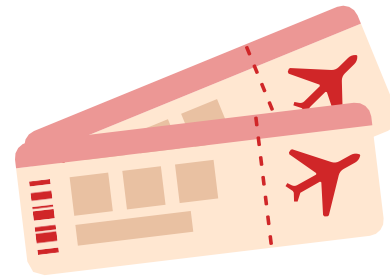


TUTORIAL LEARNING AGREEMENT 2026/2027



COMPILATION GUIDE



UNIVERSITÀ
DEGLI STUDI
FIRENZE

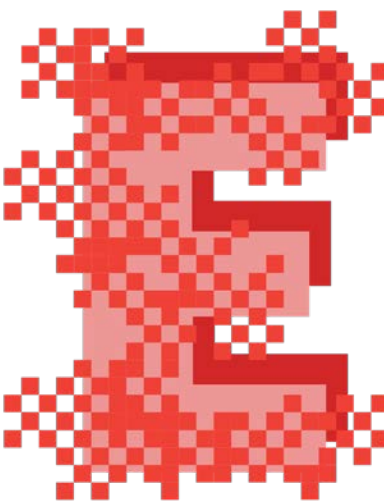


Scuola di
**Economia
e Management**

What is the Learning Agreement?



- **study contract** between you, UNIFI and the host university
- **fundamental and mandatory document**, required by the Erasmus+ program to protect the **right to recognition of the study period spent abroad**





Tutor Erasmus Study Courses

Support in the creation of the Learning Agreement

Before the mobility it is mandatory to draw up
the Learning Agreement **Before the Mobility**

If **during the mobility** you need to make changes, you will have to fill
in the Learning Agreement During the Mobility - **Changes to the
original Learning Agreement**

**The Learning Agreement must be agreed with
the Erasmus delegate of the course of study
(see [table](#))**



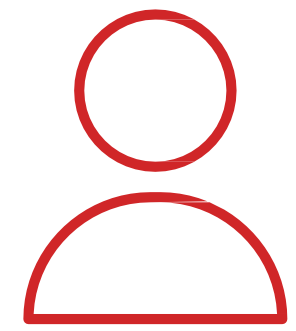
Define the Learning Agreement Before Mobility

1. **Write an email to the Erasmus delegate** of your course of study saying that you are a student who will leave for Erasmus in the next academic year and that you need help in filling out the Learning Agreement
2. You will receive **instructions** from the delegate on the **procedure to follow**
3. In the meantime, **search for the subjects available** in the partner university and choose the ones you would like to follow
4. Check whether the subjects chosen **can correspond to a Unifi exam** or if they will go into the **free choice subjects**
5. **Propose the subjects to the Erasmus delegate** (also send the syllabi, i.e. the description of the courses chosen)
6. Talk with the delegate until the definition of the subjects to follow and the corresponding ones to be recognized at Unifi

Once **agreed** with the Erasmus delegate,
it must be entered online.



