

INSTRUCTIONS TO FILL IN YOUR LEARNING AGREEMENT ON ESSE3WEB

UPDATED 18/05/2023

- DEADLINES FOR FILLING IN YOUR L.A.:

31.05.2023 for I sem/A.Y.

10.07.2023 for II sem.

- DEADLINES FOR EDITING YOUR L.A.:

30.11.2023 for those attending I sem/A.Y. **for edits regarding I sem.**

31.03.2024 for those attending II sem/A.Y. **for edits regarding II sem.**


Starting from March 2022 UNIVPM is part of the network EWP ([Erasmus Without Paper](#)), which allows virtually exchanging data between partner universities, avoiding the use of paper documents. The change will happen gradually, but some functions are already active and included into Esse3 web, such as receiving course catalogues from host universities and virtual exchange of didactic offers. This is an informatic experiment, which will need to be tested for months and adjusted consequently. Therefore, these instructions will be continuously updated.

Indice:


1. FILLING IN YOUR LEARNING AGREEMENT ON ESSE3WEB
2. FILLING IN WINDOWS FOR YOUR FIRST LEARNING AGREEMENT (before departure)
3. GENERAL INSTRUCTIONS TO CORRECTLY FILL IN YOUR LEARNING AGREEMENT
4. UPLOADING FOREIGN ACTIVITIES
5. UPLOADING FOREIGN ACTIVITIES AS FREE CREDITS
6. UPLOADING UNIVPM ACTIVITIES TO BE VALIDATED
7. ASSOCIATING ACTIVITIES
8. ASSOCIATING INTEGRATED COURSES
9. UPLOADING CONTACTS OF EXTERNAL REFERENT
10. PRESENTING YOUR LEARNING AGREEMENT
11. LEARNING AGREEMENT "DURING MOBILITY": CAMBIAMENTI
12. LEARNING AGREEMENT STATUSES
13. MANAGING YOUR LEARNING AGREEMENT OUTSIDE OF EWP

1. FILLING IN YOUR LEARNING AGREEMENT ON ESSE3WEB

Login with your password and select from the menu on the left under “**International Mobility**” the voice “**Mobility Calls**”.

Click on the lens  to open the call for which you accepted the destination (the one with the GREEN dot).

Studente



Area Riservata
Logout
Cambia Password
Altre Carriere

Home - Dati Anagrafici
Segreteria
Piano di Studio
Carriera
Esami - Appelli
Tirocini e stage
HomePage Stage
Aziende
Opportunità
Le mie opportunità
Le mie candidature
Le mie ricerche salvate
Gestione tirocini
Proposta di stage
Mobilità internazionale
Bandi di Mobilità






HOME

Elenco Bandi di Mobilità Internazionale







Avviso: queste funzionalità sono in fase di sperimentazione da parte dell'Ateneo.
Si tratta di una simulazione del bando dell'Ateneo già concluso e una piccola parte dei vincitori del bando in oggetto sono stati coinvolti.
Per gli altri le procedure necessarie non sono modificate, attenersi a quanto indicato dalla Ripartizione Relazioni Internazionali.

Ambito mobilità: EXCHANGE PROGRAMS

Ricerca

Mobilità Erasmus+ Study in Uscita					
A.A.	Num. bando	Titolo	Stato bando	Stato iscr.	Azioni
2017	15	2 BANDO PROVA ERASMUS OUT 2017			
2017	18	5.o Erasmus+ Outgoing Study 2018 - ingegneria (ErOut1819)			

Legenda:

-  = Link esterno
-  = Dettaglio/Iscrizione
-  = Iscritto al bando
-  = Iscrizione non completata
-  = Iscrizioni aperte
-  = Iscrizioni chiuse

2

2. FILLING IN WINDOWS FOR YOUR FIRST LEARNING AGREEMENT (before departure)

In order to fill in the first Learning Agreement, click on “Confirm assignation” to accept the destination you were given. Do not consider reliable the information about the rankings to be assigned to the leaving location. Later on, click on “go to learning agreement” respecting both UNIVPM’s and the host university’s deadlines.

