POLITECNICO DI TORINO

GUIDE TO THE LEARNING AGREEMENT

- OUTGOING STUDENTS -

CONTENTS

INTRODUCTION

This guide's purpose is to help PoliTO students selected for a mobility period abroad to fill out their Learning Agreement, being this one of the essential documents for the students' mobility.

It is composed by two sections: the former gathers and sums up all the needed information and deadlines to complete and modify your Learning Agreement; the latter is conceived as a user manual with instructions to fill out the Learning Agreement correctly through the proper application available on the "Portale della Didattica".

(!) Certain mobility programmes may imply different or additional rules, which will be sent to the involved students directly.

PART I – GENERAL INFORMATION

1. LEARNING AGREEMENT (LA): WHAT IS IT?

The LA is a document to be prepared before the mobility. It includes both the courses to attend at the host institution and the correspondent courses that will have to be recognized at PoliTO upon successful completion of the exams taken abroad.

The LA needs to have the agreement of the student, the PoliTO academic advisor for mobility abroad (member of the so called Comitato Gestione Mobilità Internazionale) and the host institution. This will guarantee full recognition of the credits attained during the mobility.

After signing the mobility contract, a section dedicated to the LA is made available in your personal page of the "Portale della Didattica": click on "segreteria online", then "mobilità outgoing".

(!) *IMPORTANT*
When completing your LA, please refer to:
1. the academic rules for mobility ("Regole Accademiche della Mobilità") which you can read in the corresponding paragraph of the call (Bando di concorso) in the frame of which you had been selected (https://didattica.polito.it/outgoing/it/bandi);
2. if it is the case, above all for Double Degrees, the so called "Schema CFU" described in the Annexes of the Call.

2. BEFORE THE MOBILITY

Each student selected for an outgoing mobility, after signing the contract but before departure, must agree upon a LA with his/her PoliTO academic advisor by using the proper feature available on the Portale della Didattica. The LA must be then signed both by the student and the host institution. PoliTO academic advisor's signature is automatically added as he/she approves the LA.

The LA signed by the three parties must be sent to the Outgoing Mobility Office by ticket.

(!) *DEADLINE*: within 30 days after the beginning of the mobility period

Please note that this is a fundamental milestone, since an approved LA sent to the Outgoing Mobility Office secures full recognition of credits obtained during the mobility, upon return to PoliTO.

3. DURING THE MOBILITY

The LA must be kept up-to-date throughout the whole mobility period.

At the beginning of each semester abroad, if the courses you are actually taking differ from the ones approved in your LA, you have to ask your PoliTO academic advisor to unlock your LA so that you are allowed to modify it and ask for a new approval.

Changes to LA can be done within the following deadlines:
MOBILITIES STARTING BETWEEN JULY/OCTOBER: within October 30th (or 30 days after the beginning of the semester)
MOBILITIES STARTING BETWEEN JANUARY/MARCH: within March 30th (or 30 days after the beginning of the semester)

4. AFTER THE MOBILITY

The final LA must be filled out as follows:

- In case of mobility for Courses, Courses and Final Project, Double Degree:
    1. in the host institution section: all the exams taken and passed abroad, duly certified in the Transcript of Records (ToR) issued by the host institution;
    2. in the PoliTO section: the courses that will be recognized only;
    3. one single stand-alone entry regarding thesis/final projects activities (final project at host institution vs. PoliTo thesis).

(!) *BE CAREFUL!* If you put a PoliTO course in the LA, then you won't be allowed to register for the corresponding exam at PoliTO. This is why, before the recognition process takes place, all the courses that are not to be recognized after the mobility have to be erased from the LA.

If the LA perfectly matches the contents of the ToR, the Outgoing Mobility Office is authorized to enter the grades taken abroad in the LA. Subsequently, the Office checks if the PoliTO courses approved in the LA are already included in the "piano carrier/carico didattico" and, if needed, updates the "piano carriera/carico didattico" according to the contents of the approved LA.
As a final step, the Office enables the PoliTo academic advisor to formally recognize the credits passed abroad and to register the PoliTo courses approved in the LA.

- In case of mobility for Final Project only:
    1. in the host institution section: general label of "final project" with the indication of the local credits;
    2. in the PoliTO section: code and label of PoliTo thesis.

5. IN CASE OF EXTENSION OF THE MOBILITY PERIOD

If you are allowed to extend your mobility period (please check your mobility contract), when you ask for the official extension approval, you have to update your LA which has to include both the learning activities approved for the first semester, and those to be carried out during the additional semester (courses, final project, etc.,...).

6. IN CASE OF CANCELLATION OF THE MOBILITY PERIOD

If you cancel your mobility after you have filled out your LA, after informing us about your wish you have to erase all the entries of your LA. Then you have to confirm and save. Do not submit the LA to the evaluation of your PoliTo academic advisor.