Fill out the LA **online**: Area personale **GCS**

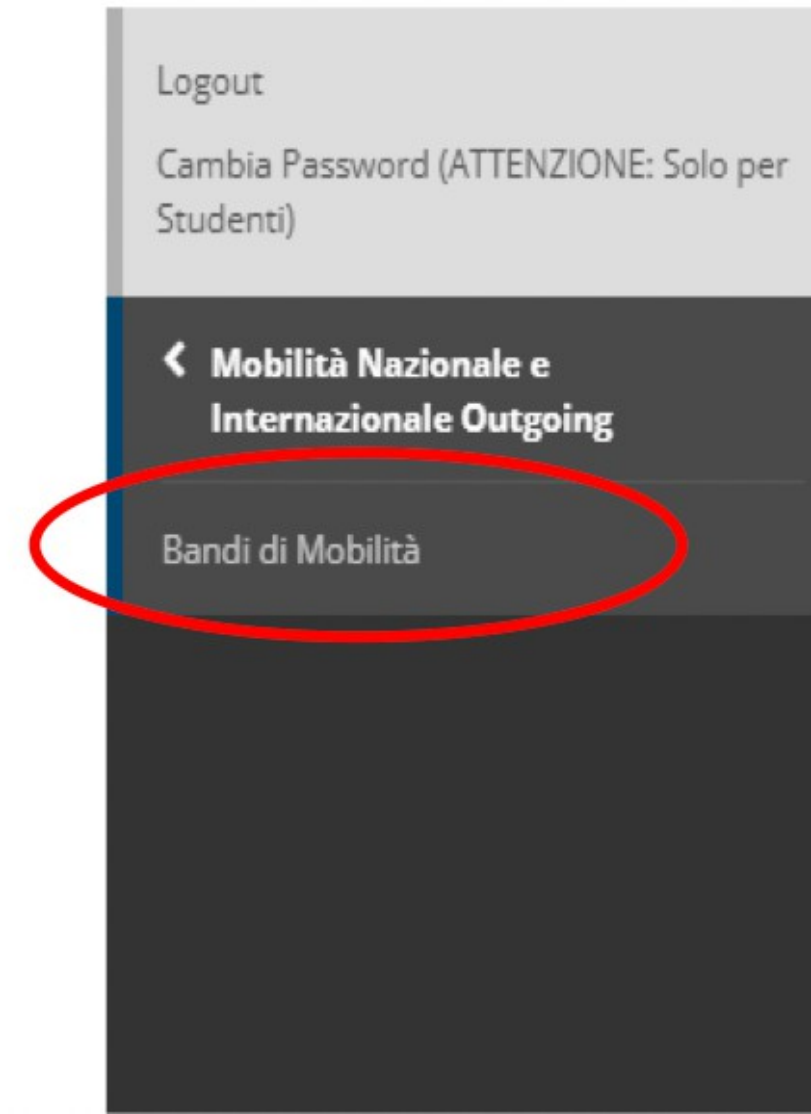
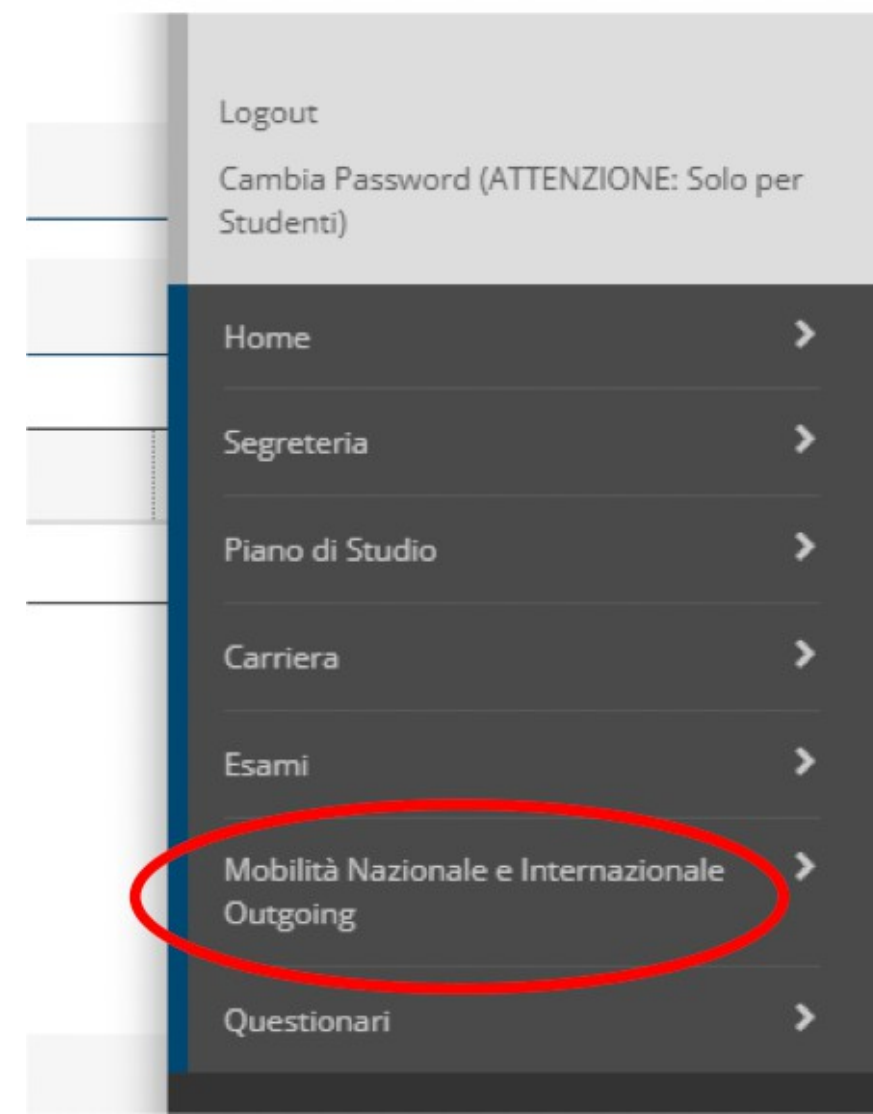


