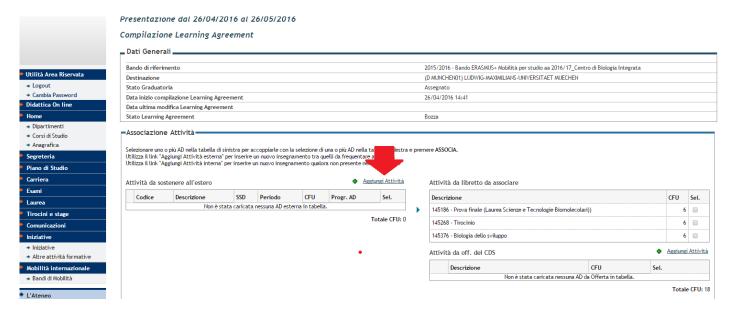


In the slot dedicated to the inserted associations, these will be listed with the indication of the sum total of CFU.



# Associating an external educational activity with an educational activity which is not present in the plan of studies

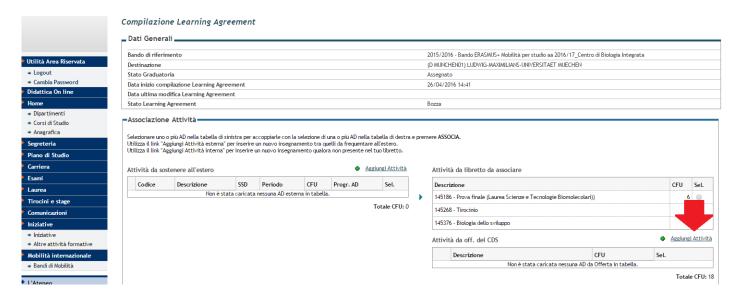
The system allows you to associate external educational activities with other activities, which haven't been in the plan of studies yet. In order to do that, it is necessary to insert the external educational activity in the section "Activities to sit abroad", clicking on "+ Add an activity" and filling in the fields with the requested information.



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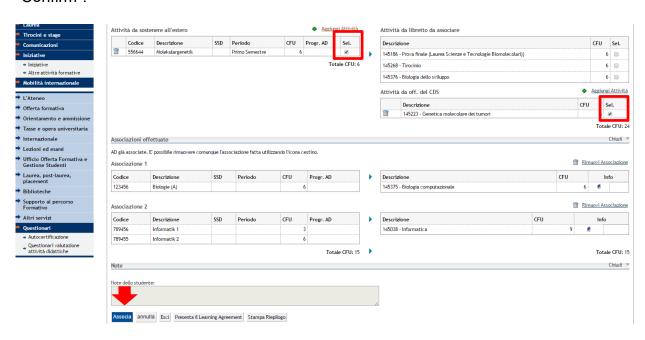
At this point, in the section "Attività da off. del CDS" (Educational activity from study path), click on "+ Add an activity".



The system will ask you to specify the proposal year and the educational activity, which you want to insert for the association, with a foreign educational activity.



Insert the external educational activity how you have already read in the page above and click on "Confirm".



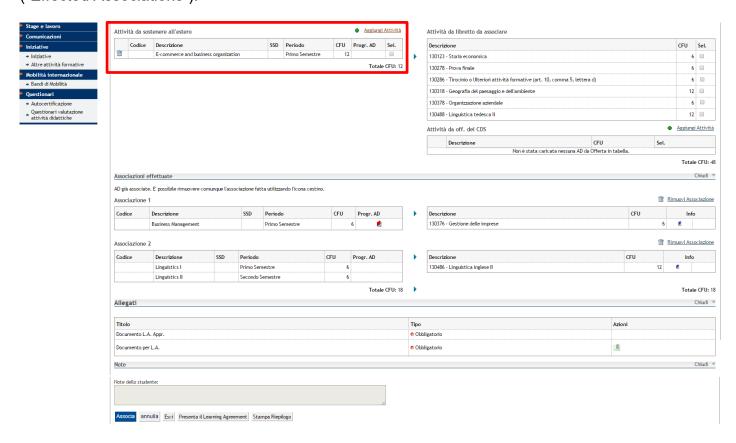


#### Inserting an educational activity without making an association

The system allows you to insert in the Learning Agreement also some educational activities, which have not to be associated with other activities and that you have already inserted in your plan of studies.

