

**students studying abroad within exchange agreements:**  
**Erasmus+, Bilateral Agreements and Free Mover**  
**Approval of Learning Agreement/Change of Learning Agreement**

**1. Submission and approval of Learning Agreement (LA)**

When?	What?	Who?
<p><b>Free mover/Summer School:</b> End of June for the winter semester, End of November for the summer semester</p> <p><b>Erasmus+, Bilateral:</b> <b>Min. 8 weeks</b> before starting to the partner university (please mind eventual absences of academic and administrative personal)</p>	<p>The student hands in the <b>Learning Agreement</b><sup>1</sup> either <b>by e-mail or in person</b>, with all sections completed, containing the:</p> <ul style="list-style-type: none"> <li>• exact name of the course/seminar the student wants to attend at the receiving university;</li> <li>• total hours of every activity related to the course, with the ECTS credits if available;</li> <li>• proposal of equivalence (code + official name of the FUB course);*</li> <li>• all course descriptions (even for courses already approved in previous years).</li> <li>• For Erasmus+ and Bilateral Agreement it is necessary to hand in the forms as well as the <b>Learning Agreement (Table A and B)</b> and the <b>Appendix signed</b></li> </ul> <p><i>Be careful to provide all requested data and to use the correct form downloaded from Unibz webpage!</i></p> <p><i>Check your individual study plan to make sure not to include courses you already attended at Unibz and be aware that you can sit an exam only twice per academic year, including the courses taken abroad.</i></p> <p><sup>1</sup> For Erasmus+ and Bilateral Agreements can be handed in the scanned copies of signatures.</p>	<p><b>Tourism, Sport and Event Management</b> Silvia Boniolo Universitätsplatz 1 I – 39031 Bruneck - Brunico <a href="mailto:Silvia.Boniolo@unibz.it">Silvia.Boniolo@unibz.it</a></p> <p><b>Economics and Management / PPE / Master management of the public sector / Master Innovation and Management</b> Sabine Zanin (Erasmus+/Bilateral) Valerie Aloa (Free Mover) Universitätsplatz 1 I – 39100 Bozen-Bolzano <a href="mailto:Sabine.Zanin@unibz.it">Sabine.Zanin@unibz.it</a></p>

	<sup>1</sup> Free Mover have to hand in the Learning Agreement signed in original.	
<b>App. 3 weeks after handing in the documents</b>	<b>Approval</b> of the <b>Learning Agreement</b> . (If some courses are not considered adequate, the student gets informed and can find a replacement before the LA approval.)	Academic responsible for student exchange programmes
<b>Upon reception of the signed LA from the Academic responsible for student exchange programmes</b>	The student and the International Relations office are <b>informed about the approval</b> of the <b>LA</b> (a copy of the signed LA is attached to the message).	<u>Campus Bruneck-Brunico:</u> Silvia Boniolo <u>Campus Bozen-Bolzano:</u> Sabine Zanin (Erasmus+/Bilateral) Valerie Aloa (Free Mover)
<b>As soon as possible, at least two weeks before the departure of the student</b>	The <b>Learning Agreement</b> duly <b>signed</b> by the <b>receiving institution</b> has to be returned to the Faculty and the International Relations Office <b>by the student</b> .	International Relations office Tourism, Sport and Eventmanagement Economics and Managment/Business Studies/PPE/Master Global Management and Markets / Master management of the public sector / Master Innovation and Management

## 2. Change of Learning Agreement

<b>When?</b>	<b>What?</b>	<b>Who?</b>
<b>Within the first four-week period after starting the study period at the receiving institution</b>	A <b>Learning Agreement</b> can be modified <b>only once</b> within the study period abroad. All sections of the new LA form have to be completed and it must be sent, either by e-mail or by ordinary mail, with the required documentation (see above) in attachment. Since <b>the changes affect and replace the previously approved LA</b> also all courses approved in the previous LA must be included in the new one. <b>For Erasmus+ and Bilateral Agreement it is necessary to fill in Table C and Table D,-to hand in the forms as well-as the Change to the Learning Agreement and the Appendix signed</b>	<u>Campus Bruneck-Brunico:</u> Silvia Boniolo <u>Campus Bozen-Bolzano:</u> Sabine Zanin (Erasmus+/Bilateral) Valerie Aloa (Free Mover)
<b>App. 2 weeks after handing in the</b>	<b>Approval</b> of the <b>change</b> of Learning Agreement. (If some courses are not considered adequate, the student gets informed	Academic responsible for student exchange programmes

<b>documents</b> <b>(please mind eventual absences of academic and administrative personal)</b>	and must find a replacement before the LA approval) Note that the old LA remains valid until the new one is signed.	
<b>Upon reception of the signed LA from the Academic responsible for student exchange programmes</b>	The student and the International Relations office are <b>informed about</b> the <b>approval</b> of the <b>LA</b> (a copy of the signed LA is attached to the message).	<u>Campus Bruneck-Brunico:</u> Silvia Boniolo <u>Campus Bozen-Bolzano:</u> Sabine Zanin (Erasmus+/Bilateral) Valerie Aloa (Free Mover)

### 3. Final recognition of exams taken abroad

<b>After obtaining the exam certification(s) (transcript of records) from the receiving institution</b>	Once your stay abroad is over, you need to request the <b>recognition of the exams taken at your host university</b> : please insert and upload the requested data and documents* in the dedicated section of your cockpit student zone. *If you studied at a foreign university, please upload the original ToR (Transcript of Records). If you studied at another Italian university, you do not need to upload the original TOR but a substitutional declaration regarding the exams you sit (mark, date, exam denomination). Exams included in the most recent signed LA will be recognized by the Academic responsible within a period of maximum 5 weeks after receiving the Transcript of Records by the partner university.	<u>Campus Bruneck-Brunico:</u> Silvia Boniolo <u>Campus Bozen-Bolzano:</u> Sabine Zanin (Erasmus+/Bilateral) Aloa Valerie (Free Mover)
<b>After approval by the Academic responsible for student exchange programmes</b>	The student gets <b>informed</b> about the <b>recognition</b> of the <b>exams</b> by <b>email</b> .	<u>Campus Bruneck-Brunico:</u> Silvia Boniolo <u>Campus Bozen-Bolzano:</u> Sabine Zanin (Erasmus+/Bilateral) Aloa Valerie (Free Mover)
<b>Within a few days</b>	<b>Registration</b> of the recognized exams in the <b>individual study plan</b> .	Student Secretariat

\* Proposal of equivalence

**List of exams previously recognized:**

*In order to help students to find adequate courses as proposal of equivalence, the School of Economics and Management has a list of courses that has been approved as equivalent in the latest years by our Erasmus partners, Bilateral Agreements partners and by Institutions that have hosted our students as Free Movers.*

*This list is only indicative and there is no guarantee that courses approved as equivalent in previous years will be approved in the following year (course content change in time, both at FUB and receiving institution). You can have a look at it at the Info point of the Secretariat of the School of Economics and Management, in Bruneck-Brunico and in Bozen-Bolzano or on our homepage.*

**max. number of credit points achieved outside Unibz:**

*80 for PPE students, 60 for Economics and Management and Tourism students and 40 for Master students.*

**Note for PPE students only:**

*extracurricular exams are valid for the amount of 20 ECTS that must be achieved in another university, summer schools are not valid.*