1. Access your **personal area**

2. Select “**Mobilità Nazionale e Internazionale outgoing**”

3. Select “**Bandi di mobilità**”

Login



Select now from the drop down menu
the “**Ambito Mobilità**”, as follows:

>>> Elenco Bandi di Mobilità Internazionale

Ambito mobilità EXCHANGE PROGRAMS

>>> For the **Double degree** select

Elenco Bandi di Mobilità Internazionale

Ambito mobilità DOPPIA LAUREA

>>> For the **Joint degree** select

Elenco Bandi di Mobilità Internazionale

Ambito mobilità LAUREA CONDIVISA



ELENCO BANDI

Now ALL Erasmus+ Calls for University studies will be visible,
but you will only be able to select the Call for the School of Economics (the one with the green symbol)

By clicking on the “Azioni” symbol, you will be directed to the page that shows your mobility data

Elenco Bandi di Mobilità Internazionale

Chiedi informazioni

Ambito mobilità

EXCHANGE PROGRAMS

ERASMUS +

A.A.	Num. bando	Titolo	Stato bando	Stato iscr.	Azioni
2021	36	SCUOLA DI SCIENZE MATEMATICHE, FISICHE E NATURALI - ERASMUS PER STUDIO 2022-2023	⏸	●	🔍

ERASMUS +

A.A.	Num. bando	Titolo	Stato bando	Stato iscr.	Azioni
2021	32	SCUOLA DI ARCHITETTURA - BANDO ERASMUS PER STUDIO 2022-2023	⏸		🔍

ERASMUS+

A.A.	Num. bando	Titolo	Stato bando	Stato iscr.	Azioni
2021	35	SCUOLA DI PSICOLOGIA - BANDO ERASMUS PER STUDIO 2022-2023	⏸		🔍



COMPILAZIONE LA

Go to section no. 4 and click on “**Vai al Learning Agreement**”

4 - Compilazione Learning Agreement

6

E' possibile effettuare la prima compilazione del Learning Agreement dal 27/09/2022 al 27/09/2023
Il tuo learning agreement è in BOZZA.

Allegati

Titolo	Tipo	Apri
Declaration of degree-related research mobility	opzionale	
Equipollenze firmate dal Docente UNIFI	opzionale	
Programmi attività didattiche estere	opzionale	

[vai al learning agreement](#)

Indietro





HOME SCREEN

STATO IN GRADUATORIA

Avviato a destinazione = you have **accepted** the location but you have not left yet

Confermato a destinazione = you have already **arrived** at the foreign office

Rientrato da destinazione = you have already **completed** your mobility

Rinunciato= you **gave up** mobility

Compilazione Learning Agreement

Dati Generali

Bando di riferimento	SCUOLA DI INGEGNERIA- BANDO ERASMUS PER STUDIO 2022-2023
Anno Accademico mobilità	2022/2023
Destinazione	(E BARCELO03) Universitat Politècnica de Catalunya
Area Disciplinare	Mechanics and metal trades
Stato Graduatoria	Avviato a destinazione
Data inizio compilazione Learning Agreement	04/11/2022 16:32
Data ultima modifica Learning Agreement	
Stato Learning Agreement	Bozza
Docente Responsabile Learning Agreement	



ASSOCIAZIONE ATTIVITÀ

indicates the Activities **to be carried out abroad**

indicates **the respective UNIFI activities** that will be recognized to you upon your return from mobility

Associazione Attività

Selezionare uno o più AD nella tabella di sinistra per accoppiarle con la selezione di una o più AD nella tabella di destra e premere **ASSOCIA**.
Utilizza il link "Aggiungi Attività esterna" per inserire un nuovo insegnamento tra quelli da frequentare all'estero.
Utilizza il link "Aggiungi Attività interna" per inserire un nuovo insegnamento qualora non presente nel tuo libretto.

Attività da sostenere all'estero

Codice	Descrizione	SSD	CFU	Progr. AD	Virt.	Sel.
Non è stata caricata nessuna AD esterna in tabella.						

