

## FAQs – Online Learning Agreement (OLA)

### How can I contact my academic coordinator to have my OLA approved?

Go to the professor's page at [www.unive.it](http://www.unive.it) to find out his/her contacts and office hours.

### Am I requested to take a minimum or a maximum number of credits during my mobility?

Ca' Foscari University does not establish a maximum number of credits that can be obtained, nor are students required to take a minimum number of credits. However, students must take at least one of the exams included in their OLA and/or subsequent changes in order for the mobility to be valid. Remember that it is necessary to obtain a minimum number of CFU recognised upon your return in order to be eligible for the final instalment of the grant.

Please note: the host university may require that you take a minimum and/or a maximum number of credits: check the website of the partner university, and contact their international office for further information.

### Which credits (ECTS or local) must I refer to when filling out my OLA?

You must insert the ECTS credits in your OLA. Make sure not to confuse them with local credits (e.g. CATS at British universities).

### How many CFUs correspond to 1 ECTS?

1 CFU = 1 ECTS

### The courses offered at the host university are associated a number of credits different than those on my study plan. How can I establish the equivalence between two exams?

The correspondence of the number of credits associated to exams in TABLE A and B must not be necessarily exact. Your academic coordinator will decide whether to approve or not the equivalence, on the basis of the course total hours, its contents, etc.

### How can I know if the exams I wish to select at the host university correspond to the exams on my study plan? Must there be a perfect equivalence?

Check the website of the host university carefully and look for the syllabus of each course. Then, confront it with the contents of the exam at Ca' Foscari. Your academic coordinator will ultimately decide whether to approve that equivalence or not, even though the two courses might differ on some level.

### Can I include courses offered by a Department other than the one of the agreement in my OLA?

It depends: if not specified on the host university website, you will need to contact the international office at the receiving institution and check whether it is possible. Any activity must, in any case, be approved by your academic coordinator.

### Can I include the language course that I will attend before/during my mobility in my OLA and have it recognised at Ca' Foscari?

Yes, you can, on condition that ECTS credits are associated to this course. This must be included in your OLA and approved by both your academic coordinator at Ca' Foscari and your coordinator at the host university.

### Can I take two or more exams at the host institution in order to have one exam recognised at Ca' Foscari?

Yes, you can, if your academic coordinator approves. Please note: should you fail even one single component of this “group” of exams, the correspondent exam at Ca’ Foscari cannot be recognised. In this case, however, the passed components will be recognised as extra credits.

### **Can I take exams that are planned for a year subsequent to my year of enrolment during the mobility?**

Yes, you can, on condition that the specific exam does not require a bridging/preparatory part that you have not already taken to be passed.

### **I have already taken a partial exam (6 out of 12 CFU) at Ca’ Foscari. Can I take the remaining module during my mobility?**

No, you cannot: it is not possible to have partial activities recognised at Ca’ Foscari upon your return. Likewise, you cannot take the first module of a Ca’ Foscari 12-credit exam during your mobility and the second module upon your return.

### **In the course catalogue of the host university I cannot find exams equivalent to those I have on my study plan as free choice credits. What can I do?**

You can plan to have them recognised with the original title, to replace the free choice exams you currently have on your study plan. In this case, you will not need to find courses that have equivalent contents. You will need to insert in Table B the course title as indicated in Table A, and add “FREE CHOICE” in brackets. This correspondence must in any case be approved by your academic coordinator.

### **Can I include extra credits in my OLA?**

Yes, you can. However, for some BA and MA programmes, it is possible to insert up to a maximum number of extra credits in a student’s study plan. Should you have any doubt on the matter, you can contact your Department or check <https://www.unive.it/pag/8326/> (ITA) for more information. In this case you will need to insert in Table B the course title as indicated in Table A, and add “EXTRA CREDITS” in brackets.

### **I wish to take during my mobility one exam that I do not have in my study plan. What can I do?**

Do not worry: you can include the exam in your OLA. Remember to change your study plan accordingly, within the prescribed deadlines.

### **What does “component code” mean?**

It refers to the code associated to each exam. As for Ca’ Foscari exams, it is indicated in brackets next to the title. Check that it is correct and consistent with the code you can find on your study plan. It is compulsory to include this code in your OLA. Course codes at the host university can be made up of letters, numbers or both. In some cases, courses are not associated to a code, and, in this case, you will be exempted from inserting this data.

### **Who must sign my OLA?**

Your OLA must be signed by yourself, your academic coordinator at Ca’ Foscari and your coordinator at the host institution.

### **Can I modify my OLA after it has been approved and signed by both coordinators?**

No, you cannot. You can modify your OLA only after the beginning of your mobility, within 30 days from the start of courses, by completing the relevant procedure.

## **LEARNING AGREEMENT (L.A.) for research activity**

### **If decide to carry out research activity during my mobility, do I need to have a tutor assigned by the host university?**

No, you do not necessarily need to be assigned a tutor by the host university. You must, however, check with the host institution whether it is possible for you to carry out individual research activities at the host university facilities. On the other hand, the topic of your research must be approved by your thesis supervisor at Ca' Foscari.

### **Who must sign my L.A. for research activity?**

This document must be signed by yourself, your Erasmus+ academic coordinator at Ca' Foscari, your thesis supervisor, and your Erasmus+ coordinator at the host institution.

### **Must the L.A. for research activity be filled in and signed by all parties in order for me to sign the Grant Agreement?**

No, unlike the OLA, this document can be filled in, approved and submitted to our office at a later time.

### **How many CFU will be registered on my student's record at Ca' Foscari as a result of the research activity I will carry out?**

None: the research activity carried out during the Erasmus+ mobility will not result in the recognition of credits upon your return, and must necessarily be combined with exams (except for PhD students).