

# COURSE RECOGNITION AFTER MOBILITY

After returning from your study stay abroad, it is necessary to **submit the following documents:**

- The final version of the **LEARNING AGREEMENT** (which corresponds to the courses listed in the Transcript of Records)
- In the case of mobility within **ERASMUS+** or to **Switzerland**, also the **CONFIRMATION OF STUDY PERIOD**
- The **REPORT ON STAY ABROAD** in InSIS (you can find it by selecting *Evaluation of abroad placement*)
- For **ERASMUS+**, additionally the **REPORT ON STAY ABROAD** completed in the Beneficiary Module
- Verified **TRANSCRIPT OF RECORDS** from the receiving university

Once these documents are **confirmed** in the checklist, you will **RECEIVE INSTRUCTIONS FROM YOUR COORDINATOR TO APPLY FOR COURSE RECOGNITION.**

## My placements abroad

Application supporting the foreign administration of a currently selected studies.



| After return                          |  |   |   |   |  |   |  |   |
|---------------------------------------|--|---|---|---|--|---|--|---|
| Learning Agreement (changes) in InSIS | LEARNING AGREEMENT "Changes" - a copy of document duly signed (only in case of changes of courses) | CONFIRMATION OF STUDY PERIOD (copy uploaded to InSIS) | Confirmation of Study Period (original delivered) | Report on stay abroad (submitted via InSIS) | REPORT ON STAY ABROAD submitted via Beneficiary Module | REPORT ON STAY ABROAD Beneficiary Module Recognition Report | TRANSCRIPT OF RECORDS + number of credits achieved | ACADEMIC RECOGNITION (registered in InSIS; number of credits transferred - should correspond to LA/ToR) |
| ✓  N/A                                | ✓ n/a  | ✓   | ✓ doručen originál                                | ✓ 26. 12. 2023                              | ✓  bez recognition reportu                             | ✓   | ✓  ověřeno OZS / splněno 24 ECTS                   | ✓   |

**YOU WILL NOT BE ABLE TO SUBMIT THE APPLICATION BEFORE THE POST-MOBILITY REQUIREMENTS MENTIONED ABOVE ARE CONFIRMED, SO PLEASE MAKE SURE TO WAIT FOR THE INSTRUCTIONS FROM YOUR COORDINATOR.**

# COURSE RECOGNITION AFTER MOBILITY

After receiving the instructions from your coordinator, you can proceed to submit the **application for course recognition**.

In the InSIS application on the *Student's Portal*, go to the *My Placements Abroad* section and click on **Learning Agreement – Study Plan Abroad**.

## My placements abroad

Application supporting the foreign administration of a currently selected studies.



**1** **TABLE A “Courses of the Individual Study Plan for Abroad”** will already be pre-filled – you just need to check whether the listed courses, their titles, and the number of ECTS credits match your Transcript of Records.

## Learning Agreement (Study plan abroad)

LUISS - Libera Università Internazionale degli Studi Sociali Guido Carli 2023/2024

Use the application to create study plan for abroad study.

### Courses of the individual study plan for abroad

The table shows a list of courses that you have already included in your study plan for abroad.

| Code                    | Course | Semester | Number of ECTS credits |
|-------------------------|--------|----------|------------------------|
| No suitable data found. |        |          |                        |

### Changes made

The table shows a list of changes in comparison with the original study plan for abroad.

| Type of modification | Code | Semester | Course                  | Number of ECTS credits |
|----------------------|------|----------|-------------------------|------------------------|
| ✓                    | AN2  |          | Contemporary History    | 8                      |
| ✓                    | T008 |          | International Relations | 8                      |
| ✓                    | AN6  |          | Sociology               | 8                      |

[Key \(click to show/hide\)](#)

### Courses of the individual study plan at home being completed abroad

List of courses which you will complete by studying abroad. Total of credits should correspond to the total of credits from the individual study plan for abroad.

| Code | Course                                    | Faculty | Mode of completion | Lang. | Result        | Number of ECTS credits |
|------|---|---------|--------------------|-------|---------------|------------------------|
| UP01 | Transfer Credit (International Relations) | PEDO    | Exam ECTS          | eng   | excellent (1) | 8                      |
| UP02 | Transfer Credit (Contemporary History)    | PEDO    | Exam ECTS          | eng   | excellent (1) | 8                      |
| UP03 | Transfer Credit (Sociology)               | PEDO    | Exam ECTS          | eng   | excellent (1) | 8                      |

TRANSCRIPT OF RECORDS

[Redacted] is enrolled in this University for 2023/2024 academic year within the framework of the Erasmus Programme or other International Exchange programme.