Totale CFU: 0

[+ Aggiungi Attività](#)

Attività da libretto da associare

Descrizione	CFU	Sel.
B029565 - GESTIONE DEI PROGETTI	6	☐
B029569 - STATISTICA PER LA SPERIMENTAZIONE E LE PREVISIONI IN AMBITO TECNOLOGICO	9	☐
B030652 - OTTIMIZZAZIONE E DATA SCIENCE PER IL MANAGEMENT	9	☐
B031211 - TECNOLOGIE PER L'AUTOMAZIONE INDUSTRIALE	6	☐

Attività da off. del CDS o da off. di ateneo

Descrizione	CFU	Sel.
Non è stata caricata nessuna AD da Offerta in tabella.		

Totale CFU: 30

[+ Aggiungi Attività](#)

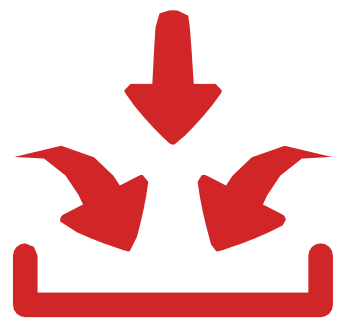
By clicking on “**Aggiungi Attività**” you can enter the details of the teaching activity (**AD**) of the host University.

Always click “**CONFERMA**” for each foreign activity entered

Remember: 1CFU equals 1ECTS!



INSERIMENTO ATTIVITÀ ESTERA



Inserimento Attività esterna da associare

Inserire una nuova attività selezionandola dalla lista oppure digitandone la descrizione se non presente nella lista.
Premere il pulsante "Conferma" per salvare i dati.
Premere "Esci" per rinunciare all'operazione.

Codice della AD:

Descrizione AD:

Crediti ECTS:

(usa il punto per i decimali)

AD non associabile (TAF D):

☐

Virtuale:

☐

Virtuale - desc. approfondita (inserire solo se è stato selezionato 'Virtuale'):

Periodo di sostenimento:

-- Seleziona un periodo --

Link web programma AD:

Conferma

annulla

Esci

(optional field)

(name of foreign activity, mandatory)

numero di ECTS (mandatory)

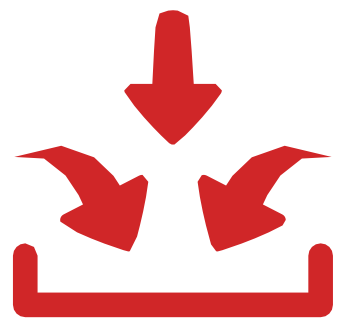
select ONLY in case of blended mobility!

Choose between:

- **MA1** - annual courses
- **MS1** - courses taught in the first semester
- **MS2** - courses taught in the second semester



INSERIMENTO ATTIVITÀ ESTERA



Caso particolare: attività a scelta libera

For activities that you want
to be recognized as **free
choice activities**, you must
also insert the flag
“**AD non associabile (TAF D)**”



Inserimento Attività esterna da associare

Inserire una nuova attività selezionandola dalla lista oppure digitandone la descrizione se non presente r
Premere il pulsante "Conferma" per salvare i dati.
Premere "Esci" per rinunciare all'operazione.

Codice della AD:	123456
Descrizione AD:	Swedish
Crediti ECTS:	3

(usa il punto per i decimali)

AD non associabile (TAF D): ☒

Virtuale: ☐

Virtuale - desc. approfondita (inserire solo se è stato selezionato 'Virtuale'):

Link web programma AD:

Conferma annulla Esci



ASSOCIAZIONE ATTIVITÀ



CASE 1: UNIFI activities to be associated present in the Libretto

Once you have chosen the activities to support abroad, you must associate them, where possible, with the UNIFI activities present in your booklet

Attività da sostenere all'estero

Codice

Descrizione

SSD

CFU

Totale ECTS:

Progr. AD

Virt.

Sel.

123456

Automation Technology

6

☒

Totale ECTS: 0

+

[Aggiungi Attività](#)

Attività da libretto da associare

Descrizione

CFU

Sel.

B029565 - GESTIONE DEI PROGETTI

6

☐

B029569 - STATISTICA PER LA SPERIMENTAZIONE E LE PREVISIONI IN AMBITO TECNOLOGICO

9

☐

B030652 - OTTIMIZZAZIONE E DATA SCIENCE PER IL MANAGEMENT

9

☐

B031211 - TECNOLOGIE PER L'AUTOMAZIONE INDUSTRIALE

6

☒

Once you have selected the foreign activity and the UNIFI activity to associate, click on “**Associa**” and then “**Conferma**”

Associa

Annulla

Esci

Presenta il Learning Agreement

Stampa Riepilogo

Elimina Bozza

Conferma Associazione Attività

Per confermare l'associazione premere il pulsante "Conferma Associazione".