In this case, it is necessary to click on "+ Add an activity" and fill in the fields with the requested information.

The educational activity will continue to be visualized in the section "Activities to sit abroad", because it cannot be associated. The other educational activities will be listed in the section below ("Effected Associations").



Don't click on "Associate". When you will present the Learning Agreement, the inserted educational activity will continue to be visible only in the section "Activities to sit abroad". The educational activities, which you have associated, will appear both in the list of "Activities to sit abroad" and in the associations below<sup>2</sup>.

Subsequently insert the next educational activity (in order to associate it or not) or the presentation of the Learning Agreement (see the following paragraph).

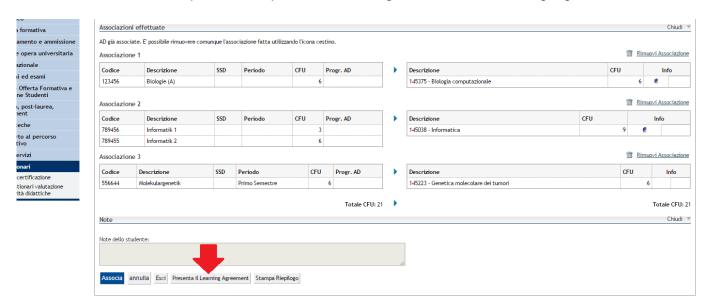
<sup>&</sup>lt;sup>1</sup> At page 10 of this document, the second image shows the page divided in 3 sections, the educational activities without an association will appear only in the first section.

<sup>&</sup>lt;sup>2</sup> At page 10 of this document, in the second image you can observe that the educational activities with an association will appear both in the first section and in the second.

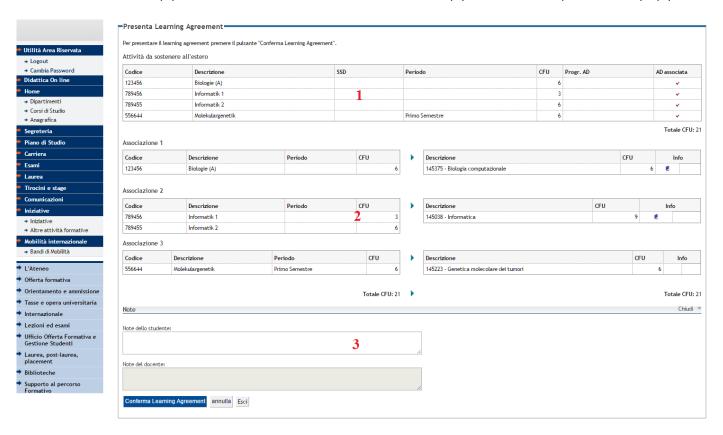


### **Learning Agreement's Presentation**

When you have completed all the associations for the external educational activities, which you want to insert in LA, it is possible to present it clicking on "Present Learning Agreement".

