LUISS

Technical Guide to the Submission of the Online Learning Agreement

Requirements for recognition of courses abroad

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

Please refer to the "Regulations for Outgoing Students 2024-2025" 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. From the menu, select the second item called "Study abroad" and then click on "Study abroad opportunities (LUISS outgoing students)".
3. Select the **magnifying glass** icon.

Study abroad

Study abroad opportunities (LUISS outgoing students)
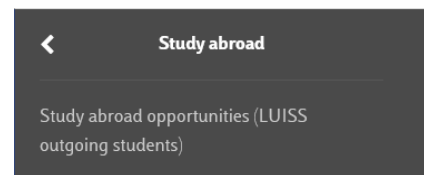
Impresa e Management ed Economia e Finanza

A.Y.	Title	Call Status	Enrollment Status	Actions
2023	Area di Impresa e Management	🔒	🟢	🔍

4. Click on "access the learning agreement".

5 - Filling out the Learning Agreement 🔒

It is possibile to fill out the Learning Agreement "Before the Mobility" from [   ] to [   ]
You have not filled out the Learning Agreement yet

🔍 access the learning agreement

Back

LUISS

5. Click on "Add activity".

6. Enter information about the foreign course.

If you do not have the code, you can leave the "**Foreign Course Code**" field blank.

In the "**Foreign Course Title**" field, enter the original course title.

In the "**ECTS Credits**" field, enter the number of credits. You may need to use the Bilateral Exchange Agreement Credit Conversion Table for institutions that do not use the ECTS system.

NB If a web link to the program is not available but you have the program in some other way, 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.

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
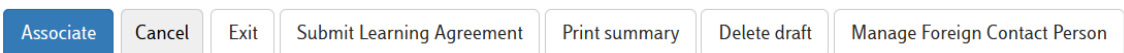
LUISS

title) select the corresponding "**Additional course**" box. For these courses you will not have to carry out the association process illustrated in the next point.

7. Association of courses

How to add Luiss courses of following years?
The specific instructions broken down by degree course on how to enter the Luiss courses to be recognized 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 foreign courses and one or more Luiss courses, then click on the "**Associate**" button.

Associate	Cancel	Exit	Submit Learning Agreement	Print summary	Delete draft	Manage Foreign Contact Person

Please note that associations must comply with the credit balancing requirement set forth in the "**Regulations for Outgoing Students**", which states that a total of credits equivalent to at least 80% recognized at Luiss must be obtained abroad. You can check the balance through the following online tool: https://t.ly/8aSAF.

Please refer to the Regulations document, too, for more information on how to submit proposals correctly, especially regarding the association of the following types of teaching:

*   Elective Abroad
*   Core Abroad
*   Mandatory Abroad

Once you have finished entering and associating all the activities, click on "**Submit Learning Agreement**," and the system will show the summary and confirmation page.
Check the proposal carefully before confirming. In case of an error, an external activity can be deleted by clicking on the trash can icon next to the activity name.
An external activity that you have created cannot be edited; you must delete it and create a new one.

8. Enter notes and click on "**Confirm Learning Agreement**".

On the presentation page, include brief text notes for the academic coordinator of your area of study.

> Should it have been necessary to upload the programs to Word Online, the link obtained at the end of the relevant procedure must be included in this section.
> Please refer to the attached guide for more information.

LUISS

In particular, indicate:

- If you are proposing a course previously approved to a colleague.
- If proposing a compulsory course, include the link to the **Cattedre Online** system with the Luiss course syllabus.

Once you have checked the associations and correct data entry, click on "Confirm Learning Agreement."
NB 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.
Please be especially careful 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 e-mail notification email will be received.
If approved, a printout with electronic approval can be obtained, and no handwritten signature of the academic coordinator is required.
If the Learning Agreement is **rejected**, however, it will be necessary to submit a new proposal by repeating the procedure described so far. This may happen in case even one association, among several submitted, is not acceptable. The academic coordinator will explain the reasons for the rejection in the "Professor's notes" field.

10. Changing the Learning Agreement

You can also submit a new Learning Agreement if you already have an approved one, but only when the change is unavoidable (e.g., as a result of a change in the educational offerings at the host university). In this case, simply log back into your Web Self-Service area and click on the "New Learning Agreement" button, repeating the process.
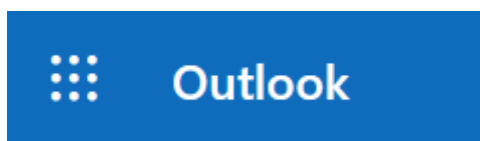
It will be necessary to state the reasons for the proposed changes.

LUISS

Uploading Syllabi to Word Online

Through Cloud Services

1. Access Cloud Services
    Select the box with the nine 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. Click on 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's notes" field.