3 - Pubblicazione dati Graduatoria

Di seguito vengono mostrate le informazioni sulla graduatoria

Graduatoria "5.o Erasmus+ Outgoing Study 2018 - ingegneria (ErOut1819)"

- Data elaborazione: 16/05/2018
- Posizione definitiva: 4
- Punti totali: 0
- Crediti totali: 0
- Stato: Assegnato

4 - Conferma della sede assegnata

E' possibile effettuare la conferma della sede dal 10/02/2018 al 31/05/2018

Sede

Conferma Assegnazione

Rinuncia Assegnazione

Indietro

3 - Pubblicazione dati Graduatoria

Di seguito vengono mostrate le informazioni sulla graduatoria

Graduatoria "5.o Erasmus+ Outgoing Study 2018 - ingegneria (ErOut1819)"

- Data elaborazione: 16/05/2018
- Posizione definitiva: 4
- Punti totali: 0
- Crediti totali: 0
- Stato: Assegnato

4 - Conferma della sede assegnata

E' possibile effettuare la conferma della sede dal 10/02/2018 al 31/05/2018

Sede


Destinazione Confermata

5 - Compilazione Learning Agreement

E' possibile effettuare la prima compilazione del Learning Agreement dal 10/02/2018 al 31/05/2018

Non hai ancora compilato il il learning agreement.

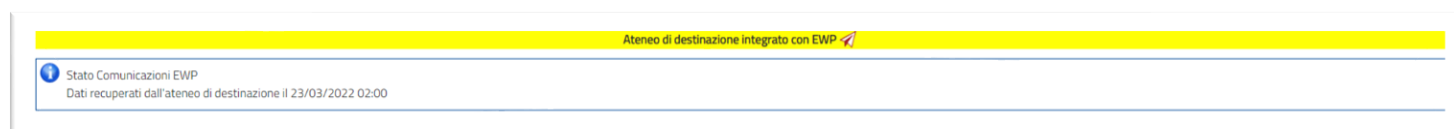
Indietro

 [vai al learning agreement](#)

3. GENERAL INSTRUCTIONS ON HOW TO CORRECTLY FILL IN YOUR LEARNING AGREEMENT

When the host university is in EWP, it is signalled by a yellow bar on the top of the page.

This means that the exchanging of Learning Agreement and all its following changes will happen online: no document will have to be sent through mail to the host university. The student will be able to download a copy of the Learning Agreement sent through EWP but that will only be considered a draft and will not have the Erasmus Faculty Coordinator signature.



If the host university is not on EWP (unlike the example up here, you won't find anything on the top of the page, in this case), the Learning Agreement exchange and all the following changes will take place by e-mail: the student will have to download the European format of the Learning Agreement approved by the Faculty Erasmus Coordinator and send it to the host university. The signed L.A. must be uploaded on Esse3 in the attachment section of the Learning Agreement.

On the page "Fill in the Learning Agreement" in the Table A on the left you need to put the "activities to be completed abroad" and in the Table B on the right you must find the UNIVPM activities you want to validate at the end of your mobility.

As a norm, **Table A must have a number of credits higher or equal compared to the one in Table B**, but it's better to keep in mind any instruction given by the Faculty Erasmus Coordinators for each Faculty/Department.

Students from the Faculty of Economics can read [here](#) further information about this.

Students from the Faculty of Medicine must keep the Vademecum for mobility in mind.

In Table B you may put:

- **All the courses already in your libretto:** max 30 CFU per semester, to max 60 CFU for a year.
If needed, **you can put in courses that are not in your libretto**, but are offered by your Degree Course or the university's didactic offer: in this case, the student must change their Study Plan so that it presents all the courses chosen for the l.a.
Only activities that are both in the L.A. and the Libretto can be validated.
- **Free choice courses (credits of choice)**, if the Study Plan allows it.
- **Final work:** preparing your final work abroad, for which the number of CFU validated will be the same as the Italian ones minus 1.
In this case, it is **mandatory** to fill in the form "request of thesis" that you can find in the forms for your mobility a.y. This request must be uploaded on Esse3, filled in and signed, in PDF format, in the attachment section of the Learning Agreement.
- **Traineeship (internship)**
It is mandatory to fill in the form "request of traineeship" that you can find in the forms for your mobility a.y. This request must be uploaded on Esse3, filled in and signed, in PDF format, in the attachment section of the Learning Agreement.