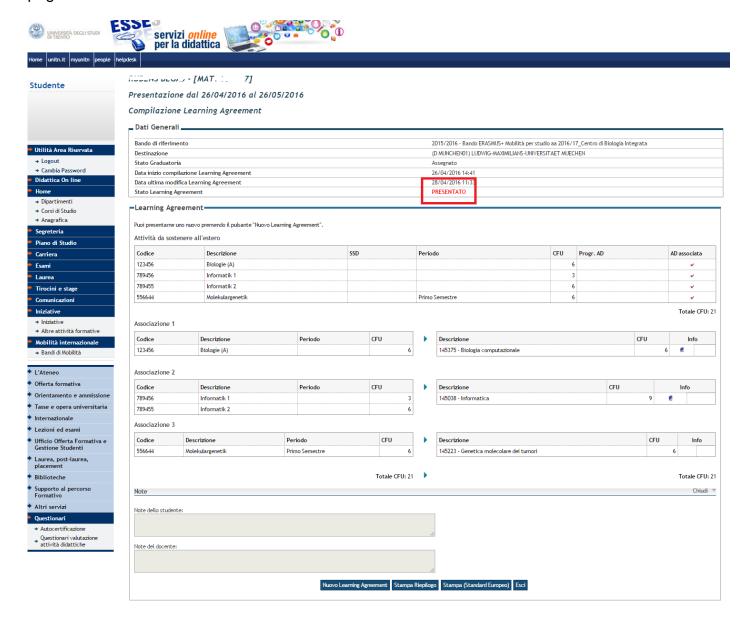


In order to confirm the presentation of LA, the page is divided in three sections dedicated to the list of ADs to sit abroad(1), to the associations with internal ADs (2) and to Note (*Notes field*) (3).





If the presentation of LA has a successful conclusion, you will see it in LA's state in the following page.



The system automatically sends an email to the teacher, which advises him that the LA has to be revised.

### **Printings**

In the area reserved for students it is possible to do two types of printing:

- 1. Printing of recapitulation
- 2. Printing (European Standard).

NB: the printings are considered printings of control till the teacher will approve the LA.

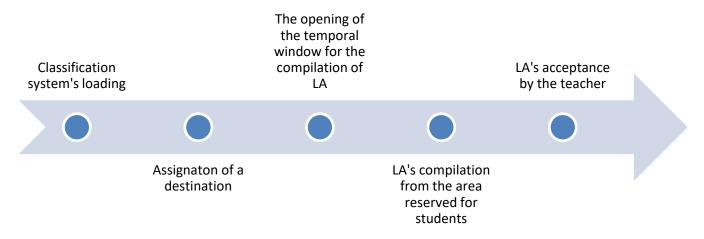


## **Learning Agreement's Revision**

When you have just presented your LA, the system sends an email to the responsible teacher for the assigned destination, advising him that a new LA is ready to be revised.

#### Learning Agreement's Acceptance

The teacher can go on with LA's acceptance.



After the acceptance by the teacher, the system sends automatically an email to the student in order to advise him.

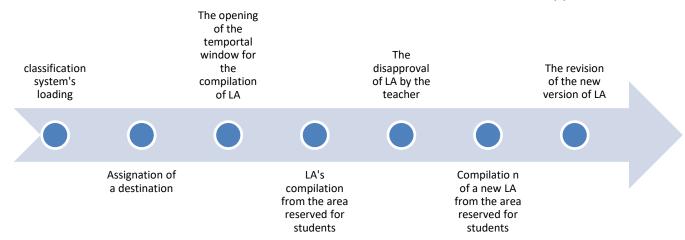
When you are abroad, in the destination's seat of mobility, the LA can be modified after the acceptance. In order to modify the LA, see the dedicated section (page 13).

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#### Learning Agreement's Disapproval

When the student makes some modifications to the LA, the teacher can disapprove it.



Also when the LA is disapproved, the system sends automatically an email to the student in order to advise him. In this case, it is possible to make some modifications in order to restore it. For the modification, see the following chapter (page 13).

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## **Learning Agreement's Modification**

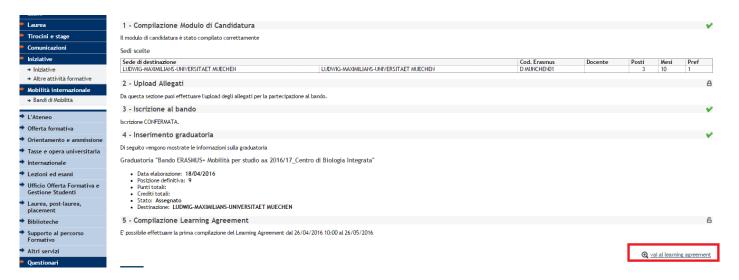
When you present the LA, you can modify it up to a maximum of six times.

The modification can be necessary in two main cases:

- 1. When the LA is disappoved by the responsible teacher
- 2. When the LA is approved, but it needs some modifications because the ADs have to be modified. (e.g. When there are cases of incompatibility of schedule)

In both the two cases, the modification have to be made following the procedure below.

Have access to the area reserved for students and enter in the screen dedicated to LA.



