



Guidelines to complete the Online Learning Agreement Exchange through EWP (Erasmus Without Paper) platform

FIRST PROPOSAL

1. Log in at the link <https://studente.unimi.it/ammissioni/a/learningAgreement/checkLogin.asp> with your University account. The service will be available from the end of April 2024.
2. Read the information regarding your mobility (Host University Erasmus Code, name of UNIMI academic contact, ISCED code of your study area, length of mobility and starting semester).

Proposta di learning agreement

Di seguito le informazioni riguardanti la sede di destinazione e la proposta di learning agreement

Informazioni sulla destinazione

Destinazione
D FREIBURO1

Docente referente
SCOTTI FABIO

Codice ISCED
061

Here you can change the language



Docente referente
SCOTTI FABIO
Codice ISCED
061
Requisiti linguistici
Mesi di mobilità
5
Semestre
1

3. Indicate the estimated dates for the start and the end of your mobility. You will be able to change them, if necessary. Always check the dates on the Host University's website.

i Dettaglio del learning agreement	
Data inizio	Data fine
01/09/2023	31/01/2024

4. On the left column (column “Riconosciuto per”) you can see the list of exams of your study plan, whereas on the right you will have to indicate the corresponding exams you wish to take abroad (Column “In mobilità”).

Unimi's Exams /activities

Column to fill in with exams to take abroad

#	Riconosciuto per	In mobilità
1	EDITORIA DIGITALE F1X1M- 6,0 cfu in - INF/01	-
2	PROVA FINALE F3X02- 3,0 cfu	-
3	METODOLOGIE E TECNOLOGIE PER L'EDITORIA MUSICALE F3X04- 6,0 cfu in - SPS/08	-
4	ELEMENTI DI DIRITTO DELL'INFORMAZIONE MUSICALE F3X06- 6,0 cfu in - IUS/01	-
5	ELABORAZIONE DEI SEGNALI F3X09- 6,0 cfu in - INF/01	-
9	BASI DI DATI F3X0R- 6,0 cfu in - INF/01	-
10	STATISTICA E ANALISI DEI DATI F3X0S- 6,0 cfu in - INF/01	-
11	TIROCINIO F3X0U- 15,0 cfu	-
12	PROGRAMMAZIONE PER IL WEB F3X0V- 6,0 cfu in - INF/01	-
13	RETI DI CALCOLATORI F3X0W- 6,0 cfu in - INF/01	-
14	SVILUPPO DI TECNOLOGIE PER LA PRODUZIONE MUSICALE F3X0X- 6,0 cfu in - INF/01	-

Internship and thesis research are accepted as activities to do on mobility, but you have to make sure that your Host University allows it.

For thesis research, the contents need to be well discussed and approved by your Unimi responsible professor.

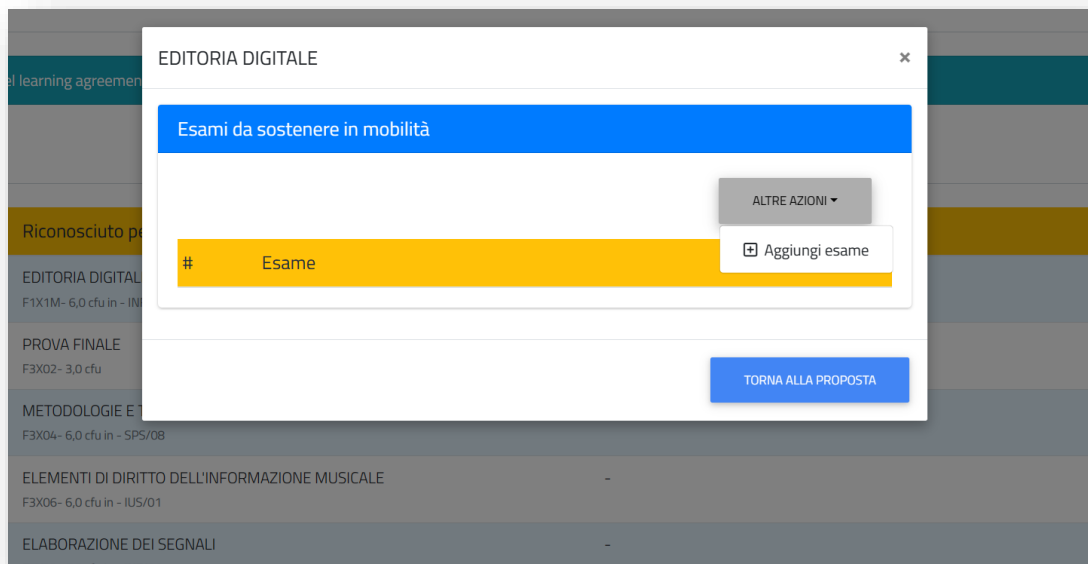
Use these open fields ONLY IF some of your Unimi exams are not shown in your study plan or if there are any inaccuracies, for example in the credits number.

