



Online Submission of the Learning Agreement

Guidelines for the Recognition of Foreign Courses

Read carefully before submitting the Learning Agreement

The criteria for affording recognition are **consistency of the study abroad plan** and **overall balancing** of the credits.

As regards recognition of **compulsory courses** (*corsi obbligatori*) it is necessary that the syllabi be **extremely compatible and similar**.

As regards recognition of **elective courses** (*corsi a scelta*) it is sufficient that the foreign courses be **consistent** with the student's **degree program** but at the same time not too similar to another course in that program.

The need for **balance** means that, irrespective of the type of recognition sought (compulsory course or elective), for each course recognized at LUISS it is necessary to take one or more courses abroad for total number of credits equivalent to 75% of the credits awarded at LUISS.

Therefore, in some cases it may be necessary to associate more than one foreign course with a single LUISS course. These extra **compensatory** courses should preferably be consistent with the student's own degree program.

A certain amount of **flexibility** is permitted when balancing cannot be achieved for a specific course but just **overall** (for example, a plan further to which a student registers for courses entailing 19 credits abroad as opposed to 24 at LUISS and has associated a 4-credit course abroad with a 6-credit one at LUISS).

For institutions that **do not use** the ECTS system (i.e. almost all non-European locations), balancing consists of equating a course abroad with one at LUISS based on the compatibility of the respective syllabi – except where otherwise indicated by the Student Exchange Office – regarding which a communication will be sent to students.

In **exceptional cases** (for example, in the absence of other available courses or unavoidable timetable clashes) language courses may be treated as **compensatory** ones, subject to the Academic Coordinator's discretion. In all other cases the University Language Center (**CLA**) is in charge of recognizing language courses abroad **as such**, and it is to that body that students must turn. This is possible only when the student is registered for a course in the same language at LUISS and when the language course abroad fulfils the specific requirements laid down by the University Language Center for that course.

Procedure using Web Self Service

1. Log on to your own [Web Self Service](#)

2. Select 'LUISS outgoing students'

International Mobility
LUISS outgoing students

3. Select the **magnifying glass**

Business and Management and Economics and Finance				
Academic Year	Name	Call for Applications Status	Registration Status	Actions
	Departments of Business and Management and Economics and Finance			

4. Select '**Compiling the Learning Agreement**'

<p>Information on the Call for Applications</p> <p>Name: Departments of Business and Management and Economics and Finance</p> <p>Filling out Applications</p> <p>Confirmation of Allocation</p> <p>NB: By proceeding with registration you authorize the processing of your personal data pursuant to Legislative Decree No. 196/2003 for the purposes of the program.</p> <p>Learning Agreement</p> <p>Compiling the Learning Agreement</p>

5. Select '**Add Activity**'

Association of Activities

Select one or more Learning Activities (LA) in the table on the left to associate them with the section of one or more Learning Activities (LA) in the table on the right. Use the link “Add Foreign Activity” to insert a new course from among those to be attended abroad. Use the link “Add LUISS Activity” to insert a new course should it not be present in your academic record booklet.

Add Activity

Activity to be done abroad

LA Code	LA Description	Academic Discipline Area (SSD)	Education Credits (CFU)	LA Prog.	Select
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Insertion of new foreign activity to associate

Insert a new learning activity by selecting it from the list or typing in the description if the activity is not on the list. Press the “Confirm” button to save the data. Press “Exit” to leave without saving.

LA Code

LA Description

Education Credits (CFU)

ECTS Credits

Additional Course

Web link to LA Syllabus

6. Insert the information relating to the foreign learning activity.

If you do not have the Code, you can leave the ‘**LA Code**’ field blank.

In the ‘**LA Description**’ field insert the name of the course in its original language.

In the ‘**Education Credits**’ field insert the number of credits and specify whether the host university uses the ECTS system (all Erasmus+ locations use it as well as some non-European locations) by selecting the ‘**ECTS Credits**’ box.

N.B.: Should a web link to the syllabus not exist in circumstances in which you nonetheless have a copy of the syllabus in another way, you will have to provide a link to a Microsoft Office 365 Word document uploaded to your cloud personal area. Read the [attached guide](#) for more information.

You can leave the field blank if the host university does not use the ECTS system.

To insert an additional course (*corso libero*) done abroad (which does not count towards the student’s grade average and the credits for which do not count towards those required to graduate although the course with the name in its original language will be included in the transcript of records), select the ‘**Additional Course**’ box. For those courses it is not necessary to complete the association process explained in the next section below.