Associazione per: Automation Technology

Codice

Descrizione

CFU

123456

Automation Technology

Descrizione

CFU

B031211 - TECNOLOGIE PER L'AUTOMAZIONE INDUSTRIALE

6

Conferma Associazione

Esci



ASSOCIAZIONE ATTIVITÀ

CASE 2: UNIFI Activities to be associated NOT YET PRESENT in the Libretto

The procedure allows you to view the activities planned by the Libretto (list on the right) relating exclusively to the current year of enrollment:

Attività da sostenere all'estero [+ Aggiungi Attività](#)

Codice	Descrizione	SSD	CFU	Progr. AD	Virt.	Sel.
Non è stata caricata nessuna AD esterna in tabella.						
Totale CFU: 0						

Attività da libretto da associare

Descrizione	CFU	Sel.
B029565 - GESTIONE DEI PROGETTI	6	☐
B029569 - STATISTICA PER LA SPERIMENTAZIONE E LE PREVISIONI IN AMBITO TECNOLOGICO	9	☐
B030652 - OTTIMIZZAZIONE E DATA SCIENCE PER IL MANAGEMENT	9	☐
B031211 - TECNOLOGIE PER L'AUTOMAZIONE INDUSTRIALE	6	☐

Attività da off. del CDS o da off. di ateneo [+ Aggiungi Attività](#)

Descrizione	CFU	Sel.
Non è stata caricata nessuna AD da Offerta in tabella.		
Totale CFU: 30		

To associate a foreign teaching activity with a UNIFI teaching activity scheduled **for the year following the current year of enrollment**, you must therefore add this activity by **selecting it from the offer of the Study Course**





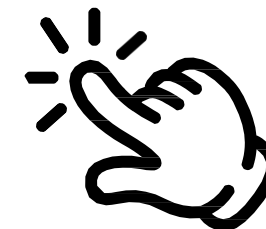
CASE 3: Free choice activities (TAF D) present in the University offer and not in the CdS offer

a) If you want it to be recognized with the Italian name corresponding to the free choice exam present in the UNIFI offer, you will have to insert it in advance in your Study Plan

OR

b) If you want the foreign teaching activity to be recognized with the foreign denomination upon your return, you can fill out the Learning Agreement by inserting the corresponding foreign activity WITHOUT associating it - flag AD non associated (TAF D) - with any free choice activity present in the UNIFI offer.

For further information, please consult the [university instructions](#) (page 13)



ASSOCIAZIONE ATTIVITÀ



CASE 4: research and thesis activities

- **must be agreed and authorised by both UNIFI and the host University**
- **it is necessary to add it as a foreign activity, entering the number of ECTS credits previously agreed with the UNIFI Supervisor, which must be lower than the total number of CFUs foreseen in your Study Plan for the final exam and proportional to the duration of the mobility and the expected workload**

Associazione 3

Codice	Descrizione	CFU	Descrizione	CFU	Info
	Master thesis work	8	B015551 - PROVA FINALE	12	

Nelle note destinate al/la docente UNIFI dovrai necessariamente spiegare la causa della discrepanza tra ECTS e CFU

Note

Chiudi

Note dello studente:

Confermo di aver ricevuto l'autorizzazione dall'Università ospitante e dal mio relatore UNIFI per inserire nel mio Learning Agreement anche l'attività di ricerca per tesi pari a 6 ECTS rispetto ai 12 CFU previsti nel mio Libretto UNIFI

- Indicate “**Thesis work**” (if it is a first level thesis) or “Master thesis work” (if it is a second level thesis)
- Indicate in the **Notes** field the name and **surname of the UNIFI tutor** (you can do this only after clicking on Presenta il Learning)
- In the attachments section, you **MUST** attach the **Declaration of degree-related research mobility** document duly completed and signed by the UNIFI supervisor

Remember that the final exam will always be discussed at UNIFI upon return from mobility.

IT IS NOT POSSIBLE TO GRADUATE DURING ERASMUS MOBILITY





FOREIGN RESPONSIBLE MANAGEMENT

It is used to insert/modify the **foreign responsible** for your LA.



- Select the foreign responsible for your LA **from a list drawn from external subjects of foreign universities entered as mobility contact persons**

OR (if not present)

- Use the text fields **to manually enter the contact person**

ATTENTION!

You must enter the name of the foreign contact person manually **only if you are certain that the relevant data (name, surname and email address) are correct.**
If you have any doubts, **contact the foreign office** by email and find out which name to enter.



