

LEARNING AGREEMENT FOR STUDIES

The Student

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

The Sending Institution

Name		Faculty	
Erasmus code (if applicable)		Department	
Address		Country, Country code ^{iv}	
Contact person ^v name		Contact person e-mail / phone	

The Receiving Institution

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

[Additional contact persons that the sending or the receiving institution wants to introduce can be added in this box.]

For Guidelines, please look at Annex 1, for end notes please look at Annex 2.

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Planned period of the mobility: from [month/year] till [month/year]

Table A: Study programme abroad.^{vi}

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
			Total:

Web link to the course catalogue at the receiving institution:

[Web link(s) to be provided.]

Table B: Program classes in which the student will earn didactical credits at sending institution (may be replaced by the "Course Credit Transfer" form from the sending institution)

Code of class	Name of the programm class	Semester [autumn / spring] [or term]	Number of ECTS credits
			Total:

Provisions that will apply if some educational components would not be successfully completed:

[Please, specify or provide a weblink to the relevant information.]The student will need to complete additional courses at home institution, providing required number of didactical credits, according to the requirements of the program of studies.

Language competence of the student

The level of language competence^{vii} in [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 ☐

[Other specific requirements that the sending or the receiving institution need to introduce can be added in this box.]

**II. RESPONSIBLE PERSONS****Responsible person^{viii} in the sending institution:**

Name:

Function:

Phone number:

E-mail:

Responsible person^{ix} in the receiving institution:

Name:

Function:

Phone number:

E-mail:

III. COMMITMENT OF THE THREE PARTIES

By signing 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. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties.

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

I. EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME

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 <i>[tick if applicable]</i>	Added component <i>[tick if applicable]</i>	Reason for change ^x	Number of ECTS credits to be awarded by the receiving institution upon successful completion of the component
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
					Total:

Table D : Exceptional changes of didactical credits earned in program classes (may be replaced by the modified Course Credit Transfer from the sending institution)

Cod e of clas s	Name of the programm class	Deleted component	Added component	Semester [autumn / spring] [or term]	Number of ECTS credits
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

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.

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

Start and end dates of the study period: from [day/month/year] till [day/month/year].

Table E: Transcript of Records (may be replaced by official transcript of records from the receiving institution)

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
			Total:	

[Signature of responsible person in receiving institution and date]

Table F: Recognition outcomes (may be replaced by the "Transfer of credits" form from the sending institution)

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
		Total:	

[Signature of responsible person in sending institution and date]

i

Nationality: Country to which the person belongs administratively and that issues the ID card and/or passport.

ii **Study cycle:** 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).

iii The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at http://ec.europa.eu/education/tools/isced-f_en.htm should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the sending institution.

iv **Country code:** ISO 3166-2 country codes available at: <http://www.iso.org/obp/ui/#search>.

v **Contact person:** 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.

vi 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.

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

viii **Responsible person in the sending institution:** 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.

ix **Responsible person in the receiving institution:** 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.

x **Reasons for exceptional changes to study programme abroad:**

Reasons for deleting a component Reason for adding a componentA1) Previously selected educational component is not available at receiving institutionB1) Substituting a deleted componentA2) Component is in a different language than previously specified in the course catalogueB2) Extending the mobility periodA3) Timetable conflictB3) Other (please specify)A4) Other (please specify)