Learning Agreement, Study Plan and Credit Recognition

Erasmus+

Mobilità per studio a.a. 2020/2021
All documents to be filled out for your mobility are available at
https://www.unive.it/data/12637/>Procedures for outgoing
Erasmus students a.y. 2020/2021

Check this page frequently, as procedures and forms might
vary according to the dispositions of the Italian Erasmus+
National Agency
LEARNING AGREEMENT
WHAT IS IT?

It is a **compulsory mobility document**, in which you will include:

- **Title of the courses** that you will attend abroad and correspondent number of ECTS credits;
- **Course code and title** of each exam that you will have recognised at Ca’ Foscari, and correspondent number of ECTS credits (=CFU)

Please note:

- The courses that you will choose must be consistent with your study plan at Ca’ Foscari;
- The host University might impose restrictions and/or limit the access to some of the offered courses;
- You must also indicate the activities that you want to have recognised as EXTRA CREDITS;
- If you plan to carry out research activity for your thesis, you will need to fill out a specific Learning Agreement (L.A.) **IN ADDITION TO** your L.A. for exams.
L.A. for exams: HOW TO FILL IT OUT

• Choose your courses from those offered at the host University by the Department/School as per the agreement you were selected for, and look for equivalent exams at Ca’ Foscari.

**NB make sure that the courses you select are open to exchange students!**

• Remember that, should you NOT find a reasonable equivalency between one or more courses at the host institution and those on your study plan, you can have them recognised with the original title as free choice or extra credits exams.

• Follow the guidance at the bottom of the form to fill the document out: ALL exams must be CORRECTLY inserted in order to have them registered at Ca’ Foscari!

**NB it will not be possible to recognise partial exams upon your return!**
- Partial modules cannot be included in Table B, unless they are combined for the recognition of an entire exam;

- Free choice exams and Extra credit exams in your study plan can be recognised either with an equivalent exam offered by Ca’ Foscari or with their original title (as reported in Table A).

  In the first case it will be sufficient to write the Name and Code of the equivalent exam at Ca’ Foscari in Table B, whereas in the second case you will need to write the Name of the course offered by the host university and add “FREE CHOICE” or “EXTRA CREDITS”, according to your preference in Table B;

- Exams recognized with their original title as free choice exams must be associated to a number of either 6 or 12 CFU;

- Exams recognized with their original title as extra-credit exams can be associated to their original number of ECTS credits, according to the student’s study plan limitations.
# L.A. before the Mobility – Example:

## Before the mobility

### Study Programme at the Receiving Institution

<table>
<thead>
<tr>
<th>Component code (if any)</th>
<th>Component title at the Receiving Institution (as indicated in the course catalogue)</th>
<th>Semester [e.g. autumn/spring; term]</th>
<th>Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXX</td>
<td>ENGLISH THEATRE</td>
<td>Autumn term</td>
<td>7.5</td>
</tr>
<tr>
<td>XXXX</td>
<td>ENGLISH FOR ERASMUS STUDENTS</td>
<td>Autumn term</td>
<td>7.5</td>
</tr>
<tr>
<td>XXXX</td>
<td>DISCOURSE ANALYSIS</td>
<td>Spring term</td>
<td>2.5</td>
</tr>
<tr>
<td>XXXX</td>
<td>MODERN AND CONTEMPORARY SPANISH NARRATIVE</td>
<td>Spring term</td>
<td>15</td>
</tr>
<tr>
<td>XXXX</td>
<td>WRITING, GENDER, INDENTITY</td>
<td>Spring term</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total: 46.5</td>
<td></td>
</tr>
</tbody>
</table>

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information](#)

The level of language competence in [English](#) indicates here the main language of instruction] 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 □

### Recognition at the Sending Institution

<table>
<thead>
<tr>
<th>Component code (if any)</th>
<th>Component title at the Sending Institution (as indicated in the course catalogue)</th>
<th>Semester [e.g. autumn/spring; term]</th>
<th>Number of ECTS credits (or equivalent) to be recognised by the Sending Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>LT2220</td>
<td>THEATRE IN ENGLISH LANGUAGE</td>
<td>Autumn term</td>
<td>6</td>
</tr>
<tr>
<td>LT007F</td>
<td>ENGLISH LANGUAGE 2</td>
<td>Autumn + Spring term</td>
<td>2</td>
</tr>
<tr>
<td>ORIGINAL TITLE</td>
<td>MODERN AND CONTEMPORARY SPANISH NARRATIVE (free choice)</td>
<td>Spring term</td>
<td>12</td>
</tr>
<tr>
<td>ORIGINAL TITLE</td>
<td>WRITING, GENDER, INDENTITY (extra credits)</td>
<td>Spring term</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total: 35</td>
<td></td>
</tr>
</tbody>
</table>

Provisions applying if the student does not complete successfully some educational components: [www.unive.it/erasmus-studio](#)
PLEASE NOTE!

• Once signed by the academic coordinator and the host university, the *L.A. before the Mobility* form will have to be filled out ONLY ONCE, before the beginning of the mobility!

• Any change must be inserted EXCLUSIVELY on the appropriate form (*L.A. during the Mobility*), on which only the changes to the previous document must be insterted.