14	SVILUPPO DI TECNOLOGIE PER LA PRODUZIONE MUSICALE F3X0X- 6,0 cfu in - INF/01	-
15	Descrizione	Cfu
16	Descrizione	Cfu
17	Descrizione	Cfu
18	Descrizione	Cfu

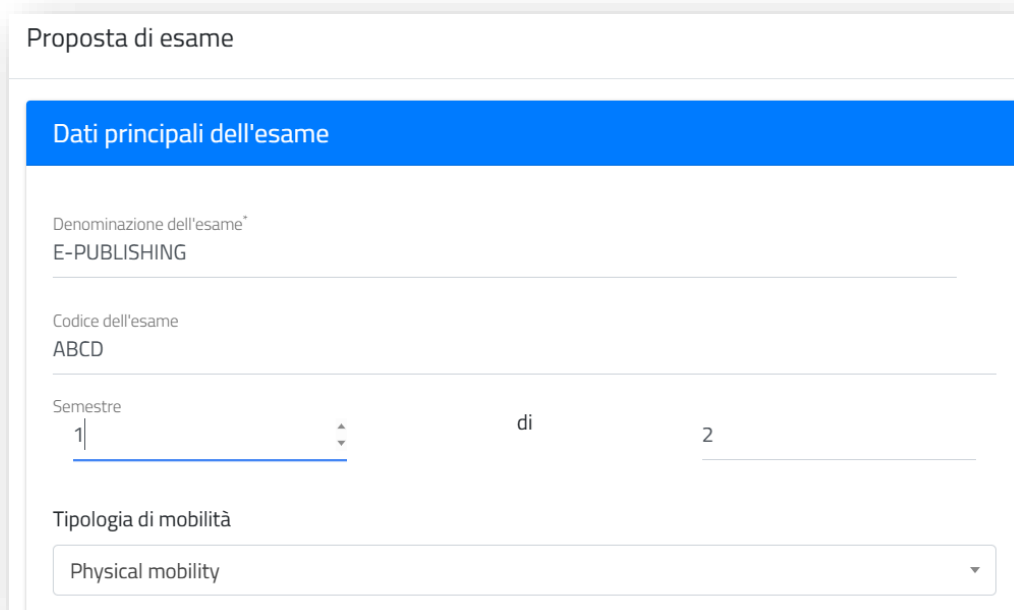
HOW TO ADD AN EXAM ON YOUR LEARNING AGREEMENT

5. Click on the right column “In mobilità”, exactly on the same line as the Unimi exam with which you wish to create a correspondence and for which you will ask for recognition after your mobility.

In the example, you want to add an exam abroad that will match the Unimi exam “Editoria Digitale”. A pop-up window will open. Select “Aggiungi esame” (*add exam*).



6. For each exam to take on your mobility, you need to indicate: the code of the exam (*only if you know it*), the semester, the type of mobility (physical, blended, virtual) and the number of ECTS credits (remember that 1 ECTS = 1 CFU). Usually, this information is made available by the Host University and can be found directly on its website.

