



## Technical guide to the submission of the Online Learning Agreement

### Requirements for recognition of courses abroad

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

Please refer to the '[Regulations for Outgoing Students 2023-2024](#)' and the '[Preparing your Learning Agreement and application 2023-2024](#)' document to know how to get approval of your study plan abroad.

### Web Self Service Procedure

1. Log in to your [Web Self Service](#)
2. Select the item 'Luiss outgoing students'
3. Select the **magnifying glass**

► **Mobilità internazionale**

LUISS outgoing students

### Impresa e Management ed Economia e Finanza

A.A.	Titolo	Stato bando	Stato iscr.	Azioni
	Dipartimenti di Economia e Finanza, Impresa e Management			

4. Select 'Compilazione Learning Agreement'

**Dati del bando**

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**Titolo:** Dipartimenti di Economia e Finanza, Impresa e Management

**Compilazione domande:** 08/10/2023 a 28/10/2023

**Conferma assegnazione:** 08/10/2023 a 28/10/2023

Attenzione: procedendo con l'iscrizione si autorizza il trattamento dei dati personali, ai sensi del D.Lgs. 196/03, per le esigenze previste dal programma.

**Learning Agreement**

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[Compilazione Learning Agreement](#)



## 5. Select 'Aggiungi Attività'

**Associazione Attività**

Selezionare uno o più AD nella tabella di sinistra per accoppiarle con la selezione di una o più AD nella tabella di destra e premere ASSOCIA. Utilizza il link "Aggiungi Attività esterna" per inserire un nuovo insegnamento tra quelli da frequentare all'estero. Utilizza il link "Aggiungi Attività interna" per inserire un nuovo insegnamento qualora non presente nel tuo libretto.

**Attività da sostenere all'estero**

Codice	Descrizione	SSD	CFU	Progr. AD	Sel.
Non è stata caricata nessuna AD esterna in tabella.					

Totale CFU: 0

+ [Aggiungi Attività](#)

**Attività da libretto**

Descrizione
EEE1 - *** Esame
EEE2 - *** Esame

## 6. Enter the information on to the external AD (Attività Didattica)

**Inserimento Attività esterna da associare**

Inserire una nuova attività selezionandola dalla lista oppure digitandone la descrizione se non presente nella lista. Premere il pulsante "Conferma" per salvare i dati. Premere "Esci" per rinunciare all'operazione.

**Codice della AD:**

**Descrizione AD:**

**Crediti ECTS (convertire se necessario, usando la [tabella sedi bilaterali](#)):**  (usa il punto per i decimali)

**Corso libero (corso in sovrannumero i cui crediti non vengono riconosciuti ai fini della laurea):**

**Link web programma AD:**

If you do not have the code, you can leave the **'AD Code'** field blank.

In the **'Descrizione AD'** field enter the original course title.

In the **'ECTS'** field enter the number of credits. You may need to use the [credit balance table for bilateral locations](#) for locations that do not use the ECTS system.

**N.B.:** If a web link to the syllabus is not available but you otherwise have the syllabus, you will need to provide a link to a Word Online document uploaded to your personal cloud area. See the [attached guide](#) for more information.

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

To enter an additional course held abroad (which does not affect the average and the related credits are not included in the calculation for the purposes of the degree – registered in career with the original title) select the relevant box **'Corso libero'**. For these courses you will not have to carry out the association process illustrated in the next point.

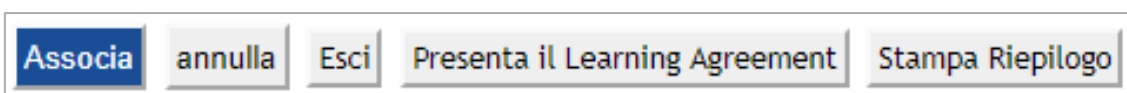


## 7. Association of the AD (Attività Didattiche - Educational Activities)

### How to add the Luiss courses of the following years?

The specific instructions broken down by degree course on how to enter the Luiss ADs to be recognised are available online in [this folder](#). Once all the courses to be followed abroad have been added, proceed to the associations by selecting one or more external ADs and one or more Luiss ADs, then click on the **'Associa'** button.