She has passed the following examinations with the marks indicated:

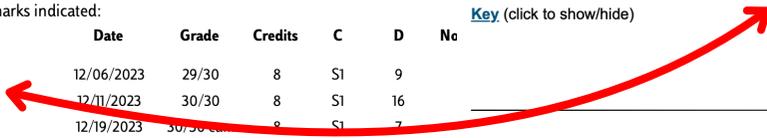
| Exam Description          | Date       | Grade           | Credits | C  | D | No |
|---------------------------|------------|-----------------|---------|----|---|----|
| 1 SOCIOLOGY               | 12/06/2023 | 29/30           | 8       | S1 |   | 9  |
| 2 INTERNATIONAL RELATIONS | 12/11/2023 | 30/30           | 8       | S1 |   | 16 |
| 3 CONTEMPORARY HISTORY    | 12/19/2023 | 30/30 cum laude | 8       | S1 |   | 7  |

**Date** Date of the exam (month / day / year)  
**Grade** LUISS Guido Carli grades (scale : 18/30 -> 30/30 cum laude = 30/30 L.)  
**Credits** ECTS credits  
**C** Duration and period of the course (S1= I semester / S2= II semester / A1= full year)  
**D** Distribution of grades. Percentage of students who obtained this mark (Study Course)

This certificate has been issued just FOR INTERNAL USE

Rome, 01/25/2024

The Registrar  
**LUISS**  
 Dott.ssa Federica Capone



Courses of the individual study plan at home being completed abroad

List of courses which you will complete by studying abroad. Total of credits should correspond to the total of credits from the individual study plan for abroad.

| Sel.                     | Code | Course          | Faculty | Mode of completion | Lang. | Result | Number of ECTS credits | Gr. | Study period        | Changed    | Changed by | Recognized | Recognized by | Modify  |
|--------------------------|------|-----------------|---------|--------------------|-------|--------|------------------------|-----|---------------------|------------|------------|------------|---------------|---|
| <input type="checkbox"/> | UP05 | Transfer credit | PEDO    |                    |       |        |                        |     | WS 2024/2025 - PEDO | 03/07/2024 |            |            |               |  |

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Proceed to **TABLE B “Courses of the Individual Study Plan at Home Being Completed Abroad”**, which indicates how the courses will be recognized within your degree program (i.e., how they will appear on your diploma). Here, it is necessary to fill in the information confirming the completion of the courses during your stay abroad.

Click on the **Modify** icon and fill in the following:

- **MODE OF COMPLETION** (credit – pass/fail, or exam with a specific grade)
- **RESULT** (actual result according to the Transcript of Records)
- Recognition Group – **TYPE OF GROUP**
- Date of Completion – **ACTUAL DATE OF COMPLETION**

Then, **save** the entered information and **continue in the same way for all courses listed in the table.**

On this page you change the data regarding course recognition, such as date or number of credits.

|                            |                            |
|----------------------------|----------------------------|
| Mode of completion         | Pass credit ECTS           |
| Result                     | -- not entered --          |
| Number of ECTS credits     | 6                          |
| Type of group              | -- not entered --          |
| Actual date of completion  | DD/MM/YYYY                 |
| The actual name            | Internaitonal Business     |
| Real name in English       | Internaitonal Business     |
| Studied in language        | Arabic                     |
| Category                   | Components for recognition |
| Conditions for recognition |                            |

**At the end, the sum of ECTS in TABLE A and TABLE B must be EQUAL**

Save

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Finally, submit the application by clicking on **“Apply for Course Recognition”** – this will forward it for approval to the relevant Vice-Dean of your faculty via Contact Centre.

If you completed compulsory or minor specialization courses abroad, **make sure to attach the course guarantor’s approval** to your application for recognition in the **Contact Centre**. This is the same approval you obtained when filling out the **Learning Agreement – Before Mobility**.

Apply for course recognition

If all prerequisites have been fulfilled, it is possible to apply for recognition of courses from the home university result in filing a query in the contact centre. Further editing of courses won't be possible.

Apply for course recognition