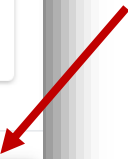
A screenshot of a web form titled "Proposta di esame". The form has a blue header with the text "Dati principali dell'esame". Below the header are several input fields: "Denominazione dell'esame*" with the value "E-PUBLISHING", "Codice dell'esame" with the value "ABCD", "Semestre" with a dropdown menu showing "1" and a "di" label followed by a text input field with the value "2", and "Tipologia di mobilità" with a dropdown menu showing "Physical mobility".

Caratteristiche (crediti e settori)

Settore	Crediti
INF/01	6

— I campi con il simbolo * sono obbligatori

ELIMINA OK



7. The exam has been added (“Editoria Digitale” is now corresponding to the mobility exam “E-publishing”). By clicking on “torna alla proposta” you will return to the original list of exams and will be able to continue in the same way with other pairings.


EDITORIA DIGITALE

Esami da sostenere in mobilità


ALTRE AZIONI ▾

#	Esame
1	E-publishing abcd 6 ects

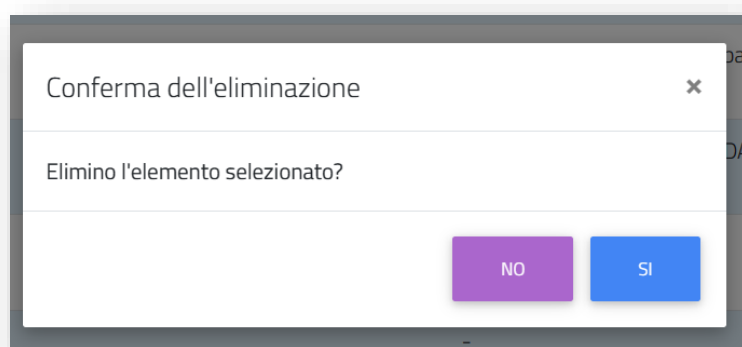
TORNA ALLA PROPOSTA



#	Riconosciuto per	In mobilità
1	EDITORIA DIGITALE F1X1M- 6,0 cfu in - INF/01	E-publishing abcd 6 cfu



8. It is possible to remove an exam that has already been inserted, by selecting it again and confirming the removal.



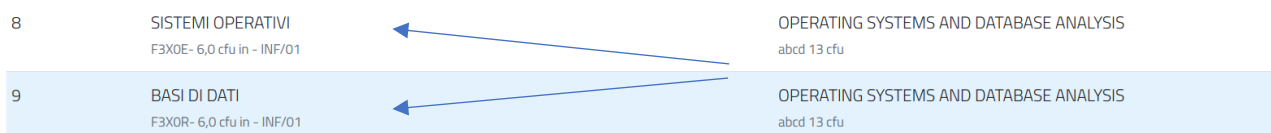
CREATE A CORRESPONDANCE BETWEEN TWO (OR MORE) EXAMS ABROAD AND ONE UNIMI EXAM

9. More exams abroad can correspond to one Unimi exam. Repeat the previous procedure with all the exams you wish to add, on the very same line as the Unimi exam you wish to get recognized.



CREATE A CORRESPONDANCE BETWEEN ONE EXAM ABROAD AND TWO (OR MORE) UNIMI EXAMS

10. It is also possible to make one Erasmus exam correspond to two or more Unimi exams. In this case, you need to add the very same Erasmus exam **twice, IDENTICALLY**, for each Unimi exam needed. We strongly recommend writing the exam's description once and to use the copy/paste function to write it again, in order not to have any differences in the wording (otherwise this could lead to problems in the recognition and credits counting). If the Erasmus exam is written identically (same name and same number of credits), it will not be counted twice in the final L.A.'s printout. Pay attention to spaces too.



ADD AN EXAM NOT PRESENT IN YOUR STUDY PLAN

11. Use the empty fields at the bottom ONLY if you have to add a Unimi exam that is not in the study plan above or if you need to add changed, such as the total amount of credits. Then insert the corresponding Erasmus exam, as previously described.

