



Ca' Foscari
University
of Venice

www.unive.it



LEARNING AGREEMENT GUIDE FOR OVERSEAS STUDENTS



What is the Learning Agreement?

- The Learning Agreement is the basic document of your exchange program, which has to be filled out **before the mobility**.
- With the Learning Agreement, you prepare the programme of the studies you will be following abroad.
- The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the exchange to make sure that students receive recognition for the activities successfully completed abroad.
- It must be approved by the student, the sending and the receiving institution, organisation or enterprise before the start of the exchange.



Some general information...

- You have about 1 month to fill out your Learning Agreement from the start of the mobility (but we are flexible).
- The home university should always sign first, and then the documents should be sent to us for our signature.
- You can fill out more Change forms during the mobility.
- We do not impose a maximum limit of ECTS, but the minimum requirement is 3 ECTS in order for your mobility to be valid.
- If you only do research you must notify us about it, and we will recognize 0 ECTS.
- If you are interested in doing an Internship, you simply need to add it to the Learning Agreement and we will recognize 3 ECTS.



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Incoming Students
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FILLING OUT THE LEARNING AGREEMENT OVERSEAS BEFORE THE MOBILITY





STEP 1

Fill out the first part with:

- Your name and surname
- The name of your Sending Institution
- Your field of study
- The name of the Receiving Institution.

*Please fill in the form and get it signed first by the sending University and then by the hosting University.
If necessary, continue on a separate sheet.*

Student's name	_____	Student's surname	_____
Sending institution	_____		
Field of study	_____		
Receiving Institution	<u>Ca' Foscari University of Venice</u>		



STEP 2

Choice of the courses

You can choose the courses with the help of the [course catalogue](#).
The [Guideline for Course Catalogue](#) will help you in case of doubt.

When choosing a course, please always make sure that the **academic year** and **period** indicated on the course webpage correspond to your mobility period.

Course search

Search any course by:

- Course title
- Professor's name
- Degree programme
- Academic year
- Educational level

The screenshot shows a search interface for courses. At the top, there is a dropdown menu for 'Academic year' with '2022 / 2023' selected. Below this is a section titled 'Advanced search' with a dropdown arrow. It contains several search fields: 'Course title / Professor' (text input), 'Period' (dropdown), 'Degree programme' (dropdown), 'Year of study' (dropdown), 'Where' (dropdown), 'Educational sector code' (dropdown), and 'Level' (dropdown). To the right of these fields is a 'Properties' section with four checkboxes: 'Courses for part-time students', 'Online/Blended', 'Courses with sustainable contents', and 'English-taught courses'. At the bottom right, there is a blue 'Search' button with a magnifying glass icon. At the bottom left, there is a note: 'To start the search, please select the academic year and fill in at least one of the search fields'.



STEP 2: AN EXAMPLE

Let's say you have chosen **HISTORY OF CHINA 1** (LT0420). Here is the course web page : <https://www.unive.it/data/course/369471>

HISTORY OF CHINA 1	
Academic year	2022/2023 Syllabus of previous years
Official course title	STORIA DELLA CINA 1
Course code	LT0420 (AF:369471 AR:199236)
Modality	On campus classes
ECTS credits	6
Subdivision	Surnames A-L
Degree level	Bachelor's Degree Programme
Educational sector code	L-OR/23
Period	1st Semester
Course year	1
Where	VENEZIA
Moodle	Go to Moodle page

The information you need to know about for the Table A are the ones **in yellow**.



STEP 3

Fill out the table below with the course unit **code** and course unit **title**.

Do not forget to also add the number of **ECTS** credits.

Course unit code	Course unit title	Number of ECTS credits
LT0420	HISTORY OF CHINA 1	6



STEP 4

Signature

You need to sign the document first

Student's signature	_____	Date (dd/mm/yyyy)	_____
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Then the sending institution must sign

SENDING INSTITUTION: We confirm that the proposed learning agreement is approved.	
_____ Institutional Coordinator's signature	_____ Date (dd/mm/yyyy)

And finally the hosting institution (Ca' Foscari University of Venice).

HOSTING INSTITUTION: We confirm that the proposed learning agreement is approved.	
_____ Institutional Coordinator's signature	_____ Date (dd/mm/yyyy)



Once you have it signed by all parties, the procedure is over!
Please remember to fill out ONLY ONE Learning Agreement
before the mobility!



Do you want to *change* your Learning Agreement ? Then fill out the:

“CHANGES TO THE PROPOSED LEARNING AGREEMENT” FORM

– International Relations Office, Ca' Foscari, Dorsoduro 3246, 30123 Venice, Italy –

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- You need to fill out this form only if you wish to introduce **changes to the original Learning Agreement.**
- Your original Learning Agreement should be kept **unchanged.**
- In the Change form, you only have to list the courses that you want to either **ADD** or **DELETE.**



STEP 1

Fill out the first part with:

- Your name and surname
- The name of your Sending Institution
- Your field of study
- The name of the Receiving Institution.

Student's name	_____	Student's surname	_____
Sending institution	_____		
Field of study	_____		
Receiving Institution	<u>Ca' Foscari University of Venice</u>		



Let's say you do not want to attend **HISTORY OF CHINA 1** anymore.
Please write the course information and tick the "Delete course unit" box.

Course unit code	Course unit title	Add course unit	Delete course unit	Number of ECTS credits
LT0420	HISTORY OF CHINA 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

Suppose you now want to follow **HISTORY OF NIPPO-AMERICAN RELATIONS** (LM2110).
Again, write the course information and tick the "Added course unit" box.

Course unit code	Course unit title	Add course unit	Delete course unit	Number of ECTS credits
LM2110	HISTORY OF NIPPO-AMERICAN RELATIONS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____



STEP 4

Signature

You need to sign the document first

Student's signature	_____	Date (dd/mm/yyyy)	_____
---------------------	-------	----------------------	-------

Then the sending institution must sign

SENDING INSTITUTION: We confirm that the proposed learning agreement is approved.	
_____	_____
Institutional Coordinator's signature	Date (dd/mm/yyyy)

And finally the hosting institution (Ca' Foscari University of Venice).

HOSTING INSTITUTION: We confirm that the proposed learning agreement is approved.	
_____	_____
Institutional Coordinator's signature	Date (dd/mm/yyyy)



Once you have it signed by all parties, the procedure is over!

**Please remember to send all of the documents to
incoming.mobility@unive.it as attachments :)**

Contacts

ADiSS - Welcome Unit

📍 [Ca' Foscari](#), Dorsoduro 3246, 30123 Venice

- ✉ immigrationteam@unive.it for **visa, residence permit, tax code and carta conto of international students;**
- ✉ internationalstaff@unive.it for **professors, researchers, PTA, Staff Training Week requests;**
- ✉ incoming.mobility@unive.it for **incoming students in international mobility and mobility programs;**
- ✉ jointdegree@unive.it for **Joint / Double Degree programmes;**
- ✉ welcome@unive.it for **degree seekers and prospective students, evaluation of international qualifications.**



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THANK YOU FOR THE ATTENTION!

For any doubts contact us at incoming_mobility@unive.it