Application form Exchange Programme

Application form and Learning agreement must be sent by email to exchange@unipi.it together with:

1. The statement of exams passed at your home university (Transcript of records)
2. Photocopy of a valid identity document (passport for non-EU students)

(Please write in Capital Letters)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Student**  | **Last name(s)** | **First name(s)** | **Date of birth** | **Nationality** | **Sex [M/F]** | **Study cycle** | **Field of education**  |
|  |  |  |  |  |  |  |
| **Email address** | **Telephone** | **Mobile Phone NO.** |
|  |  |  |
| **Sending Institution**   | **Name** | **Department** | **Address** | **Country** | **Contact person name to be referred to as nominated in the agreement** |
|  |  |  |  |  |
| **City** | **Email address** | **Telephone** |
|  |  |  |  |
| **Receiving Institution**  | **Name** | **Department concerning the agreement** | **Area of interest** | **Contact person name to be referred to as nominated in the agreement** |
| Università di Pisa |  |  |  |
| **Email address** | **Telephone** |
|  |  |

REQUESTS

 As an exchange student, to be admitted to attend for the academic year 20\_\_\_\_20\_\_\_\_

A the 1st Semester (September-February)

AL the 2nd Semester (February-July)

 the entire academic year (September-July)

The undersigned:

a) is aware that the University credentials, received when registering on the Alice Portal website ([www.studenti.unipi.it](http://www.studenti.unipi.it/)), allow access to the University’s network and related services, starting from the completion of enrolment;

b) is committed to respecting the Rules and Regulations for accessing the web’s services, the current regulations and the GARR Acceptable Use Policy (available at the address www.garr.it/docs/garr-b-aup.shtml) and in particular the obligations of the user under art. 4.2 of the said Regulations as set out in an attachment to this application form;

c) is aware that upon enrolling at the University of Pisa, he/she must submit the following documents:

* a photocopy of a valid passport or identity card;
* a residence permit or a copy of the postal receipt attesting to the postal application for the same (only for non-U.E. Citizens).

(Handling of personal data: in accordance with EU Regulation n° 679/2016, "General Regulation regarding the protection of personal data", the personal data herein authorised to be collected by the University of Pisa will be used exclusively for institutional purposes, in full respect of current legislation).

Date, \_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of applicant

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LEARNING AGREEMENT

|  |
| --- |
| **Before the mobility** |
| **Study Programme at the Receiving Institution****Planned period of the mobility: from [month/year] ………………. to [month/year] ………….……** |
| **Component code**(if any) | **Component title at the Receiving Institution(as indicated in the ECTS catalogue)**  | **Semester [e.g. autumn/spring; term]** | **Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion** |
|   |  |  |  |
|   |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  |  |  | **Total: …** |
| **Web link to the ECTS catalogue at the Receiving Institution describing the learning outcomes: https://www.unipi.it/index.php/ects** |
|  |  |  |  |  |  |  |  |
| **The level of language competence in \_\_\_\_\_\_\_\_ [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: A1** [ ]  **A2** [ ]  **B1** [ ]  **B2** [ ]  **C1** [ ]  **C2** [ ]  **Native speaker** [ ]  |

|  |  |  |
| --- | --- | --- |
|   |  |  ***Recognition at the Sending Institution*** |
| **Table B****Before the mobility** | **Component code** (if any) | **Component title at the Sending Institution**(as indicated in the course catalogue) | **Semester** [e.g. autumn/spring; term] | **Number of curricular ECTS credits to be recognised** | **Number of extra-curricular ECTS credits to be recognised** |
|   |   |  |  |  |  |
|   |   |  |  |  |  |
|   |  |  |  |  |  |
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|  |  |  |  |  |  |
|   |  |  |  | **Total: …** | **Total:** |
| Provisions applying if the student does not complete successfully some educational components: *[web link to the relevant information]* |
|  |  |  |  |  |  |  |  |  |  |
| ***Commitment*** By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period. |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Student |  |  | *Student* |  |  |
| Responsible person at theSending Institution |  |  |  |  |  |
| Responsible person at theReceiving Institution |  |  |  |  |  |

**During the Mobility**

 **Planned period of the mobility: from [day/month/year] ……………………………………. till [day/month/year] ……………………………………**

|  |  |
| --- | --- |
|    | **Exceptional changes to Table A**(to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution) |
| **Table A2****During the mobility** | **Component code** (if any) | **Component title at the** **Receiving Institution**(as indicated in the ECTS catalogue)  | **Deleted component**[tick if applicable] | **Added component**[tick if applicable] | **Reason for change** | **Number of ECTS credits (or equivalent)** |
|   |   |  | [ ]  | [ ]  | Choose an item. |  |
|   |   |  | [ ]  | [ ]  | Choose an item. |  |
|  |  | **Exceptional changes to Table B (if applicable)**(to be approved by e-mail or signature by the student and the responsible person in the Sending Institution) |
| **Table B2****During the mobility** | **Component code** (if any) | **Component title at the** **Sending Institution**(as indicated in the course catalogue)  | **Deleted component**[tick if applicable] | **Added component**[tick if applicable] | **Number of curricular ECTS credits to be recognised** | **Number of extra-curricular ECTS credits to be recognised** |
|   |   |  | [ ]  | [ ]  |  |  |
|   |   |  | [ ]  | [ ]  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Date** | **Signature for approval** |
| Student |  |  |  |
| Responsible person at theReceiving Institution |  |  |  |
| Responsible person at theSending Institution |  |  |  |

**After the Mobility**

|  |  |
| --- | --- |
|  | ***Transcript of Records at the Receiving Institution*** **Start and end dates of the study period: from [day/month/year] ………………..……. to [day/month/year] …………………….** |
| **Table C****After the mobility** | **Component code** (if any) | **Component title at the Receiving Institution** (as indicated in the course catalogue)  | **Was the component successfully completed by the student?** [Yes/No] | **Number of ECTS credits** (or equivalent) | **Grades received at the Receiving Institution** |
|   |  |  |  |  |
|   |  |  |  |  |
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|  |  |  |  |  |
|  |  |  | **Total: …** |  |
|  | **Name** | **Date** | **Signature for approval** |
| Responsible person at theReceiving Institution |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|   |  | ***Transcript of Records and Recognition at the Sending Institution*****Start and end dates of the study period: from [day/month/year] ……………..……. to [day/month/year] ………………..…….** |
| **Table D****After the mobility** | **Component code** (if any) | **Title of recognised component** **at the Sending Institution** (as indicated in the course catalogue)  | **Number of curricular ECTS credits to be recognised** | **Number of extra-curricular ECTS credits to be recognised** | **Grades registered at the Sending Institution** (if applicable) |
|   |  |  |  |  |
|   |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  | **Total: …** | **Total: …** |  |
|  | **Name** | **Date** | **Signature for approval** |
| Responsible person at theSending Institution |  |  |  |  |