15	Descrizione	Cfu	-
	<input type="text" value="INFORMATICA APPLICATA ALLA MUSICA"/>	<input type="text" value="3"/>	
16	Descrizione	Cfu	-
	<input type="text"/>	<input type="text"/>	

15	Descrizione	Cfu	music lab abcd 3 cfu
	<input type="text" value="INFORMATICA APPLICATA ALLA MUSICA"/>	<input type="text" value="3"/>	

12. It is possible to insert notes for internal purposes, which your Unimi academic professor will be able to see before approving your Learning Agreement. We recommend using this field if you wish to explain some of your choices or to inform your professor about a specific aspect.
13. Once your choices are final, click on “**CONFERMA**” (*confirm*).

» Note per la commissione didattica

Informatica applicata alla musica inserito con 3 CFU per cambio piano di studi dopo la mobilità (ESEMPIO - campo non obbligatorio)

CONFERMA

14. Verify that all the inserted data are correct in the summary. Finally, confirm your submitted draft.

Verifica la correttezza dei dati inseriti		
#	Riconosciuto per	In mobilità
1	EDITORIA DIGITALE FDXIM- 6 cfu in - RIF/01	E-publishing 6 cfu
2	INFORMATICA APPLICATA AL SUONO F3KDA- 12 cfu in - RIF/01	sound engineering 8 cfu digital sound 3 cfu
3	SISTEMI OPERATIVI F3KGE- 6 cfu in - RIF/01	OPERATING SYSTEMS AND DATABASE ANALYSIS 13 cfu
4	BASI DI DATI F3KDR- 6 cfu in - RIF/01	OPERATING SYSTEMS AND DATABASE ANALYSIS 13 cfu
5	INFORMATICA APPLICATA ALLA MUSICA Esame libero 3 cfu	music lab 3 cfu

» Note per la commissione didattica

Informatica applicata alla musica inserito con 3 CFU per cambio piano di studi dopo la mobilità (ESEMPIO - campo non obbligatorio)

15. Receive the final receipt and download the PDF of your First Learning Agreement Proposal. Your UNIMI coordinator has already been notified of your Proposal.

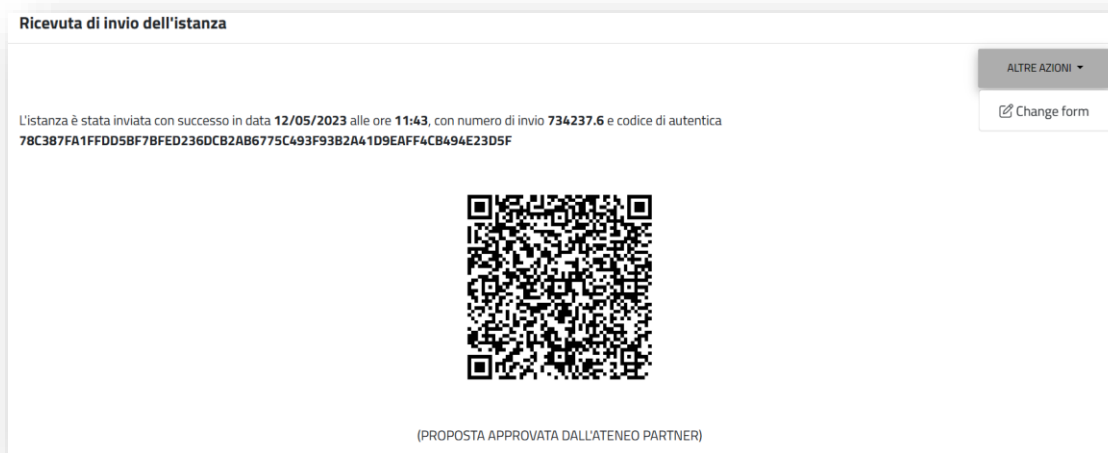


CHANGES - HOW TO MODIFY YOUR LEARNING AGREEMENT

After the approval of your Learning Agreement from both Unimi and the partner University, you may need to modify the submitted programme during your mobility. Changes are also necessary if, after your First Proposal, your Unimi coordinator or the Host University's coordinator don't approve your proposed Learning Agreement (in the last case, you will be notified via e-mail).

We remind you that if you need to modify the L.A. before the whole approval process is concluded, you will need to contact the Mobility Office through Informastudenti, so that we will manually unlock this function.

