

# LEARNING AGREEMENT FOR STUDIES

## The Student

Last name (s)		First name (s)	
Date of birth		Nationality <sup>1</sup>	
Sex [M/F]		Academic year	20../20..
Study cycle <sup>2</sup>		Subject area, Code <sup>3</sup>	
Phone		E-mail	

## The Sending Institution

Name		Faculty	
Erasmus code (if applicable)		Department	
Address		Country, Country code <sup>4</sup>	
Contact person <sup>5</sup> name		Contact person e-mail / phone	

## The Receiving Institution

Name		Faculty	
Erasmus code (if applicable)		Department	
Address		Country, Country code	
Contact person <sup>4</sup> name		Contact person e-mail / phone	

<sup>1</sup> Country to which the person belongs administratively and that issues the ID card and/or passport.

<sup>2</sup> Short cycle (EQF level 5) / bachelor or equivalent first cycle (EQF level 6) / master or equivalent second cycle (EQF level 7) / doctorate or equivalent third cycle (EQF level 8).

<sup>3</sup> Please refer to the ISCED 2013 subject field that is closest to the subject of the degree to be awarded to the student by the sending institution. For the list of detailed subject fields, see: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>.

<sup>4</sup> Please use ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

<sup>5</sup> A person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or will work at the international relations office or equivalent body within the institution.

## Section to be completed BEFORE THE MOBILITY

### I. PROPOSED MOBILITY PROGRAMME

Planned dates of the start and the end of the study period:

from [day/month/year] ..... till [day/month/year] .....

This Learning Agreement includes all the educational components<sup>6</sup> to be carried out by the student at the receiving institution.

[The student is recommended to take educational components totalling a minimum of 30 ECTS<sup>7</sup> credits per semester or 15 ECTS credits per trimester.]

[If applicable, additional educational components that the student follows above the required number of ECTS credits needed for his/her degree curriculum are also listed below.]

Table A: Study programme abroad

Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Semester [autumn / spring] [or term]	Number of ECTS credits to be awarded by the receiving institution upon successful completion of the component <sup>8</sup>
		...	
		...	
		...	
			Total:

**Web link to the course catalogue at the receiving institution:**

*Web link(s) to be provided*

<sup>6</sup> An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

<sup>7</sup> In countries where the "ECTS" system it is not in place, in particular for institutions located in partner countries not participating in the Bologna process, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used.

<sup>8</sup> The sending institution should fully recognise this number of ECTS credits and any exception to this rule should be documented in an annex of the Learning Agreement and agreed by all parties.

If successfully completed, the educational components of the study programme abroad will be recognised by the sending institution in the following way:

Table B: Set of components to be replaced at sending institution

Component code (if any)	Component title (as indicated in the course catalogue) at the sending institution	Semester [autumn / spring] [or term]	Number of ECTS credits
		...	
			<i>Total:</i>
		...	
		...	
		...	
			<i>Total:</i>

In case some educational components would not be successfully completed by the student, the following provisions will apply: [please specify or provide a weblink to the relevant information.]

#### **Language competence of the student**

The level of language competence<sup>9</sup> in ..... [language of instruction] that the student already has or agrees to acquire by the start of the study period (for the above-mentioned dates) is:

A1  A2  B1  B2  C1  C2

## **II. RESPONSIBLE PERSONS**

#### **Responsible person<sup>10</sup> in the sending institution:**

Name: \_\_\_\_\_ Function: \_\_\_\_\_  
 Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### **Responsible person<sup>11</sup> in the receiving institution:**

<sup>9</sup> For the Common European Framework of Reference for Languages (CEFR) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

<sup>10</sup> An academic who has the authority to approve the mobility programme of outbound students (Learning Agreements), to exceptionally amend them when it is needed, as well as to guarantee full recognition of such programmes on behalf of the responsible academic body.

Name:	Function:
Phone number	E-mail:

### III. COMMITMENT OF THE THREE PARTIES

By signing<sup>12</sup> this document, the student, the sending institution and the receiving institution confirm that they approve the proposed Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and receiving institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the inter-institutional agreement for institutions located in partner countries).

The receiving institution confirms that the educational components listed in Table A are in line with its course catalogue.

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<sup>13</sup>.

The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

<b>The student</b>	
Student's signature	Date:

<b>The sending institution</b>	
Responsible person's signature	Date:

<b>The receiving institution</b>	
Responsible person's signature	Date:

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<sup>11</sup> An academic who has the authority to approve the mobility programme of incoming students and is committed to give them academic support in the course of their studies at the receiving institution.