PRESENTAZIONE LEARNING AGREEMENT



1

After you have made the Associations and attached the Documents, if requested, you can present the Learning Agreement to the UNIFI Teacher by clicking on “**Presenta il Learning Agreement**”

2

After clicking on Present Learning Agreement and **before confirming the presentation of the Learning**, you must enter the level of linguistic knowledge, which you have at the time of completing the learning or which you undertake to acquire before departure, relating to the main language of instruction of the foreign location.

3

Following the presentation of the Learning, the UNIFI Teacher **automatically receives a notice**, do not send other communications to the Teacher or the Offices to warn of the presentation or to request approval of the Learning!



ENTERING NOTES FOR THE TEACHER



(only possible after clicking on Present Learning Agreement)

The field must **ALWAYS** be filled in with the following information:

1. Approximate **start** and **end** date of mobility (**mandatory** information!)
2. Report if you have chosen a **foreign activity that will be converted as a MODULE** of an integrated **UNIFI course**
3. Report if you have entered a foreign activity as **TAF D without associating it with any free choice UNIFI activity**
4. Report if you are carrying out part of your thesis work abroad

AFTER having entered the Notes click on “Conferma il Learning Agreement”:



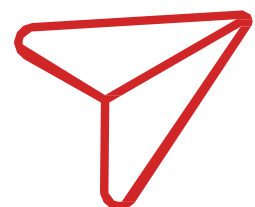


THE STATES OF THE LEARNING AGREEMENT

Dati Generali	
Bando di riferimento	SCUOLA DI INGEGNERIA- BANDO ERASMUS PER STUDIO 2022-2023
Anno Accademico mobilità	2022/2023
Destinazione	(E BARCELO03) Universitat Politecnica de Catalunya
Area Disciplinare	Mechanics and metal trades
Stato Graduatoria	Avviato a destinazione
Periodo di mobilità	Primo semestre per Mobilità
Data inizio compilazione Learning Agreement	04/11/2022 16:32
Data ultima modifica Learning Agreement	09/11/2022 15:42
Stato Learning Agreement	Questo learning agreement è in stato "Presentato"

- **BOZZA**: it is being filled in by the student, therefore it cannot be viewed by the teacher
- **PRESENTATO**: you have confirmed the LA and is now visible on the Teacher's web page
- **REVISIONE**: the professor has taken charge of it and is reviewing it
- **APPROVATO INTERNAMENTE**: the professor has approved the Learning, also inserting any comments for the student, and sends it to the foreign office for final approval
- **RESPINTO**: the Teacher has rejected the Learning, inserting any Comment Notes. By clicking on New Learning Agreement you can proceed with the corrections requested by the Teacher





SENDING TO THE FOREIGN PARTNER

The Learning Agreement Before the mobility **must be countersigned by the foreign institution BEFORE departure.**

The host university can carry out two operations:

1. Comment on the LA: which means that there are changes to be made in order for your LA to be considered acceptable;

Note dello studente: Il mio learning agreement!

Note del docente: Ottimo learning!

Note relative all'Ateneo di Destinazione: Commento inserito da Mobility coordinator Pawel Tomasz Kowalski il 20/05/2021 10:32: "Introductory calculus" is no longer conducted. We suggest replacing it with "Calculus I".

Nuovo Learning Agreement Stampa Riepilogo LA Stampa (Standard Europeo) Storico Learning Agreement Esci

2. Approve the LA: the LA sent is fine and approved by the destination university.
With the Print summary command you can download a version of the LA signed by everyone.

Note relative all'Ateneo di Destinazione: Approvazione inserita da Mobility coordinator Pawel Tomasz Kowalski il 20/05/2021 11:18

Stampa Riepilogo LA Stampa (Standard Europeo) Storico Learning Agreement Esci



CHANGES TO THE LEARNING AGREEMENT



CASE 1:

if the LA has been **approved by the internal referent professor** and the **foreign referent**, you will have to enter the APPROVED LA, click on "**NEW LA**", modify it, and **submit it again**

CASE 2:

If your LA has not been received by the foreign partner and therefore is in the "**internally approved**" status, to make changes you will have to contact the International Relations office (relint@economia.unifi.it)





Servizio Relazioni Internazionali

Organization

International Relations Delegates
of the School of Economics and Management:

-prof.ssa Monica Faraoni
-prof. Francesco Guidi Bruscoli

Staff:

-Monica Pirioni
-Barbara Sabatini

relint@economia.unifi.it

Tutor

tutorrelintsem@gmail.com