1. Enter the procedure through the link <https://studente.unimi.it/ammissioni/a/learningAgreement/checkLogin.asp> and select "Altre azioni" (*more actions*) at the top right. Select "Change form".



2. Select the exam or activity you need to modify. You can remove an exam already listed or you can change part of it.

Proposta di esame

Dati principali dell'esame

Denominazione dell'esame*
MUSIC LAB

Codice dell'esame
ABCD

Semestre
1 di 2

Tipologia di mobilità
Physical mobility

Caratteristiche (crediti e settori)

ELIMINA OK

Conferma dell'eliminazione

Elimino l'elemento selezionato?

NO SI

3 abcd 3,0 cfu

1	EDITORIA DIGITALE F1X1M- 6,0 cfu in - INF/01	E-publishing abcd 5 cfu
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3. You can add a new exam/activity, if necessary.

PROVA FINALE

Esami da sostenere in mobilità

ALTRE AZIONI ▾

#	Esame
1	THESIS RESEARCH 3 ects

TORNA ALLA PROPOSTA

1	EDITORIA DIGITALE F1X1M- 6,0 cfu in - INF/01	E-publishing abcd 5 cfu
2	PROVA FINALE F3X02- 3,0 cfu	THESIS RESEARCH null 3 cfu

4. For each exam/activity added or removed, you need to specify a reason. Should it not be present in the dropdown menu, choose "other".

Motivazioni dell'aggiornamento

Esami aggiunti

#	Esame	Motivazioni
1	THESIS RESEARCH	<-- Scegli -->

Esami eliminati

#	Esame	Motivazioni
1	music lab	<-- Scegli --> Sostituzione di un insegnamento eliminato Prolungamento del periodo di mobilità Aggiunta di un componente virtuale

» Note per la commissione didattica
Informatica applicata alla musica inserito con 3 CFU per cambio piano di studi dopo la mobilità (ESEMPIO - campo non obbligatorio)

Esami aggiunti

#	Esame	Motivazioni
1	THESIS RESEARCH	Altro <-- Scegli --> Insegnamento non disponibile nell'ateneo di destinazione

Esami eliminati

#	Esame	Motivazioni
1	music lab	La lingua dell'insegnamento è diversa rispetto a quella indicata nel catalogo Conflitto di orari Altro Insegnamento non disponibile nell'ateneo di destinazione

» Note per la commissione didattica
Informatica applicata alla musica inserito con 3 CFU per cambio piano di studi dopo la mobilità (ESEMPIO - campo non obbligatorio)

5. Only for **changes in the number of credits**, you will not be asked to select a reason. In this case, it is advised to make the change evident using the notes field below, so that your coordinator will easily identify it.
You can delete other previous comments, if not necessary anymore.

» Note per la commissione didattica
(ESEMPIO - campo non obbligatorio)
Ho tolto: Informatica applicata alla musica perché non più disponibile. Ho aggiunto attività di ricerca tesi. Ho cambiato il numero di crediti di E-publishing da 6 a 5 ects

6. Verify that the summary is correct and confirm the changes.

Verifica la correttezza dei dati inseriti		
#	Riconosciuto per	In mobilità
1	EDITORIA DIGITALE F1X1M- 6 cfu in - INF/01	E-publishing 5 cfu
2	PROVA FINALE F3X02- 3 cfu	THESIS RESEARCH 3 cfu
3	INFORMATICA APPLICATA AL SUONO F3X0A- 12 cfu in - INF/01	sound engineering 8 cfu digital sound 3 cfu
4	SISTEMI OPERATIVI F3X0E- 6 cfu in - INF/01	OPERATING SYSTEMS AND DATABASE ANALYSIS 13 cfu
5	BASI DI DATI F3X0R- 6 cfu in - INF/01	OPERATING SYSTEMS AND DATABASE ANALYSIS 13 cfu

Motivazioni dell'aggiornamento		
Esami aggiunti		
#	Esame	Motivazioni

- Download and save the change form. Your UNIMI's coordinator has already received your changes by email.

(PROPOSTA INVIATA)

[SCARICA IL CHANGE FORM](#)