After completing all the necessary associations, the student can add **notes** useful for the evaluation of their L.A. by the Coordinator.

The screenshot shows a section titled "Note" with a header bar. Below the header is a text area with the placeholder text "Note dello studente - possono essere inserite dopo aver cliccato 'presenta il learning agreement'". At the bottom of the section are five buttons: "Associa" (blue), "annulla" (light gray), "Esci" (light gray), "Presenta il Learning Agreement" (light gray), and "Stampa Riepilogo" (light gray).

Once the student submit the Learning Agreement, the state will go **from “draft” (bozza) to “presented”** (presentato), only in this state it will be visible to the Faculty Erasmus Coordinator that will evaluate it.

The student can delete the l.a. if its state is “draft”, **but never** when the status is “presented”, “approved” (approvato) or “rejected” (rifiutato).

The screenshot shows a dialog box titled "Cancellazione Learning Agreement". It contains an information icon and the text: "Attenzione. Verrà effettuata la cancellazione del Learning Agreement precedentemente visualizzato. Per procedere con la cancellazione premi il pulsante 'Cancella Learning Agreement'. Per annullare l'operazione premi il pulsante 'Esci'." At the bottom are two buttons: "Cancella Learning Agreement" (blue) and "Esci" (light gray).

The screenshot shows the "Note dello studente:" section with a large text area. Below the text area is a row of buttons: "Associa" (blue), "annulla" (light gray), "Esci" (light gray), "Presenta il Learning Agreement" (light gray), "Stampa Riepilogo" (light gray), "Elimina Bozza" (light gray), and "Gestisci Ref. Straniero" (light gray). A green arrow points from the text area to the "Elimina Bozza" button.

4. UPLOADING FOREIGN COURSES

The student can start the filling in by writing:

- The code (if known),
- The foreign course's name,
- The number of credits ECTS (1 CFU = 1 ECTS),
- flag "AD non associabile (**TAF D**)": only for activities with credits of choice (see point 5)
- semester when you will follow the course,
- link to the program of the foreign course (from the host university's website).

Always click on "**Confirm**" for each activity you put.

For final work preparation: in table A, you need to put "Thesis work" as foreign activity if you're in bachelor's course, or "Master Thesis work" if you are in master's course. Only associate it to the corresponding UNIVPM activity "Prova finale".

For traineeship: in table A, put "Traineeship" as foreign activity and only associate it to the corresponding UNIVPM activity "Tirocinio".

ATTENTION: students enrolled in a course from bachelor's degree who will go on mobility during their master's degree must upload all foreign activities as "**AD non associabile (TAF D)**" and the professor's approval will be a "conditioned approval". It is recommended to put the course from the master's degree in the notes and (if necessary) the department to which the student would like to enroll to during the mobility year.

After enrolling to the master's course, the student must send an e-mail to erasmus.outgoing@univpm.it to **communicate the new matriculation number** and request the update to their career in the international mobility section on Esse3. Moreover, the student will have to submit a new Learning Agreement, associating the foreign activity with the ones in the libretto.

Compilazione Learning Agreement

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:

CFU (Crediti ECTS):

 (usa il punto per i decimali. Es: 20500.30)

AD non associabile (TAF D):

☐

Periodo di sostenimento:

Link web programma AD:

Conferma

annulla

Esci

5. UPLOADING FOREIGN ACTIVITIES AS FREE CREDITS

For those activities of choice (credits of choice) for which you cannot associate any UNIVPM activity, you need to put the foreign activity flagging “**AD non associabile (TAF D)**”.

