



**UNIVERSITÀ
DI PARMA**

**CORSO DI LAUREA MAGISTRALE
IN MEDICINA E CHIRURGIA
COMMISSIONE ERASMUS E INTERNAZIONALIZZAZIONE**

GUIDE FOR THE PREPARATION OF THE LEARNING AGREEMENT - OUTGOING STUDENT

Dear Student,

Before you begin your international exchange period with the Erasmus+ program, it is necessary for you to prepare a document called the Learning Agreement (LA), which represents a formal agreement between the Student, the Erasmus Coordinator of the Degree Course in Medicine & Surgery at Parma University of and the Erasmus Coordinator of the host University. With the LA, the Student establish which courses or internships plan to take at the host university (Table A of the LA). Each of these courses or internships should correspond to one or more activities in the educational and training offer of the Degree Course in Medicine & Surgery at Parma University, which the Student must declare in Table B of the LA. The Erasmus Coordinator of the Master's Degree Course in Medicine and Surgery of the University of Parma must verify that the courses or internships stated in Table A are congruent with the Student's curriculum, study plan and regulations of the Master's Degree Course in Medicine and Surgery of the University of Parma, and that the correspondences stated in Table B are correct.

The Erasmus Coordinator of the foreign university hosting the exchange must verify that the courses chosen by the Student and listed in Table A are actually provided by their university and can be attended by the student during the international exchange period. Therefore, the draft LA prepared by the student may be subject to requests for modification or integration by both the Erasmus Coordinator of Parma and the Erasmus Coordinator of the host Institution. The LA becomes valid only after it is signed by each of the three parties involved (Student, Erasmus Coordinator of Parma, Erasmus Coordinator of the host Institution). The LA should be drafted well in advance of the deadline required by the host university. It should be submitted to the Parma Erasmus Coordinator at least 30 days in advance of the deadline required by the host university, with rare and justified exceptions. It should be submitted to the Coordinator of the host University only after obtaining approval from the Parma Erasmus Coordinator.

Parma Erasmus Coordinators cannot guarantee the timely subscription of LAs in case they are submitted close to the deadline. Methods of LA subscription vary depending on the requirements of the host institution. It is possible to submit the LAs:



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- On Esse3, in the "Mobility" section (electronic signature);
- On the OLA/Erasmus Dashboard platform (electronic signature);
- On the platforms set up by the Universities hosting the exchange (electronic or handwritten signature);
- By e-mail (handwritten signature).

Below are some hints and suggestions for drafting the LA:

- When choosing courses, you should give priority to those present in the study plan of Medicine & Surgery during the exchange period. Thus, if the exchange takes place during the 5th year of the course, courses corresponding to the 5th year exams of the Parma Medicine & Surgery curriculum should be included in the LA as a priority.
- The maximum number of CFUs achievable during the exchange (to be included in Table B) is 30 per semester. Thus, for an exchange lasting one semester, you can have courses and internships recognized for a maximum of 30 CFUs, while for an exchange of lasting two semesters, you can have courses and internships recognized for a maximum of 60 CFUs. Excesses of 10% maximum CFUs are tolerated, but only in the case of courses with a high number of CFUs in Table B. - The minimum number of CFUs achievable during the exchange is 12 per semester. It is also possible to make the exchange for a lower number of CFUs, but in this case the scholarship will not be provided.
- Courses corresponding to those present of your study plan in the year before or after the exchange period may be included in the LA only if the educational and training offer of the host institution do not allow for the courses provided in Parma during the exchange year to be fully covered in order to reach an adequate number of CFUs. For example, a 5th year student on a two-semester exchange may enter courses present in Parma in the 4th or 6th year only if, after entering in the LA all courses at the host location that correspond to Unipr's 5th year exams, the number of CFUs in Table B is less than 60. Variation to this general rule may be authorized by the Unipr Erasmus Coordinator only in special cases, and for proven reasons and needs of the Student.



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- No courses other than those in the Unipr curriculum in the year of the exchange, the previous year or the following year can be entered in the LA. For example, a student who will do the exchange in the 4th year cannot enter exams scheduled for the 6th year; a student who will do the exchange in the 5th year cannot enter exams scheduled for the 3rd year. The position of out-of-course students will be evaluated on a case-by-case basis by the Erasmus Coordinator.
- When choosing the courses to be included in the LA, you must take into account the propedeuticities provided by the CdLM in Medicine & Surgery of Parma University. Courses and internships passed on international exchange without the necessary prerequisites cannot be acknowledged once back at UniPR at the end of the exchange. Therefore, before entering a course into the LA, you must be sure that all the exams propaedeutic to it have been passed at the time the exchange begins. It is, however, possible to place two courses in the LA that are linked by a prerequisite rule
- Only those students who will take the exchange in locations where the propedeutic exam is not present in the educational offer or cannot be attended by Erasmus students are not required to comply with propedeuticities. However, these exceptions are subject to deliberations by the Degree Council.
- When choosing courses, keep in mind that for several Institutions there is not a perfect match with Parma's study plan. Therefore, before deciding which courses to include in Table A and Table B, you should consult the programs of the host institution and check that they are congruent with those of the University of Parma. The University of Parma Erasmus Coordinator may ask you to view these programs before signing the LA and ask you for any changes. - Individual modules of Integrated Courses may also be included in Table B instead of a complete Integrated Course. In this case, at the end of the exchange, you will have to take an exam supplement on the topics relevant to the Integrated Course modules that were not included in Table B and and acknowledged at the end of the



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exchange. It is never allowed to include in the LA courses that, overall, correspond to a fraction of an Integrated Course module present in the curriculum of the CdLM in Medicine and Surgery.

- The Parma Erasmus Coordinator may ask you to modify Table B by having you enter only some modules of an Integrated Course if the course topics you have chosen do not totally cover the contents of the Integrated Course. Alternatively, in Table B you should indicate the name and code of the Integrated Course, specifying "to be completed with ... (name of modules)."
- If you have any doubts about your study plan, the Integrated Courses present in each year and semester and the modules that make them up, you can consult this link <https://corsi.unipr.it/it/cdlm-ms/insegnamenti-e-piano-degli-studi>. Here you must enter your matriculation year (cohort), because the curriculum may be different depending on the year in which you started studying Medicine and Surgery.
- After the signature of the Parma Erasmus Coordinator has been acquired, the LA can be modified only in one of these situations:
 - At the request of the Erasmus Coordinator of the host university or for objective reasons related to changes in the educational and training offer of the host university;
 - At the request of the student, but only within the first 30 days from the beginning of the courses of each semester;
 - At the request of the student, after the first 30 days from the beginning of the courses, only for justified reasons.