<sup>12</sup> Scanned copies of signatures or digital signatures are recognised. There is no need to circulate papers with original signatures.

<sup>13</sup> Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties.

## Section to be completed DURING THE MOBILITY

### CHANGES TO THE ORIGINAL LEARNING AGREEMENT

*[The section to be completed before the mobility should be kept unchanged, and changes should be described in this section only.]*

#### I. EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME

*[Exceptional changes should be made within a month. Only if absolutely necessary, any party can request changes within the first two-week period after regular classes/educational components have started. All these changes have to be agreed by the three parties within a two-week period after the request.]*

Table C: Exceptional changes to study programme abroad

<b>Component code (if any) at the receiving institution</b>	<b>Component title (as indicated in the course catalogue) at the receiving institution</b>	<b>Deleted component <i>[tick if applicable]</i></b>	<b>Added component <i>[tick if applicable]</i></b>	<b>Reason for change <sup>14</sup></b>	<b>Number of ECTS credits to be awarded by the receiving institution upon successful completion of the component<sup>15</sup></b>
	Course 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A1	5
	Course 3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	B1	5
					Total: .....

*[Only if changes affect table B, please insert a revised version below and label the table as "Table D: Exceptional changes to set of components to be replaced at sending institution".]*

<sup>14</sup> Reasons for deleting a component: A1) Previously selected educational component is not available at receiving institution A2) Component is in a different language than previously specified in the course catalogue A3) Timetable conflict, A4) Other (please specify).

Reason for adding a component: B1) Substituting a deleted component, B2) Extending the mobility period, B3) Other (please specify).

<sup>15</sup> The sending institution should fully recognise this number of ECTS credits and any exception to this rule should be documented in an annex of the Learning Agreement and agreed by all parties.

## II. CHANGES IN THE RESPONSIBLE PERSON(S), if any:

### **New responsible person in the sending institution:**

Name:

Function:

Phone number:

E-mail:

### **New responsible person in the receiving institution:**

Name:

Function:

Phone number:

E-mail:

## III. COMMITMENT OF THE THREE PARTIES

The student, the sending institution and the receiving institution confirm that the proposed amendments to the Learning Agreement are approved.

*[Agreement of the proposed amendments by email is accepted. Original or scanned signatures are not mandatory for this specific section.]*

### **The student**

Student's signature or approval by e-mail

Date:

### **The sending institution**

Responsible person's signature or approval by e-mail

Date:

### **The receiving institution**

Responsible person's signature or approval by e-mail

Date:

## Section to be completed AFTER THE MOBILITY

### RECOGNITION DOCUMENT

*[This Recognition Document must be issued together with the sections before and during mobility and it can additionally be issued independently].*

Actual dates of the start and the end of the study period:

from [day/month/year] ..... till [day/month/year] .....

*[The receiving institution commits to provide the sending institution and the student with a Transcript of Records<sup>16</sup> according to Table E below and containing all the educational components agreed in the above sections. This should be done within a period stipulated in the inter-institutional agreement and normally not longer than five weeks after publication/proclamation of the student's results at the receiving institution.]*

Table E: Transcript of Records

Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Was the component successfully completed by the student? [Yes/No]	Number of ECTS credits	Receiving institution grade
<i>Example:</i>				
	<i>Course 3</i>	Y	5	...
	<i>Module 2</i>	Y	10	...
	<i>Thesis research</i>	Y	15	...
			<i>Total: 30</i>	

*[Following the receipt of the Transcript of Records from the receiving institution, the sending institution commits to provide to the student a Recognition Document including Table E above and the completed Table F below, without further requirements from the student, and within five weeks.]*

Table F: Recognition outcomes

Component code (if any)	Component title (as indicated in the course catalogue) at the sending institution	Number of ECTS credits	Sending institution grade, if applicable
<i>Example 1:</i>			
	<i>Mobility window</i>	30	
		<i>Total: 30</i>	

<sup>16</sup> Grading distribution information should be attached to the Transcript of Records (or a web link where this information can be found).

<i>Example 2:</i>			
	<i>Course x</i>	<i>10</i>	
	<i>Module y</i>	<i>10</i>	
	<i>Laboratory work</i>	<i>10</i>	
		<i>Total: 30</i>	

All the above educational components will appear as well in the student's Diploma Supplement with also the exact title that they had in the receiving institution.