You must always put the course code (if available), the foreign activity’s name, the number of ECTS credits, in what semester the course takes place, and the link to the program.

Agriculture or Sciences students who will use the free credits will have to choose one or more foreign activities as “Ad non associabile”. Upon their return, during validation, the activity attended abroad will be recognized in the libretto.

Compilazione Learning Agreement

■ 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:

CFU (Crediti ECTS):

 (usa il punto per i decimali. Es: 20500.30)

AD non associabile (TAF D):

☐

Periodo di sostenimento:

Link web programma AD:

Conferma

annulla

Esci

6. UPLOADING UNIVPM ACTIVITIES TO BE VALIDATED

After choosing all the activities to be attended abroad, it is important to choose the linked Italian activities to be validate ("Attività interne" in your Libretto on Esse3).


If some of the activities are not in the libretto you can add them choosing "**add activities**" (Aggiungi attività) from the list of activities available in your Degree Course (offerta CdS), the recommended choice, or from the ones offered by the University.

Any activity available in your L.A. must be available in your libretto and therefore in your Study Plan (Piano di Studi) as well. If this doesn't happen, the student must change their Study Plan. **Only the activities available in your L.A. and libretto can be validated.**

Attività da libretto da associare

Descrizione	CFU	Sel.
3S003 - MATEMATICA	8	<input type="checkbox"/>
3S005 - FISICA	8	<input type="checkbox"/>
3S007 - LINGUA INGLESE	4	<input type="checkbox"/>
3S060 - ZOOLOGIA	8	<input type="checkbox"/>
3S231 - BOTANICA	8	<input type="checkbox"/>
3S258 - CITOLOGIA ED ISTOLOGIA	8	<input type="checkbox"/>
W000474 - OFA - BIOLOGIA	0	<input type="checkbox"/>
W000475 - OFA - FISICA	0	<input type="checkbox"/>
W000476 - OFA - MATEMATICA	0	<input type="checkbox"/>
W000859 - CORSO INTEGRATO: CHIMICA I	9	<input type="checkbox"/>

Attività da off. del CDS

 **Aggiungi Attività**

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

Totale CFU: 53

Inserimento attività interna

Inserire una nuova attività selezionandola dalla lista delle AD da offerta.
Premere il pulsante "Conferma" per salvare i dati.
Premere "Esci" per rinunciare all'operazione.

Tipo di Offerta: ☐ Offerta CDS ☒ Offerta Ateneo (per attività didattiche a scelta libera)

Facoltà / Dipartimento: -- Seleziona una Facoltà / Dipartimento --

Corso di Studi: -- Seleziona un Corso di Studi --

Percorso di Studi: -- Seleziona un Percorso di Studi --

Anno di Offerta: -- Seleziona un Anno --

Attività Didattica da Offerta: -- Seleziona un'attività --

Conferma

annulla

Esci

7. ASSOCIATING ACTIVITIES

There are different possible types of association. For example: one foreign exam validates a UNIVPM one; two foreign exams validate one from UNIVPM, or vice versa.

Activities that are not associated are considered as activities out of Study Plan ("fuori piano") and therefore cannot be validated, unless they are "AD non associabile (TAF D)".

It is always necessary to CONFIRM every single association.

To prepare final work: in table A, as foreign activity, indicate "Thesis work" for bachelor's degree or "Master Thesis work" for master degree, and only associate it with UNIVPM activity "Prova finale".

For traineeship: in table A, as foreign activity, indicate "Traineeship" and only associate it with UNIVPM activity "Tirocinio".

Students MUST remember to upload on Esse3 the request for final work/traineeship (richiesta di tesi/tirocinio) in the section for attachments of the L.A.

Compilazione Learning Agreement

Inserimento attività interna

Inserire una nuova attività selezionandola dalla lista delle AD da offerta.
Premere il pulsante "Conferma" per salvare i dati.
Premere "Esci" per rinunciare all'operazione.

