**LEARNING AGREEMENT FOR STUDIES**

**The Student**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |
| Date of birth |  | Nationality |  |
| Sex [*M/F*] |  | Academic year | 20../20.. |
| Study cycle |  | Subject area,Code |  |
| Phone |  | E-mail |  |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Faculty |  |
| Erasmus code (if applicable) |  | Department |  |
| Address |  | Country,Country code |  |
| Contact person name |  | Contact persone-mail / phone |  |

**The Receiving Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name  |  | Faculty |  |
| Erasmus code (if applicable) |  | Department |  |
| Address |  | Country,Country code |  |
| Contact person4 name |  | Contact persone-mail / phone |  |

#### **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*[[1]](#footnote-1)* 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[[2]](#footnote-2) 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** |
| *Example:* |  |  |  |
|  | *Course unit 1* | *…* | *5* |
|  | *Module 2*  | *…* | *10*  |
|  | *Thesis research* | *…* | *15* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | *Total: 30* |

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

|  |
| --- |
| *Web link(s) to be provided* |

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**  |
| *Example 1:* |  |  |  |
|  | *Mobility window* | *…* | *30* |
|  |  |  | *Total: 30* |
| *Example 2:* |  |  |  |
|  | *Course x* | *…* | *10* |
|  | *Module y*  | *…* | *10*  |
|  | *Laboratory work* | *…* | *10* |
|  |  |  | *Total: 30* |

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 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 in the sending institution:**Name: Function: Phone number: E-mail:  |

|  |
| --- |
| **Responsible person in the receiving institution:**Name: Function: Phone number: E-mail:  |

**III. COMMITMENT OF THE THREE PARTIES**

By signing[[3]](#footnote-3) 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[[4]](#footnote-4).

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.

|  |
| --- |
| **The student**Student’s signature Date:  |

|  |
| --- |
| **The sending institution**Responsible person’s signature Date:  |

|  |
| --- |
| **The receiving institution**Responsible person’s signature Date:  |

**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 decribed 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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Component code (if any) at the receiving institution**  | **Component title (as indicated in the course catalogue) at the receiving institution** | **Deleted component*****[tick if applicable]*** | **Added component*****[tick if applicable]*** | **Reason for change**  | **Number of ECTS credits to be awarded by the receiving institution upon successful completion of the component** |
|  | *Course 1* | ⌧ | □ | A1 | 5 |
|  | *Course 3* | □ | ⌧ | 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".]*

#### **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 indepently].*

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[[5]](#footnote-5) 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** |
| *Example:* |  |  |  |  |
|  | *Course 3* | *Y* | *5* | *…* |
|  | *Module 2*  | *Y* | *10*  | *…* |
|  | *Thesis research* | *Y* | *15* | *…* |
|  |  |  | *Total: 30* |  |

*[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** |
| *Example 1:* |  |  |  |
|  | *Mobility window* | *30* |  |
|  |  | *Total: 30* |  |
| *Example 2:* |  |  |  |
|  | *Course x* | *10* |  |
|  | *Module y*  | *10*  |  |
|  | *Laboratory work* | *10* |  |
|  |  | *Total: 30* |  |

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.

1. 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. [↑](#footnote-ref-1)
2. 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. [↑](#footnote-ref-2)
3. Scanned copies of signatures or digital signatures are recognised. There is no need to circulate papers with original signatures. [↑](#footnote-ref-3)
4. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all
 parties. [↑](#footnote-ref-4)
5. Grading distribution information should be attached to the Transcript of Records (or a web link where this information can be found). [↑](#footnote-ref-5)