(!) *IMPORTANT!* If you don't remove courses from your LA, you won't be able to sign for the PoliTO corresponding exams, nor to take those exams, neither to have access to the course materials.

SECOND PART – USER MANUAL

1. LAUNCH THE PROGRAMME

Enter your personal page through *Portale della Didattica,* select *Segreteria Online,* then *Mobilità Outgoing* and *Learning Agreement Outgoing*:

If you have been selected for a second mobility period, you have to choose the proper record so that you fill out the correct Learning Agreement:

2. FILL OUT THE FORM:

Clicking on "**Crea associazione**", you can have access to the form that allows you to match Politecnico courses and the courses you plan to attend abroad.

Through this form, you can select, under **"Politecnico di Torino courses"**:

- **Scelta da manifesto**: choice is limited to all the courses available in your degree course at Politecnico;

- **Scelta libera**: choice is extended to the entire course catalogue of Politecnico. You have to enter the code or the name of each course.

On the right part of the form, under "**Receiving Institution courses**", you have to enter the name of the corresponding courses to attend at the partner university.

IMPORTANT: enter the credits associated to the exams taken abroad. Those credits have to be in the unit of measurement used at the partner university. If the partner university uses a credit system other than ECTS (=CFU), do not convert those credits into CFU.

If you match the courses in one of the following ways: 1-N or N-N, to enter more than one course in the column "**Receiving Institution courses**", you have to click on "**Aggiungi**".

When the matching is complete, you have to select "**Salva**". After doing so, the correspondences are shown in the main form:

+ Crea associazione	✔ Conferma corsi	⤴ Sottometti all'approvazione	Transcript	↺ Annulla					

POLITECNICO DI TORINO COURSES / **RECEIVING INSTITUTION COURSES** / **Elimina**

Codice	Descrizione	CFU	Voto	Data	Descrizione	ECTS	Voto	Voto testo	Data esame	
01PGUPM	Politiche e progetti urbanistici	6			Urban style	3	/			Elimina

Totale politecnico: 6 — Totale estero: 3

Delibere

Crea associazione — Conferma corsi — Sottometti all'approvazione

Data ultima modifica:	Data di sottomissione:	Data bocciatura:	Data approvazione:	Data congelamento:	Stato:

Note studente:

Note docente:

To create further groups, select "**Crea associazione**" again and repeat the steps described above.
You can match the courses as follows: 1-1; N-1; 1-N; N-N. Below you can find some examples:

POLITECNICO DI TORINO COURSES / **RECEIVING INSTITUTION COURSES** / **Elimina**

Codice	Descrizione	CFU	Voto	Data	Verbale	Descrizione	ECTS	Voto	Voto testo	Data esame	
02OKEMW	Monte Carlo methods, safety and risk analysis	10				Management and Valorisation	4.5	/		mancante	
						Sustainability Tools	4.5	/		mancante	
01QGXND	Polygeneration and advanced energy systems	10				Renewable Energy Technologies	4.5	/		mancante	
						Emerging Energy Technologies	3	/		mancante	
						Energy Efficiency in Industry and Transport	4.5	/		mancante	
01MUIMW	Localizzazione e impatto ambientale dei sistemi energetici	10				Eco-efficient Process Design	6	/		mancante	
						Energy Management	3	/		mancante	
01QXGMW	Utilizzo sostenibile delle biomasse a fini energetici	6				Energy Efficiency in Buildings	4.5	/		mancante	
02GMGND	Tecnica del freddo e criogenia	6				Advanced Water Treatment	4.5	/		mancante	
						Environmental and Energy Economics	3	/		mancante	
02RMGND	Introduction to computational heat transfer	8				Environmental and Energy Legislation	3	/		mancante	
						Atmosphere and air Pollution	4.5	/		mancante	
01QHBND	Accumulo e trasporto di energia	6				Thermal and Hydraulic Machines	4.5	/		mancante	