NB: If the LA is rejected, the teacher will be obliged to insert some notes, which are visible to the student in the LA's page. Read carefully what is written by the teacher **BEFORE** going on with the modification of LA.

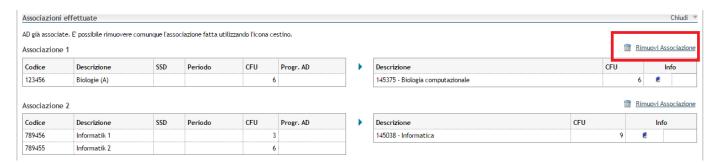




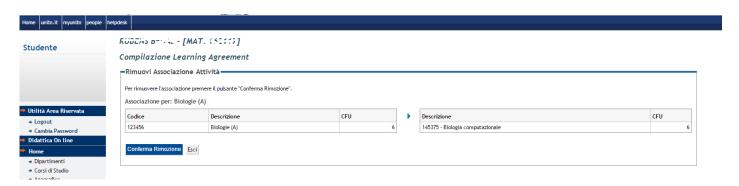
In order to go on with the modification, click on "New Learning Agreement".

ATTENTION: From this moment forward, the notes of the teacher can be visible only in the email which advises that LA is rejected.

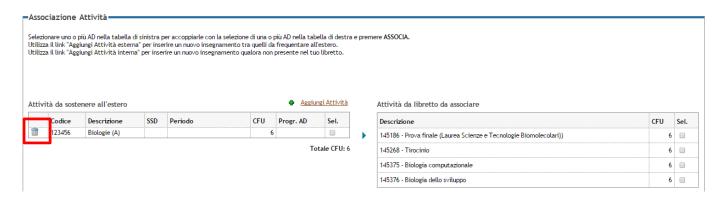
In order to make some modifications to the educational activities, which have already been associated, it is necessary to remove the association, the AD and to do it over again.



Confirm the removal of the association.

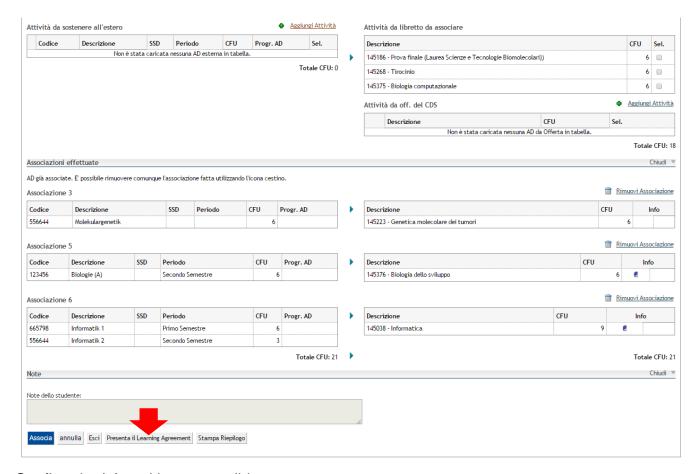


Eliminate the external educational activity clicking on the icon with a dumb (the system doesn't permit you to make directly some modifications to AD) and do it over again, how it is explained in page 4.

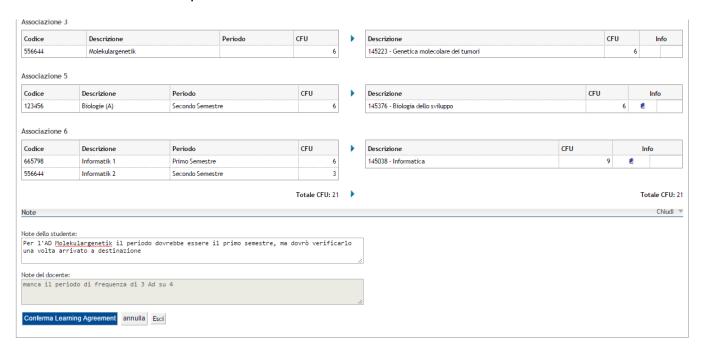




#### When you have finished to modify the LA, click on "Present the Learning Agreement".



#### Confirm the LA and insert possible notes.





At this point, the LA is ready to be transfered to the state "Presented" and it is also ready to be revised by the teacher.

