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 by September 30th. 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 have to 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, the list of our English taught courses and our Academic Calendar.

• Email it to the relevant Erasmus Academic coordinator, cc. to incoming.erasmus@unipv.it (for Erasmus EU students), erasmus.icm@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 changes 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.

DEADLINES for changes:
End of October (1st semester)
End of February (2nd semester)
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
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 or come to the office.

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.

EXTENSION OF ERASMUS PERIOD

If you need to extend your period, complete the form available in the website and deliver it to us.

APPOINTMENTS

To request an appointment at our office, please use this webpage http://gopa.unipv.it/
Contacts:
Erasmus EU office: incoming.erasmus@unipv.it
Erasmus ICM office: erasmus.icm@unipv.it
Overseas office: overseas@unipv.it

Erasmus coordinators: at this page