Ex. Match 1-N / Ex. Match 1-1

Totale politecnico: 56 — Totale estero: 54

POLITECNICO DI TORINO COURSES / **RECEIVING INSTITUTION COURSES** / **Elimina**

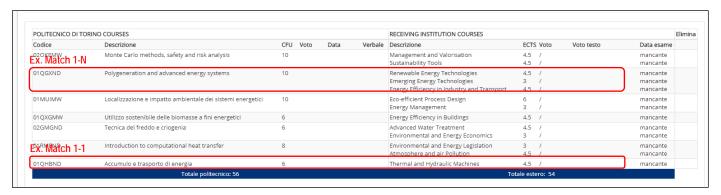| Codice	Descrizione	CFU	Voto	Data	Verbale	Descrizione	ECTS	Voto	Voto testo	Data esame	
03MDZLO	Ergonomics for Manufacturing Systems	6				German Beginners 1 (A1/1)	5	/		mancante	
01OFQLO	Project management and cost/value analysis	6				Advanced Drive and Propulsion Technology	4	/		mancante	
01NIGLO	Plants and manufacturing systems	10				Electric Drive and Propulsion Systems	3	/		mancante	
						Energy Management ad Storage Systems	3	/		mancante	
						Academic Writing and Speaking	2	/		mancante	
						Strategic Management	3	/		mancante	
02MSNLO	Commercialization and related services	6				Internship	10	/		mancante	
02MRFLO	Electric and electronic systems in vehicles	10				2 Wheeler Technologies	3	/		mancante	
01NIALO	Combustion engines and their application to vehicle	10				Project Work 2	4	/		mancante	
						German Beginners 3 (A2/1)	3	/		mancante	
						Listening and Speaking 1 (A2)	3	/		mancante	
						Leadership and Intercultural Business Practices	2	/		mancante	

Ex. Match N-N

Totale politecnico: 48 — Totale estero: 45

POLITECNICO DI TORINO COURSES / **RECEIVING INSTITUTION COURSES** / **Elimina**

Codice	Descrizione	CFU	Voto	Data	Verbale	Descrizione	ECTS	Voto	Voto testo	Data esame	
02IFJQN	Insegnamento a scelta di Sostenibilità di processi e prodotti nei materiali per l'architettura	6				Material and detail	22.5	/		mancante	
01QJPQN	Atelier finale di Progettazione/Final Design studio a scelta da Tabella 4 16										
01QIFQN	Progetto di strutture B	6				ARK132 - Matter Space Structure 2	22.5	/		mancante	
04PAUQN	Attività formative esterne all'Ateneo	8									
01QMNQN	Valutazione della sostenibilità economica del progetto C	6				Sustainable Development and the Design Professions	7.5	/		mancante	

Ex. Match N-1

Totale politecnico: 42 — Totale estero: 52,5

Clicking on "**X**" under the column "**Elimina**", you can delete a single group of courses.

Clicking on "**Conferma corsi**", the LA is automatically saved but not yet submitted to the academic advisor for his/her evaluation. The LA is now labeled, in the field "**Stato**", as "**IN DEFINIZIONE**".

Clicking on "**Sottometti all'approvazione**", the LA is temporarily blocked and sent to the academic advisor for his/her evaluation. Before the submission, you can add some notes by writing in the field "**Note studente**".

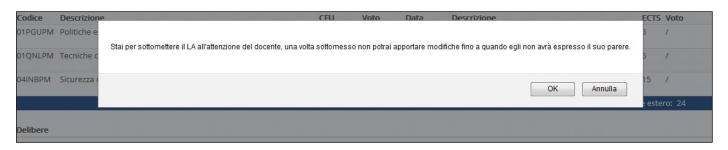| Codice	Descrizione		CFU	Voto	Data	Descrizione		ECTS	Voto
01PGUPM	Politiche e							3	/
01QNLPM	Tecniche c	Stai per sottomettere il LA all'attenzione del docente, una volta sottomesso non potrai apportare modifiche fino a quando egli non avrà espresso il suo parere.						6	/
04INBPM	Sicurezza (							15	/
					OK	Annulla		e estero: 24	
Delibere									

Once submitted, the LA **cannot be modified** until your academic advisor evaluates it (when this happens, an e-mail is automatically sent to the student).
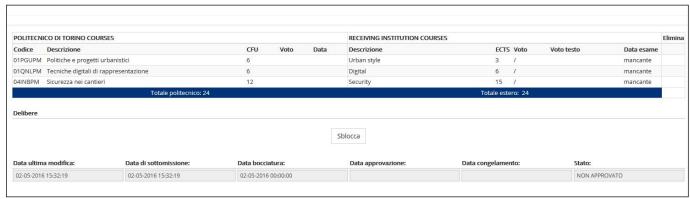
After the submission, the LA is displayed as follows:

POLITECNICO DI TORINO COURSES					RECEIVING INSTITUTION COURSES					Elimina
Codice	Descrizione	CFU	Voto	Data	Descrizione	ECTS	Voto	Voto testo	Data esame	
01PGUPM	Politiche e progetti urbanistici	6			Urban style	3	/			
01QNLPM	Tecniche digitali di rappresentazione	6			Digital	6	/			
04INBPM	Sicurezza nei cantieri	12			Security	15	/			
	Totale politecnico: 24					Totale estero: 24				

Delibere

Data ultima modifica:	Data di sottomissione:	Data bocciatura:	Data approvazione:	Data congelamento:	Stato:
02-05-2016 15:32:19	02-05-2016 15:32:19				ATTESA APPROVAZIONE

The LA is now labeled, in the field "**Stato**", as "**ATTESA APPROVAZIONE**".