• The changes to the L.A. form (*L.A. during the Mobility*) can be filled out ONLY AFTER the beginning of the mobility and must be sent via email to our office within 30 days from the beginning of the semester. This document, too, must be approved and signed by both coordinators.
**L.A. during the Mobility - Example:**

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**During the Mobility**

**Student’s Name Mario Rossi**

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### Exceptional changes to Table A

<table>
<thead>
<tr>
<th>Component code (if any)</th>
<th>Component title at the Receiving Institution (as indicated in the course catalogue)</th>
<th>Deleted component [tick if applicable]</th>
<th>Added component [tick if applicable]</th>
<th>Reason for change</th>
<th>Number of ECTS credits (or equivalent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>xxxxx</td>
<td>ENGLISH THEATRE</td>
<td>X</td>
<td></td>
<td>Previously selected educational component is not available at the Receiving Institution</td>
<td>7,5</td>
</tr>
<tr>
<td>nnnn</td>
<td>VICTORIAN LITERATURE</td>
<td></td>
<td>X</td>
<td>Other – New component</td>
<td>15</td>
</tr>
<tr>
<td>nnnn</td>
<td>WRITING, GENDER, IDENTITY</td>
<td></td>
<td></td>
<td>Other – different recognition at home institution</td>
<td>9</td>
</tr>
</tbody>
</table>

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### Exceptional changes to Table B (if applicable)

<table>
<thead>
<tr>
<th>Component code (if any)</th>
<th>Component title at the Sending Institution (as indicated in the course catalogue)</th>
<th>Deleted component [tick if applicable]</th>
<th>Added component [tick if applicable]</th>
<th>Number of ECTS credits (or equivalent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>LT2220</td>
<td>THEATRE IN ENGLISH LANGUAGE</td>
<td>X</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>LT002P</td>
<td>ENGLISH LITERATURE 2</td>
<td></td>
<td>X</td>
<td>12</td>
</tr>
<tr>
<td>ORIGINAL TITLE</td>
<td>WRITING, GENDER, IDENTITY (extra credits)</td>
<td>X</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>ORIGINAL TITLE</td>
<td>WRITING, GENDER, IDENTITY (free choice)</td>
<td></td>
<td>X</td>
<td>6</td>
</tr>
</tbody>
</table>
The host university might require you to fill out the Online Learning Agreement (OLA): Use the **Erasmus+ Mobile App**!

**NB** Remember to insert the email address of your **academic coordinator** in the entry «Contact person at the sending institution (name and email)». 
L.A. for research activities: HOW TO FILL IT OUT

• the L.A. for research activity form is not compulsory: however, if you wish to carry out this activity you will have to fill it out in addition to your L.A. for exams;

• Only PhD students are allowed to carry out research activity only;

• In order to carry out research activity for your thesis abroad, you will need to find a supervisor at CF, who will oversee your work remotely and will have to sign the document.
Your L.A. form must be approved and signed by your academic coordinator before sending it to the host university.

Fill out a detailed draft of your L.A. BEFORE going to the academic coordinator’s office hours or contacting him/her via email. Provide the professor with information concerning the contents and total hours of the courses you have selected.

Send your L.A. to our Office once it is signed by all parties: you will need to do so in order to sign your Grant Agreement (see relevant presentation).
You will be able to modify your Study Plan at Ca’ Foscari during your mobility period, within the prescribed deadline.

You can fill out your L.A. even though the equivalent exams you have selected are not on your study plan yet.

Remember to include in your study plan the exams equivalent to those you are taking abroad as soon as you can fill it out.

Should there be any inconsistency between your L.A. and your study plan upon your return, please promptly inform the International Office - Mobility Unit.
CREDIT RECOGNITION

Only the exams included in your L.A. and listed in your Transcript of Records as passed can be recognised upon your return.

The grade conversion must be carried out according to the instructions published at: www.unive.it/ects.

NB It is not possible to reject the recognition of exams included in the L.A. and listed in the official Transcript of Records as passed.
FAQs - LEARNING AGREEMENT (L.A.) Before the Mobility

How can I contact my academic coordinator to have my L.A. approved?
Go to the professor’s page at 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 does not require students to take a minimum or a maximum number of credits. However, 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 impose restrictions in terms of both a minimum and/or a maximum number of credits required: check the website of the partner university, and contact their international office for further information.

Which credits must I refer to when filling out my L.A.?
You must insert the ECTS credits in your L.A.. 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 between the number of credits associated to the exams that you will take during your mobility and the CFUs that you will have recognised at Ca’ Foscari 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 carefully the website of the host university 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 insert in my L.A. courses offered by a Department different than the one with which the agreement was sealed with and I was selected for?
It depends: you will need to contact the international office at the host institution and check whether it is possible. Any activity must, in any case, be approved by your academic coordinator.

Can I include on my L.A. the language course that I will attend before/during my mobility 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 L.A. 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 can 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 that 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 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.

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. The inclusion of exams to be recognised with the original title as free choice credits must in any case be approved by your academic coordinator.

Can I include extra credits in my L.A.?
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/](https://www.unive.it/pag/8326/) (ITA) for more information.

I wish to take during my mobility one exam that I have not yet instereted on my study plan. What can I do?
Do not worry: you can include the exam in your L.A. 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 L.A.. 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 on your L.A..

Who must sign my L.A.?
Your L.A. must be signed by yourself, your academic coordinator at Ca’ Foscari and your coordinator at the host institution.

Can I modify my L.A. after sending it signed by all parties to the International Office – Mobility Unit?
No, you cannot. You can modify your L.A. only after the beginning of your mobility, by filling out the appropriate form (L.A. During the Mobility).