

INSTRUCTION FOR THE RECOGNITION OF THE EXAMS TAKEN DURING ERASMUS PROGRAM

- 1) The learning agreement form (learning agreement before the mobility) must be filled according to the instructions that are provided by Professor Pasquale Ruggiero, as responsible person for international exchange programs.
- 2) The learning agreement may be submitted on printed form to the SEM Student Secretariat or online through the OLA Platform (<https://learning-agreement.eu>)¹ for the ratification by the “Comitato per la Didattica” (please **pay attention to Comitato’s meetings time-schedule** in order to allow on time approval).
- 3) The approved learning agreement will be definitively signed by Professor Pasquale Ruggiero, as responsible person for international exchange programs.
- 4) The same procedure (see points 1, 2 and 3) also applies to any change affecting the learning agreement (during the mobility learning agreement).
- 5) At the end of the ERASMUS program, students must submit, to the SEM Student Secretariat, the certificate of the host foreign university stating the exams, marks, and credits that have been effectively achieved. Simultaneously, students must submit the after the mobility learning agreement form to the SEM Student Secretariat.
- 6) The exams that have been passed during the ERASMUS program will be approved by the responsible person for international exchange programs and “Comitato per la Didattica” according to the most recent learning agreement that has been approved during the mobility.

¹ Instructions in English to fill out the online learning agreement are available at <https://learning-agreement.eu/faq> and in Italian at https://en.unisi.it/sites/sten/files/allegatiparagrafo/Vademecum_OLA_ErasmusforStudies2324-BEFORE.pdf