



Vademecum for unibz Erasmus outgoing students of the BACHELOR IN SOCIAL WORK and SOCIAL EDUCATION

Dear students

Congratulation for having succeeded in your Erasmus application!

The Erasmus will be a great opportunity for you to learn in a different academic and cultural environment, to meet new friends, and to develop personal skills, both intellectual and practical, above all regarding your autonomy and self-responsibility! Therefore, it is very important being responsible for your choices and for the correct procedures, also dealing with the Erasmus preparation steps and the Learning Agreement (LA) elaboration.

What follows is a set of simple indications to be considered:

- For every kind of technical and practical questions regarding the host university, please contact the host university's responsible. For other technical and practical questions, please contact the unibz course Secretary and the Office for International Relations: international.relations@unibz.it
- Only and exclusively for questions concerning the contents of the courses to be enlisted in the Learning Agreement (LA), please contact the academic responsible docent, Prof. Livia Taverna livia.taverna@unibz.it
- Regarding the LA compilation:
 - Read the guidelines and the documents available online: <https://guide.unibz.it/en/exchange-programmes/exchange-mobilities-studies/erasmus-bilateral-agreements/>
 - Elaborate your LA **exclusively** through the online Platform OLA (if the host university ask you to do it otherwise, please contact the unibz Office for International Relations).
 - The total number of CFU of the courses you will attend at the host university must correspond to the total number of CFU of the unibz courses you ask to recognize. If there is not an exact correspondence between the CFU of the single courses, you must add extra courses to reach the correspondence of the total number of CFU between the two universities (for example, you will do a total of 60 CFU at the host university in order to have recognized a total of 60 CFU at unibz, if an exact correspondence between the totals is not possible, it is better to have more CFU to do at the host university).
 - Before sending your LA via the platform (OLA) to the unibz academic responsible docent for the evaluation, please, send her via email a **list of links** to the contents of the courses you would like to attend at the host university.
 - Please, keep in mind that your LA (in OLA) and the links you sent must be checked to ensure the compatibility between the unibz courses and those you will attend at the host university both in reference to the total number of CFU and to the contents of the courses. If there is compatibility, the unibz academic responsible will sign your LA through the OLA platform.
 - **Please, send the LA (via OLA) and the links (via e-mail) at least 2 weeks in advance (especially if there is a deadline at the host university) to Prof. Livia Taverna (academic responsible) to allow for careful evaluation and signature.**

Thank you very much!