Short description of LEARNING AGREEMENTS

Learning Agreement is a very important document. Upon your arrival in Siena, you must have it signed by your Siena coordinator and then submit it to the Learning Agreement Desk (or other appropriate desk) by the set deadlines.

Please do not forget to have your Learning Agreement signed by the UNISI academic coordinator before you present it to the appropriate desk, otherwise it will not be accepted.

To consult professors’ office hours, please go to https://segreteriaonline.unisi.it/Home.do click on “Ricerca docenti”, enter the required information and start the search.

INFORMATION ABOUT LEARNING AGREEMENT

A Learning Agreement consists of three parts. The first one includes information about the student as well as the “Before the mobility” section concerning the exams chosen and agreed on with your Erasmus coordinator before you left for Siena, and bearing the names of exams, their code (if available) and number of credits (ECTS).

The second part is named “During the mobility” and is designed to make any changes to and/or integrations of exams. Any modification is to be agreed upon with and signed by your Siena coordinator. After that, you can deliver it to the Learning Agreement Desk.

The “After the Mobility” part is about the exams taken and their results, but the University of Siena does not fill in that section, as it will issue a Transcript of Records.

“DURING THE MOBILITY” SECTION:

1. You can enter courses offered in any departments
2. You can only choose courses offered during the semester you are in Siena
3. To choose the courses to be included in your Learning Agreement, you can go to https://segreteriaonline.unisi.it
   Please make sure you are consulting the current academic year
4. Courses are to be indicated with their official name and MUST NOT BE TRANSLATED
5. Your Learning Agreement cannot include the ITALIAN LANGUAGE course (with relevant credits) attended at the Università per Stranieri di Siena; they will issue their own certification
6. It is always advisable to enter the code of the course
7. The maximum number of credits you can earn is 32 credits per semester and 62 credits per academic year
8. Please note: 1 CFU (Credito Formativo Universitario) = 1 ECTS Credit
9. After you have presented your Learning Agreement, it will be uploaded on the Segreteria Online (libretto online) and you can, among others, check the name of the exam, name of
the teacher, credits, class timetable, exam dates, as well as book your exam. You can also
download My Usiena app on your mobile phone.
10. Exams must be taken during the set examination periods.
11. VERY IMPORTANT: some courses may have mid-term and final examinations; to get the
final mark, you must take and pass all the exams.
12. Transcript of Records will not include failed examinations. According to the Italian
University system, the pass marks range from 18 to 30 (or 30 cum laude)

If you stay for one semester, there is only one period to submit your Learning Agreement and any
changes through the “During the mobility” form (this to be presented no more than twice per
semester).

If you stay for one year, two periods are available for modifications: the first in autumn and the
latter in spring.

First period (first semester) – October-November
   From the beginning of October to the end of November
Second period (second semester) – March-April
   From the beginning of March the end of 30 April

WHERE TO PRESENT YOUR LEARNING AGREEMENT

Learning Agreement Desk
(Banchi di Sotto, 55 – Main University Building - Rettorato)
Opening hours:
Mon, Wed, Fri: 10am – 12pm
Tue, Thu: 2pm – 4pm

PLEASE NOTE: IF YOU ARE A STUDENT FROM HEALTHCARE AREA AS WELL AS DEPARTMENTS OF FILOLOGIA E CRITICA
DELLE LETTERATURE ANTICHE E MODERNE AND SCIENZE DELLA FORMAZIONE, SCIENZE UMANE E DELLA
COMUNICAZIONE INTERCULTURALE, YOU SHALL HAVE TO PRESENT YOUR DOCUMENTS TO THE APPROPRIATE
STUDENT OFFICE (SEE RESERVED SECTION BELOW).

PLEASE NOTE: Before going to the Learning Agreement Desk, only during the abovementioned
periods, you are kindly requested to make an appointment on https://segreteriaonline.unisi.it

HOW TO SCHEDULE AN APPOINTMENT:

Enter you UNISIPASS credentials on Segreteria online (Login – left column), then click on Menu
(top right), go to Calendario Appuntamenti and click on “Consegna documentazione Learning
Agreement”. Choose suitable date and time and confirm it by clicking on it.