Anno di Offerta: 2018/2019

Attività Didattica da Offerta: 3S591 - FARMACOLOGIA [cfu: 6]

Conferma

annulla

Esci

ESEMPIO N. 1

Associazione 2						
Codice	Descrizione	Periodo	CFU	Descrizione	CFU	Info
	Introduction to Transportation Planning	Primo Semestre	3	51172 - INFRASTRUTTURE VIARIE URBANE E METROPOLITANE	6	
	Road Design - part I	Primo Semestre	3			
Associazione 3						
Codice	Descrizione	Periodo	CFU	Descrizione	CFU	Info
	Bridges II	Primo Semestre	3	51173 - TEORIA E PROGETTO DEI PONTI	9	
	Timber Structures II	Primo Semestre	2			
	Special Concrete Structures	Primo Semestre	2			
	Special Metal Structures	Primo Semestre	2			
Totale CFU: 24				Totale CFU: 24		

ESEMPIO N. 2

Associazioni effettuate

Chiudi

AD già associate. E' possibile rimuovere comunque l'associazione fatta utilizzando l'icona cestino.

Associazione 1

Rimuovi Associazione

Codice	Descrizione	SSD	Periodo	CFU	Progr. AD
	Introduction to Transportation Planning			3	
	Road Design - part I			3	
	Timber Structures II			2	
	Special Concrete Structures			2	
	Special Metal Structures			2	

Descrizione	CFU	Info
51172 - INFRASTRUTTURE VIARIE URBANE E METROPOLITANE	6	
51173 - TEORIA E PROGETTO DEI PONTI	9	

Associazione 2

Rimuovi Associazione

Codice	Descrizione	SSD	Periodo	CFU	Progr. AD
	Environment Protection in Civil Engineering			2	
	Applications of Computer Science to Building Structures			2	
	Ecology			2	
	Economics and Project Management			3	
	Bridges II			3	

Descrizione	CFU	Info
20689 - PROTEZIONE IDRAULICA DEL TERRITORIO	9	

Totale CFU: 24

Totale CFU: 24

ESEMPIO N.3

Associazione 3						 Rimuovi Associazione		
Codice	Descrizione	SSD	Periodo	CFU	Progr. AD			
	Thesis		Primo Semestre	15				

Descrizione	CFU	Info	
3I190 - PROVA FINALE	12		

8. ASSOCIATING INTEGRATED COURSES

If a foreign activity is associated to an integrated course (“corso integrato”) available in the student’s libretto, it is necessary to select the entire course: it is not possible to choose or validate the single parts that make up the integrated course.

9. UPLOADING CONTACTS OF EXTERNAL REFERENT

Every l.a. sent through EWP must contain the exact contacts of the person in charge of approving the Learning Agreement at the host university once they receive it.

ATTENTION: if the insert data is not correct, the L.A. might not be correctly sent to the host university.


To put the referent’s data, you need to use the button “Gestisci Ref. Straniero”.

The referent’s name might already appear on Esse3web, so you need to check if the data is correct and change it if necessary.

If the name does not appear, the student has to put it themselves.

If the student does not know what data to put, ask the host university for name, surname and e-mail address of the person in charge of signing the L.A. at their university.

Note dello studente:



[Associa](#) [annulla](#) [Esci](#) [Presenta il Learning Agreement](#) [Stampa Riepilogo](#) [Elimina Bozza](#) [Gestisci Ref. Straniero](#)

Dati Generali

Bando di riferimento	ING 073 - LT - Erasmus+ Studio Outgoing (UE) A.A. 2023/2024
Anno Accademico mobilità	2023/2024
Destinazione	(E VALENCIO2) UNIVERSITAT POLITECNICA DE VALENCIA - ETSICCP(Codice 0732)
Area Disciplinare	Building and civil engineering
Stato Graduatoria	Avviato a destinazione
Data inizio compilazione Learning Agreement	27/04/2023 12:43
Data ultima modifica Learning Agreement	27/04/2023 12:45
Stato Learning Agreement	Bozza
Docente Responsabile Learning Agreement	DAVID SCARADOZZI
Referente Straniero Learning Agreement	PASCAL PEDRO (P.PASCAL@UVAES.ES)

Compilazione Learning Agreement

Gestione referente straniero

Inserire un nuovo referente straniero selezionandolo dalla lista, se visualizzata, oppure digitandone le informazioni se non presente nella lista.

