



Guidelines for Students

The purpose of the Learning Agreement is to provide transparent and efficient preparation for your study period abroad and to ensure that you will receive recognition for the educational components that you have successfully completed.

The Learning Agreement is a study contract. It contains a list of all courses and/or modules you plan to take at the receiving institution and is therefore a binding prerequisite for your exchange student status.

You have the responsibility:

- **of carrying out the whole procedure**
- **of collecting all the necessary signatures (also from the receiving institution)**
- **of respecting all the deadlines.** Please check with your Faculty and with the receiving institution by which date you need to hand in the Learning Agreement.

Be aware that the International Relations Office needs to receive¹ your fully approved Learning Agreement two weeks before your departure at the latest in order to prepare your Financial Agreement for the grant.

How to use the Learning Agreement:

Before mobility

1. Fill in the three sections of the first page with the requested information.

Erasmus code for Unibz for is IBOLZANO 01 and the contact person is the [administrative person](#) in your faculty.

For the section "Receiving Institution", the Partner University should give you this information.

2. Fill in the planned period of mobility. Please include welcome sessions or language courses which take place before the start of the semester. **These are the dates we will consider for your contract and for the unibz insurance.**

3. Please prepare a draft package of the educational components you would like to include in your study programme abroad (table A), including the course descriptions/syllabi at the receiving institution. Prepare as well an overview of all the courses, including the course descriptions/syllabi you still need to take at UNIBZ in order to complete your degree.

4. Arrange an appointment with the academic person responsible who will guide you in finalizing the study programme abroad (table A).

In case you would like to follow additional educational components beyond those required by your degree programme, these must also be listed in the study programme outlined in table A if you want them to be included in the Diploma Supplement as 'extracurricular activities'. Such additional credits cannot be counted within the 'Total:' at the end of table A.

5. With the academic person responsible agree upon the package of educational components that will be replaced in your degree (table B) upon successful completion of the study programme abroad.

Please be aware that there needs to be no one-to-one correspondence between the courses followed abroad and the ones replaced at the sending institutions. The aim

¹ by e-mail to international.relations@unibz.it



is rather for a group of learning outcomes achieved abroad to replace a group of learning outcomes at the sending institution, without having one-to-one correspondence between particular modules or courses.

According to the [regulation for the recognition](#), you need to plan a workload of 20-30 ECTS/semester, 50-60 ECTS/academic year and 10-20 ECTS/trimester. Additionally, there is a minimum of ECTS credits you need to achieve abroad to keep your grant. These ECTS credits have to count towards your degree (devono essere curricolari, müssen für den eigenen Studienplan anrechenbar sein).

During the period of mobility

The section to be completed during the period of mobility is **needed only if changes have to be introduced to the original Learning Agreement**.

Changes to the **mobility study programme** should be **exceptional**, as the three parties have already agreed on a package of educational components to be taken abroad.

You have to start the procedure, if needed, within the first four-week period after regular classes/educational components have started by filling in table A2. Get approval from the receiving institution first and from your academic person responsible at home within a two-week period following your request.

Please use also table B2. Summarize all the courses foreseen using table C.

For **the extension of the duration** of the mobility programme abroad please fill in also the Change of the Learning Agreement.