LEARNING AGREEMENT AND OTHER DUTIES FOR EXCHANGE STUDENTS
Erasmus/Exchange students are requested to send the learning agreement for studies—before mobility—properly filled in, signed by the student, the student’s Home university Coordinator and UNIPV Erasmus Coordinator.

Please note: the learning agreement should be typed and not handwritten; table A and table B are compulsory and must be completed in detail.

This is the first page of the LA, in which must be indicated the study program **BEFORE THE MOBILITY**, so exams that the student intend to do in the receiving institution. At the end of the page, the two coordinators and the student must put a signature in order to accept the chosen activities.
In the second page we can find two parts:

The **DURING THE MOBILITY** part has to be used **ONLY** if the student intend to change some chosen exams.

The **AFTER THE MOBILITY** part is for the Receiving institution to attest the passed exams and the number of ECTS but usually it is not filled in because it’s substituted by the Transcript of Records.
If you haven’t filled yet your learning agreement, please:

- Fill the LA in concordance with our course offer.
- Email it to the relevant Erasmus Academic coordinator, cc. to incoming.erasmus@unipv.it (for Erasmus EU students), erasmus.overseas@unipv.it (for ICM students) or overseas@unipv.it (for Overseas students).

**CHANGES TO THE LEARNING AGREEMENT**

If during your Erasmus study period you need to change any of the academic activities listed in your learning agreement, you MUST:

- fill in a Learning agreement “during the mobility” form
- get it signed by your Erasmus Coordinator in Pavia and your Erasmus Coordinator at home University
- send a copy by email to our office.
How to fill in the LA and where to find all the useful info?

Personal student's data

Chosen exams with codes and credits; all this info can be found in these pages and in each faculty website.

This part has to be completed with courses’ info from the Sending institution
TRANSCRIPT OF RECORDS

The transcript of records represents the list of the exams that a student has taken and passed during his/her Erasmus period at the University of Pavia. **No failed courses will be listed.**

It substitutes the «After the mobility» part of the Learning agreement.

Please notice that it will be sent directly to your home institution within 5 weeks of the end of your Erasmus.
OTHER DUTIES

ACTIVATE UNIVERSITY EMAIL
Upon your registration, we send an e-mail to your personal e-mail address, in which we will provide you with a University of Pavia e-mail address (nome.cognome00@universitadipavia.it) and to activate it, you should use the password you received in the same email. If you have problems, contact us.
You must set up your UNIPV account in order to access the Area Riservata, the Wi-Fi service and the services provided by the University of Pavia.

GO ALONG WITH RESERVED AREA
The Area Riservata is a personal area where you can find all the information regarding the academic career. As you are an Erasmus incoming student, only a few sections will be useful to you (Home – Carriera – Libretto- Esami). You will receive the instructions about how to use it.
Contacts:

- Erasmus EU office: incoming.erasmus@unipv.it
- Erasmus coordinators: at this page
Thank you for your attention!