



THE LEARNING AGREEMENT - HOW TO MANAGE THE PROCESS CORRECTLY

Version n.1

1. The draft of your L.A. must be made [online](#) and must be agreed upon together with your [academic coordinator](#).
2. **DEADLINE FOR OBTAINING APPROVAL SIGNATURE FROM YOUR HOME COORDINATOR: 14/06/2019** (first semester/full academic year) - **20/09/2019** (second semester)
3. It is your own responsibility to obtain the final approval from your host university, at least two weeks before the start of your mobility. You are advised to check the status of your L.A. regularly.

Approved by all parties?

No

Yes

Changes are required

Students make all necessary changes online, verifies with his/her Unimi coordinator their feasibility and is in charge of making sure that the Host University approves it

When version n.1 is approved, it is sent to students by the Host University. Students save a digital copy of it for their records. Upon receipt, students are asked to send the final version to

mobility.out@unimi.it

SUBMISSION PROCEDURE: one single PDF document named *SURNAME Name*

SUBJECT LINE: "Sending Learning Agreement of *SURNAME Name* - *Erasmus Code Host University*"

Approved by all parties?

Are further changes necessary?

No

Yes

Students make sure that mobility.out@unimi.it always receives a scan copy of the latest version of your Learning Agreement, always named "SURNAME Name" (and to the Erasmus Help Desks when available).

Students will make sure that, at the end of their mobility, the International Mobility Office has Version n.1 with all due signatures.

Students verify with his/her Unimi coordinator the feasibility of the desired changes, make all necessary changes [online](#) and is in charge of making sure that the Host University approves it.

ATTENTION: WAYS OF TRANSMISSION DIFFERENT FROM THOSE HERETO DETAILED WILL NOT BE CONSIDERED (NO PHONE PICTURES, NO SINGLE PAGES, NO ILLEGIBLE IMAGES: REMEMBER THAT YOUR LEARNING AGREEMENT MUST BE EASILY READABLE BY YOUR HOST UNIVERSITY)

Always make sure that a final scan of the latest version of your L.A. (with three signatures) is sent to mobility.out@unimi.it/your Erasmus Help Desk in the form "SURNAME Name LA *number of change*" (e.g. SMITH John LA2)