

# Compilazione del Learning Agreement ed eventuale modifica

Come si compila correttamente un Learning Agreement?

Il learning agreement è un contratto di studio tra studente, Università di origine e Università ospitante. Contiene l'elenco delle attività accademiche che prevedi di svolgere presso l'Università degli Studi di Parma e, se richiesto dalla tua Università, l'elenco delle corrispondenti attività che ti saranno riconosciute al rientro dall'Università di Parma. Si può modificare il Learning Agreement solamente se si ha la prima sezione del L.A. firmata da entrambe le Università.

# Filling in the Learning Agreement (L.A.) and making amendments

## How to fill in the Learning Agreement

The Learning Agreement is a study agreement signed by the student, the home university and the host university. This document lists all the academic activities you intend to carry out at the University of Parma; if required by your Home University, the LA can also include the corresponding activities to be recognised by your Home University at the end of your exchange period. Amendments to the Learning Agreement can only be made if you already have a copy of the L.A. signed by both Universities.



## Higher Education Learning Agreement for Studies



Student	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Sex [M/F]	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
Sending Institution	Name	Faculty/Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; email; phone	
Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	
	UNIVERSITA' DEGLI STUDI DI PARMA		I PARMA01	E.I.H. P.le San Francesco, 3 43121 - Parma (Italia)	ITALIA	Dr. Alessandro Bernazzoli Head of International Relations Office incoming@unipr.it +39 0521904203	

### Before the mobility

<i>Study Programme at the Receiving Institution</i>					
Planned period of the mobility: from [month/year] to [month/year]					
Table A Before the mobility	Component <sup>6</sup> code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue <sup>7</sup> )	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) <sup>8</sup> to be awarded by the Receiving Institution upon successful completion	
	<b>Total:</b>				
Web link to the course catalogue at the Receiving Institution describing the learning outcomes:					

The level of language competence<sup>9</sup> 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 competence<sup>10</sup> 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

<i>Recognition at the Sending Institution</i>					
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	
	<b>Total:</b>				
Provisions applying if the student does not complete successfully some educational components:					

<i>Commitment</i>					
<p>By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-institutional Agreement for institutions located in Partner Countries). The Sending Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.</p>					
Commitment	Name	Email	Position	Date	Signature
Student			<i>Student</i>		
Responsible person <sup>11</sup> at the Sending Institution					
Responsible person at the Receiving Institution <sup>12</sup>	Prof.		Erasmus Dept.Coordinator		

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	.....	I-PARMA01	Erasmus and International Home P.le San Francesco, 3 43121 Parma (Italia)	ITALIA	<b>Dr. Alessandro Bernazzoli</b> <b>Head of International Relations Office</b> <b>incoming@unipr.it +39 0521904203</b>	

Before the mobility

La «contact person» da indicare è «Dr. Alessandro Bernazzoli - Head of International Relations Office»  
 L'e-mail di contatto «incoming@unipr.it»  
 Il numero di telefono è «+39 0521904203»

The «contact person» is «Dr. Alessandro Bernazzoli - Head of International Relations Office»  
 E-mail «incoming@unipr.it»  
 Phone number «+39 0521904203»





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

Nome e cognome del  
Coordinatore di Dipartimento

Name and surname of the  
Departmental Coordinator

Position is «Erasmus Departmental  
Coordinator»

[nome.cognome@unipr.it](mailto:nome.cognome@unipr.it)

name.surname@unipr.it

La lista dei coordinatori è pubblicata nella pagina web dedicata agli studenti stranieri in scambio

The coordinators are listed on the webpage for foreign exchange students

([www.unipr.it](http://www.unipr.it) → INTERNAZIONALE → STUDENTI EUROPEI ED INTERNAZIONALI DI SCAMBIO)

Come si compila correttamente la sezione di modifica del Learning Agreement?

## Filling in the Amendments section of the Learning Agreement

Eventuali modifiche possono essere presentate **una sola volta** per ogni semestre, **entro un mese dall'inizio** dei corsi presso il proprio Dipartimento, utilizzando l'apposita sezione di modifica presente nel modulo del Learning Agreement («During the Mobility»).

Assicuratevi che una copia del Learning Agreement e dell'eventuale modifica (entrambe complete di tutte le firme) sia depositata presso l'Erasmus and International Home entro la scadenza.

Amendments can only be submitted **once per semester**, **within one month** from the beginning of the courses at your Department, by filling in the specific Amendments section in the Learning Agreement («During the Mobility»). Make sure a copy of the Learning Agreement and of any change(s) (both bearing all signatures) is submitted to the Erasmus and International Home before the deadline.



# MODIFICHE AL LEARNING AGREEMENT AMENDMENTS TO THE ORIGINAL LEARNING AGREEMENT

During the Mobility

Esame eliminato 1

Exam deleted 1

Esame aggiunto 1

Exam added 1

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 type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>	<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"/>	<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"/>

Esame aggiunto 2

Exam added 2

Il Codice corso è **obbligatorio**

The Component code is **mandatory**

Esame eliminato 2

Exam deleted 2

# Per le motivazioni delle modifiche indicare i codici alla nota 12 del Learning Agreement

To indicate reasons for amendments use the codes in 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. ¶

- Il L.A. (così come l'eventuale modifica) deve essere completo di tutte le firme (studente, Università di provenienza ed Università ospitante)
- The L.A. (and any changes) must bear all signatures (student, home university, and host university)
- Assicurarsi che una copia del L.A. (e dell'eventuale modifica) sia depositata presso la E.I.H.
- Make sure a copy of the L.A. (and any changes) is submitted to the E.I.H.
- SCADENZA: la modifica del L.A. deve essere completata entro 1 mese dall'inizio dei corsi
- DEADLINE: changes to the L.A. must be completed within one month from the beginning of the courses
- Si può effettuare solo 1 cambio del L.A. per semestre
- Only 1 amendment to the L.A. is allowed per semester
- Nel L.A. o nella modifica ricordati di inserire l'eventuale corso di italiano e/o Teaching Placement
- Add the course of Italian and/or Teaching Placement in the L.A. or amendment, where applicable