Premere il pulsante "Conferma" per salvare i dati.

Premere "Esci" per rinunciare all'operazione.

Referente Straniero:

PASCAL PEDRO



oppure inseriscilo manualmente usando i campi qui sotto:

Nome:

Cognome:

Indirizzo Email:

Conferma

annulla

Esci

Compilazione Learning Agreement

Gestione referente straniero

Inserire un nuovo referente straniero selezionandolo dalla lista, se visualizzata, oppure digitandone le informazioni se non presente nella lista.

Premere il pulsante "Conferma" per salvare i dati.

Premere "Esci" per rinunciare all'operazione.

Nome:

Mickey

Cognome:

Mouse

Indirizzo Email:

m.mouse@disney.it

Conferma

annulla

Esci

10. SUBMITTING YOUR LEARNING AGREEMENT

Once all associations are done, click on the button **“Submit Learning Agreement”** (Presenta Learning Agreement), at this point it is possible to indicate your language level and any **NOTE** if you need it.

Afterwards, you need to click on **“Confirm Learning Agreement”** (Conferma learning agreement): at any step you can always check the recapitulation by clicking on **“Print recapitulation”** (Stampa riepilogo) to check that the activities are properly associated.

In the following cases you MUST add notes:

- The student enrolled to a bachelor's degree course is submitting a L.A. for a Master's degree course (see point n. 4),
- A foreign activity is added as “fuori piano”, not validable.

To present the Learning Agreement so that it shows on the professor's Esse3Web page as well, you must click on **“Conferma Learning Agreement”**, after adding any necessary note. Once the Learning Agreement is confirmed, we recommend to always save a PDF copy of the recapitulation and the European Standard.

When the l.a. is rejected by the Internal Coordinator (departmental Coordinator) the student will have to submit a new one, following the notes put by the Professor.

Compilazione Learning Agreement

Presenta Learning Agreement

Per presentare il learning agreement premere il pulsante "Conferma Learning Agreement".

Attività da sostenere all'estero

Codice	Descrizione	SSD	Periodo	CFU	Progr. AD	AD associata
	Prova 123		Primo Semestre	6		✓
	Prova 456		Primo Semestre	6		✓
	Prova 789		Primo Semestre	5		✓

Totale CFU: 17

Attività da sostenere all'estero non associabili (TAF D)


Codice	Descrizione	SSD	Periodo	CFU	Progr. AD
	Prova crediti TAF D		Primo Semestre	5	

Totale CFU: 5

Associazione 2

Codice	Descrizione	Periodo	CFU	Descrizione	CFU	Info
	Prova 789	Primo Semestre	5	MT158 - INFERMIERISTICA APPLICATA ALLA MEDICINA INTERNA GENERALE , GERIATRICA E CHIRURGICA	5	

Associazione 3

Codice	Descrizione	Periodo	CFU	Descrizione	CFU	Info
	Prova 123	Primo Semestre	6	MT148 - MEDICINA INTERNA, MALATTIE INFETTIVE E FARMACOLOGIA E RADIOPROTEZIONE	10	
	Prova 456	Primo Semestre	6			

Totale CFU: 17

Totale CFU: 15

Note

Chiudi ▼

Note dello studente:

Note del docente:

Conferma Learning Agreement

annulla

Esci

11. LEARNING AGREEMENT “DURING MOBILITY: EDITS

The student has the chance, after the first Learning Agreement is approved, to present a new one with the necessary changes, by the following deadlines:

30.11.2023 during I sem/A.Y. **for edits about the I sem.**

31.03.2024 during II sem/A.A. **for edits about the II sem.**

To edit the Learning Agreement, you need to present a **new Learning Agreement** (the button is at the end of the page) and follow the same process described before, deleting the associations and activities you don't want to take, adding other. To delete associations and foreign activities you need to use the “trash” icon.