7. Association of Learning Activities

Once you have uploaded all of the courses to be done abroad, proceed to the association phase by selecting one or more foreign LA and one or more LUISS LA, after which click on **'Associate'**.

Remember that the association must comply with the rules on balancing credits set out in the **'Regulations for Outgoing Students'**, on the basis of which it is necessary to earn abroad a number of credits equivalent to at least 75% of the credits that could be earned at LUISS.

Associate	Cancel	Exit	Submit the Learning Agreement	Print Summary
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To request recognition of **electives abroad** it is necessary to insert the learning activities to be done abroad and to associate them with an equivalent at LUISS **“***ELECTIVE ABROAD***”**.

Note for students of degree programs in:

- Management
- Business Management

Read the 'Study Plan and Application Procedure' document for more information on how to correctly present the proposals.

Once the insertion and association of all of the learning activities has been completed, select **'Submit the Learning Agreement'** and the system will display a summary page and the option to confirm.

Carefully check the proposed Learning Agreement before confirming it. If there is an error regarding a foreign learning activity, it can be cancelled by clicking on the bin next to its name. It is not possible to modify a created foreign learning activity: it is necessary to cancel it and create a new one.

8. Insert the notes and click on **'Confirm Learning Agreement'**

On the presentation page insert some brief notes (text) for your own Department's Academic Coordinator.

Should it be necessary to upload the syllabi in the form of a Microsoft Office 365 Word document, please insert here in this section the link obtained at the end of the relevant procedure.

Refer to the [attached guide](#) for more information.

In particular:

1. specify whether you are seeking approval for a course previously approved for a fellow student;
2. if you are seeking approval of a compulsory course, insert the link to the syllabus published on this University's website.

Notes		
Student's Notes		
Professor's Notes		
Confirm Learning Agreement	Cancel	Exit

Once you have checked the associations and the correct input of data, click on 'Confirm Learning Agreement'.

N.B.: It is possible to amend the Learning Agreement **before** the Academic Coordinator has reviewed it. **Until such time as that review takes place**, you can repeat the process described just now and submit a new proposal.

Check everything very carefully and confirm the sending only when you are absolutely sure that you have completely the procedure correctly.

9. Approval of the Learning Agreement

The Academic Coordinator will assess the proposed Learning Agreement, **approving it** in full or **rejecting it**, following which the student will automatically receive an e-mail in that regard.

If the Learning Agreement is approved, it can be printed out incorporating the **electronic approval** without the Academic Coordinator's actual handwritten signature being required.

If the Learning Agreement is **rejected**, it will be necessary to submit a new proposal by repeating the procedure thus far described. This may happen even if just one of the various proposed learning activities is not acceptable. The Academic Coordinator will explain the reasons for the rejection in the 'Professor's Notes' field.

10. Amendment of the Learning Agreement

It is possible to submit a new Learning Agreement even if you already have an approved one but only when the modification is unavoidable (for example, a change in host university's academic offering). In that case it is sufficient to once again log on to your own Web Self Service, click on the 'New Learning Agreement' button and repeat the process.

It will be necessary to give reasons for the proposed changes.

11. Further formalities

The Learning Agreement must be sent to LUISS once it has been signed by the relevant authorities at the host university. Refer to the regulations for outgoing students for more information.

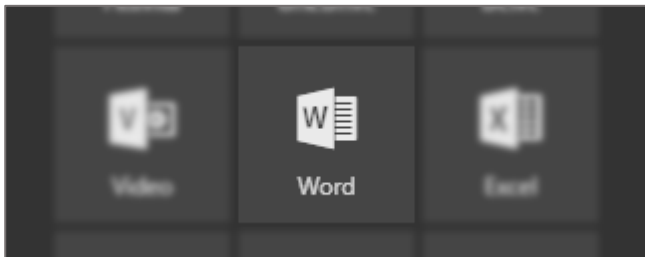
Uploading of Syllabi with Microsoft Office 365

Using LUISS Cloud Services

1. Log on to [LUISS Cloud Services](#)
2. Select the icon consisting of nine small white squares on the top left of the page.



3. Select Word



4. Create a 'new blank document'
5. Insert the information on the course syllabi in the document just created.

The names and order of insertion must match what is indicated in the submitted Learning Agreement.

6. Select the 'Share' button on the top right.



7. Create the link to the document by clicking on 'Copy link'.



8. Copy and paste the link in the 'Student's Notes' field, as described in the [guide on the online submission of the Learning Agreement](#).