Please note that associations must comply with the credit balance requirement established in the **'Regulations for Outgoing Students'**, according to which it is necessary to obtain abroad a total of credits equivalent to at least 80% of the credits recognized at Luiss.



See the **'Preparing your Learning Agreement and application 2023-2024'** document for more information on how to correctly submit proposals, in particular with regard to the association of the following types of teaching:

- Elective Abroad
- Core Abroad
- Mandatory Abroad

Once you have finished entering and associating all the activities, select **'Presenta il Learning Agreement'**, and the system will display the summary and confirmation page.

Check the proposal carefully before confirming. In case of error you can delete an external activity by clicking on the trash can next to the name of the activity.

You cannot edit an external activity you have created, you must delete it and create a new one.

## 8. Enter the notes and click on **'Conferma Learning Agreement'**

On the submission page, enter short text notes for the academic coordinator of your area of study. In particular, mention:

If it was necessary to upload the programs to Word Online, you must enter in this section the link obtained at the end of the relative procedure.  
Refer to the [attached guide](#) for more information.

- If a course previously approved a colleague to is being proposed for approval
- If you propose a compulsory course, insert the link to the Cattedre online system with the Luiss course syllabus.



**Note**

Note dello studente:

Note del docente:

Once you have checked the associations and the correct data entry, click on ‘Conferma Learning Agreement’.

**N.B.:** The Learning Agreement **can be modified before** the academic coordinator has reviewed it. **Until then, the procedure described above can be** repeated and a new proposal can be submitted.

We invite you to pay **special attention and confirm** the submission only when you are absolutely sure that you have performed the procedure correctly.

#### 9. Approval of the Learning Agreement

The academic coordinator will evaluate the proposed Learning Agreement **by approving it** in full or **rejecting it**: an automatic notification email will be received on the spot.

If approved, a print-out can be obtained with **electronic approval** and no autograph signature of the academic coordinator is required.

If the Learning Agreement is **rejected**, it will be necessary to present a new proposal by repeating the procedure described so far. This may also be the case if only one of the various proposals submitted is not acceptable. The academic coordinator will explain the reasons for the rejection in the ‘notes’ field.

#### 10. Changing the Learning Agreement

It is possible to submit a new Learning Agreement even if you already have one approved, but only when the change is inevitable (e.g. following a change in the training offer at the host university). In this case, simply log back into your Web Self Service area and click on the ‘New Learning Agreement’ button and repeat the process.

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

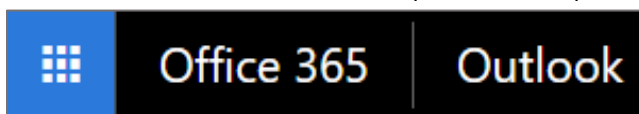


## Uploading syllabi to Word Online

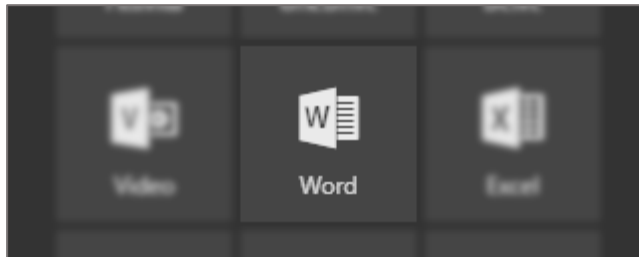
Through Cloud Services

1. Accessing [Cloud Services](#)

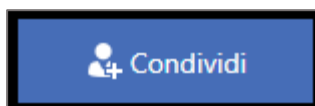
Select the box with the 9 white squares at the top left of the page



2. Select Word



3. Create a 'New empty document'
4. Enter course syllabi information in the newly created document.  
**The titles and the order of insertion must correspond to what is indicated in the submitted Learning Agreement.**
5. Select the 'Share' button at the top right



6. Get the link to the document by clicking on 'Copy link'.



Copy and paste the link into the 'Student Notes' field as described in the Preparing your Learning Agreement and application 2023-2024 document.