FOR HEALTCARE STUDENTS ONLY
PRESENTATION OF LEARNING AGREEMENT

Student Office: Centro didattico Policlinico Le Scotte Viale Bracci, 16

Mon, Wed 9am – 1:30pm
Tue 2pm-3:30pm by appointment only
Thu 2pm-3:30pm
Fri 9:30am-12:30pm by appointment only

HOW TO SCHEDULE AN APPOINTMENT:

Enter your UNISIPASS credentials on Segreteria online (Login – left column), then click on Menu (top right), go to Calendario Appuntamenti and click on “medicina”. Choose suitable date and time and confirm it by clicking on it. or send an e-mail to medicina@unisi.it

FOR FILOLOGIA E CRITICA DELLE LETTERATURE ANTICHE E MODERNE (Siena) STUDENTS ONLY

PRESENTATION OF LEARNING AGREEMENT

Student Office: Palazzo S. Niccolò - Via Roma 56

Mon, Wed 9am – 1:30pm
Tue 2pm-3:30pm by appointment only
Thu 2pm-3:30pm
Fri 9:30am-12:30pm by appointment only

To schedule an appointment, you need to send an e-mail the day before by 1pm to didattica.dfclam@unisi.it and receive confirmation.

FOR SCIENZE DELLA FORMAZIONE, SCIENZE UMANE E DELLA COMUNICAZIONE INTERCULTURALE (Arezzo) STUDENTS ONLY

PRESENTATION OF LEARNING AGREEMENT

Student Office: Arezzo - Loc. Il Pionta - Palazzina dell'orologio – ground floor

Mon, Wed 9am – 1:30pm
Tue 2pm-3:30pm by appointment only
Thu 2pm-3:30pm
Fri 9:30am-12:30pm by appointment only

To schedule an appointment, you need to send an e-mail the day before by 1pm to didattica.dsfuci@unisi.it
BEFORE YOU LEAVE

- At the end of your Erasmus period, before you leave, you will have to fill and hand to the appropriate desk your END OF STAY FORM.

- The END OF STAY is a form regarding the University of Siena and is required to start the procedure to close your Erasmus (or other grant) period in Siena and to send out your Transcript of Records.

- It must be fully compiled and stamped by your University library (proving that you have returned any books borrowed), Welcome Incoming Mobility Office and Learning Agreement Desk.

- The last stamp is to be put by the desk that will start the closing procedure of your stay in Siena, check your exams and, after being registered all of them, will emailed your Transcript of Records to your University and copy you.

PLEASE NOTE: IF YOU ARE A STUDENT FROM HEALTHCARE AREA AS WELL AS DEPARTMENTS OF FILOLOGIA E CRITICA DELLE LETTERATURE ANTICHE E MODERNE AND SCIENZE DELLA FORMAZIONE, SCIENZE UMANE E DELLA COMUNICAZIONE INTERCULTURALE, YOU SHALL HAVE TO PRESENT YOUR END OF STAY FORM TO THE APPROPRIATE STUDENT OFFICE.

- Dovete consegnare anche il modulo di «conferma di partenza» o «certificato di attendance» rilasciato dalla vostra Università, al momento della partenza, lo dovete presentare al desk competente che provvederà a compilarlo e timbrarlo. La data di partenza sarà la stessa per l’END OF STAY FORM e per il modulo di «conferma di partenza» / «certificato di attendance»

- If required by your home University, you must also bring your *departure confirmation form* or *attendance certification form* to the appropriate desk, who will complete and return it to you.

- The same departure date will be put on the END OF STAY FORM as well as on the *departure confirmation form* / *attendance certification form*. The date on the END OF STAY is the official ending date of your Erasmus period, i.e. the day you will show up at the desk; it is not possible to provide a different date.

TRANSCRIPT OF RECORDS
The Transcript of Records is a document stating the credits earned at the University of Siena and bears a list of passed examinations including name of exam, mark and credits earned.

It is a digital document; it cannot be printed or mailed. It will be emailed to the email address written on the END OF STAY FORM and you will be copied.