The updated Learning Agreement must be approved by the professor and the host University so that the activity will be validated.

We recommend making your edits long before the provisory date of the end of your mobility.

It is NOT POSSIBLE to edit your l.a. AFTER your mobility has ended.

12. LEARNING AGREEMENT STATUSES IN EWP

- **BOZZA = DRAFT** when the Learning Agreement is being elaborated by the student (the draft can be deleted).
- **PRESENTATO = PRESENTED** when the student has presented the Learning Agreement and it is visible on the professor's web page (the l.a. cannot be edited).
- **REVISIONE = REVIEWING** when the Learning Agreement is being reviewed by the professor.
- **APPROVATO INTERNAMENTE = APPROVED INTERNALLY** when the Learning Agreement has been approved by the UNIVPM professor.

You can check if the Learning Agreement has been received by the host University in the light blue box. **When you find the writing "data correctly recovered by the host university"** (dati recuperati correttamente dall'ateneo di destinazione) **and it has been at least 10 days since the l.a. was sent, it is better to check that the l.a. has been received by the partner university sending an e-mail to the person in charge of l.a. at the host university.** If the l.a. has not been sent, the student must get in touch with the IRO UNIVPM to fix the problem.

Ateneo di destinazione integrato con EWP	
Stato Comunicazioni EWP Dati recuperati dall'ateneo di destinazione il 12/05/2023 03:01	
YOUSSEF RAMADAN MOHAMED RAMADAN MANSOUR - [MAT. 1113364]	
Compilazione Learning Agreement	
Dati Generali	
Bando di riferimento	ING 071 - LM - Erasmus+ Studio Outgoing (UE) A.A. 2023/2024
Anno Accademico mobilità	2023/2024
Destinazione	(PL LUBLIN03) POLITECHNIKA LUBELSKA
Area Disciplinare	Mechanics and metal trades
Stato Graduatoria	Avviato a destinazione
Periodo di mobilità	Primo Semestre
Date Periodo	Dal 10/09/2023 al 09/03/2024
Data inizio compilazione Learning Agreement	05/05/2023 11:50
Data ultima modifica Learning Agreement	11/05/2023 11:51
Stato Learning Agreement	Questo learning agreement è stato approvato internamente
Docente Responsabile Learning Agreement	DAVID SCARADOZZI
Referente Straniero Learning Agreement	

ATTENTION: the status "internally approved" does not change when the host university won't accept the l.a. . If the Learning Agreement is rejected by the host university, the student will receive an e-mail with a comment in the notes. The student will now be able to submit a new l.a.

Ateneo di destinazione integrato con EWP	
Stato Comunicazioni EWP E' stato ricevuto un commento dall'ateneo di destinazione. Per il dettaglio fare riferimento all'area delle "Note".	
MANUEL GNAGA - [MAT. 1114392]	
Compilazione Learning Agreement	
Dati Generali	
Bando di riferimento	ING 071 - LM - Erasmus+ Studio Outgoing (UE) A.A. 2023/2024
Anno Accademico mobilità	2023/2024
Destinazione	(B GENT01) UNIVERSITEIT GENT
Area Disciplinare	Engineering and engineering trades not elsewhere classified
Stato Graduatoria	Avviato a destinazione
Periodo di mobilità	
Date Periodo	Dal 25/09/2023 al 24/02/2024
Data inizio compilazione Learning Agreement	11/05/2023 15:25
Data ultima modifica Learning Agreement	12/05/2023 05:50
Stato Learning Agreement	Questo learning agreement è stato approvato internamente
Docente Responsabile Learning Agreement	DAVID SCARADOZZI
Referente Straniero Learning Agreement	

Note relative all'Ateneo di Destinazione:

Commento inserito da Academic Exchange Coordinator Michael Monte il 16/05/2023 10:40: Dear, You mentioned only F courses on the Learning Agreement. These courses are from the faculty of Faculty of Economics and Business Administration, but you applied to the Faculty of Engineering and Architecture. Please contact internalai@ugent.be to change the faculty of

- **APPROVATO = APPROVED:** when the Learning Agreement has been approved by both the UNIVPM referent and the host university's. In the status you will find the writing "questo l.a. è stato approvato dall'ateneo di destinazione" (this l.a. has been approved by the host university). The student can see any note added by the professors, if there are. If needed, the student can present a new l.a. Every l.a. presented and approved by the UNIVPM referent is always approved by the host university's referent too, otherwise by the end of mobility the activities might not be validated.