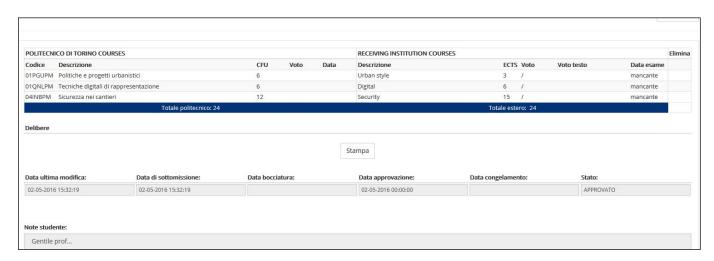## 3. WHAT HAPPENS AFTER THE EVALUATION MADE BY THE ACADEMIC ADVISOR

The academic advisor, after evaluating the LA, can approve it (the LA is labeled, in the field "**Stato**", as "**APPROVATO**") or not (the LA is labeled, under the field "**Stato**", as "**NON APPROVATO**").

- If the academic advisor does NOT approve the LA, you have to click on "**Sblocca**", modify it and submit it again to him/her for evaluation;

POLITECNICO DI TORINO COURSES					RECEIVING INSTITUTION COURSES					Elimina
Codice	Descrizione	CFU	Voto	Data	Descrizione	ECTS	Voto	Voto testo	Data esame	
01PGUPM	Politiche e progetti urbanistici	6			Urban style	3	/		mancante	
01QNLPM	Tecniche digitali di rappresentazione	6			Digital	6	/		mancante	
04INBPM	Sicurezza nei cantieri	12			Security	15	/		mancante	
	Totale politecnico: 24					Totale estero: 24				

Delibere

Sblocca

Data ultima modifica:	Data di sottomissione:	Data bocciatura:	Data approvazione:	Data congelamento:	Stato:
02-05-2016 15:32:19	02-05-2016 15:32:19	02-05-2016 00:00:00			NON APPROVATO

- If the academic advisor APPROVES the LA:

  o you cannot modify it unless you ask your advisor, who can decide whether to let you make further changes to the LA or not;

o you have to click on "**Stampa**" and print the LA, sign it, have it signed by the partner university and finally send it to the Outgoing Mobility Office using the ticketing service within 30 days from the beginning of the exchange period (as per instructions both of the mobility agreement and of the email message sent by the office).

POLITECNICO DI TORINO COURSES					RECEIVING INSTITUTION COURSES					Elimina
Codice	Descrizione	CFU	Voto	Data	Descrizione	ECTS	Voto	Voto testo	Data esame	
01PGUPM	Politiche e progetti urbanistici	6			Urban style	3	/		mancante	
01QNLPM	Tecniche digitali di rappresentazione	6			Digital	6	/		mancante	
04INBPM	Sicurezza nei cantieri	12			Security	15	/		mancante	
	Totale politecnico: 24					Totale estero: 24				

Delibere

Stampa

Data ultima modifica:	Data di sottomissione:	Data bocciatura:	Data approvazione:	Data congelamento:	Stato:
02-05-2016 15:32:19	02-05-2016 15:32:19		02-05-2016 00:00:00		APPROVATO

Note studente:

Gentile prof...

- If FURTHER CHANGES are needed after the LA has been approved, you have to:
  - ask your academic advisor –by email– to unblock your LA, explaining your reasons;
  - select "**Sblocca**";
  - delete the group that has to be modified, selecting "**X**" in the column "**Elimina**";
  - click on "**Conferma corsi**";
  - click on "**Crea associazione**" to create a new correspondence;
  - select first "**Salva**", then "**Conferma corsi**";
  - select "**Sottometti all'approvazione**" to re-submit the LA to the academic advisor for his/her evaluation.

(!) Do not send the modified LA to the Outgoing Mobility Office.

(!) **IMPORTANT!** After the mobility, the digital version of the Transcript of Records sent by the host institution will be available on the main page of the LA, by clicking on "**Transcript**".

IF YOU NEED ASSISTANCE

For assistance on technical problems (i.e. how to add a course, how to match courses, etc.,…) first read carefully this Guide. If you don't find a solution to your problem, you can contact the Outgoing Mobility Office through the ticketing service (topics on "Outgoing mobility").

For information or doubts regarding the academic contents of the LA (which courses to add on the host university side, which correspondences are allowed, etc.,…), first read carefully the academic rules "Regole Accademiche per la Mobilità" mentioned in the first part of this guide, then contact your academic tutor for mobility (member of the Comitato Gestione Mobilità Internazionale).