Ateneo di destinazione integrato con EWP

Stato Comunicazioni EWP
 E' stata ricevuta l'approvazione dall'ateneo di destinazione. Il learning agreement è approvato ufficialmente, per il dettaglio fare riferimento all'area delle "Note".

Data ultima modifica Learning Agreement	10/05/2023 12:48
Stato Learning Agreement	Questo learning agreement è stato approvato dall'Ateneo di destinazione

Ricez. approvazione del learning agreement dal partner

UNIVPM - ESSE3 <noreply.esse3@univpm.it>

A [redacted]; erasmus.outgoing; erasmus.economia@univpm.it;
mercoledì 10/05/20

Rispondi
 Rispondi a tutti
 Inoltra

E' stata ricevuta, in data 10/05/2023, l'APPROVAZIONE per il learning agreement dello studente (Mat: [redacted]) da parte dell'ateneo di destinazione (D WURZBUR01) JULIUS-MAXIMILIANS-UNIVERSITAT WURZBURG .

- **RESPINTO = REJECTED:** when one of the two referents has rejected the Learning Agreement, in this status you can also see any notes added by them.
- **APPROVATO (ateneo non in EWP) = APPROVED (university not in EWP):** when the UNIVPM referent has approved the Learning Agreement, in this status you can also see notes added by the professor and you can print out the European form so that you can send it to the host university to have it approved.

Ateneo di destinazione integrato con EWP

Stato Comunicazioni EWP
 E' stato ricevuto un commento dall'ateneo di destinazione. Per il dettaglio fare riferimento all'area delle "Note".

Ricez. commento al learning agreement dal partner

UNIVPM - ESSE3 <noreply.esse3@univpm.it>

A [redacted]; erasmus.outgoing; erasmus.economia@univpm.it; Noreply Esse3
giovedì 11/05/2023 13:17

Rispondi
 Rispondi a tutti
 Inoltra

Traduci messaggio in: Italiano
 Non tradurre mai da: Inglese
 Preferenze di traduzione

E' stato ricevuto, in data 11/05/2023, un commento per il learning agreement dello studente (Mat: [redacted]) da parte dell'ateneo di destinazione (A SPITAL01) FACHHOCHSCHULE KÄRNTEN - GEMEINNÜTZIGE PRIVATSTIFTUNG . Il commento è il seguente: contact person isn't right. Please read the nomination mail carefully and fill in the required information with that data..

13. MANAGING A LEARNING AGREEMENT OUTSIDE OF EWP

The Erasmus referent or UNIVPM'S IRO can detach the l.a. from the EWP net only in one of these cases:

- The host university is not linked to EWP: it must be the University that confirms they cannot exchange l.a. via EWP.
- There are technical problems that do not allow the exchange of l.a. in EWP.

If a l.a. needs to be detached from the EWP net, the Learning Agreement exchange and all its following edits will happen through e-mail.

Once the l.a. is detached from EWP, the yellow banner will no longer appear.



Once the l.a. has been approved by the Erasmus referent, the student will have to download the Learning Agreement in european format approved by their Faculty's referent and will have to send it via e-mail to the host university. The L.A. will have to be signed by the host university and a copy with all the signatures will have to be uploaded in the attachment section of the Learning Agreement.

To fill in the l.a. and its edits, refer to the previous points of this guide.

For every approved l.a. there must be in the attachment section a copy of the same document with all the due signatures. **ATTENTION! Without a copy of the l.a. approved by both UNIVPM and the host university, the activities will not be validated!**