LEARNING AGREEMENT FOR STUDIES

The Student

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

The Sending Institution

Name		Faculty	
Erasmus code (if applicable)		Department	
Address		Country, Country code[4]	
Contact person[5] 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	

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

Component[6] code (if any)	**Component title (as indicated in the course catalogue) at the receiving institution**	**Semester [autumn / spring] [or term]**	**ECTS credits**
			Total: ……

Web link to the course catalogue at the receiving institution describing the learning outcomes:

Table B: Group of educational components in the student's degree that would normally be completed at the sending institution and which will be replaced by the study abroad

NB no one to one match with Table A is required. Where all credits in Table A are recognised as forming part of the programme at the sending institution without any further conditions being applied, Table B may be completed with a reference to the mobility window (see guidelines).

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**
			Total: ……

If the student does not complete successfully some educational components, the following provisions will apply:

[Please, specify or provide a web link to the relevant information.]

Language competence of the student

The level of language competence[7] in *[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 ☐

II. RESPONSIBLE PERSONS

Responsible person[8] in the sending institution:

Name: Function:

Phone number: E-mail:

Faculty/Departmental coordinator in the receiving institution:

Name: Function: departmental coordinator

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 or additional components in case of extension of stay abroad

Component code	Component title (as indicated in the course catalogue) at the receiving institution	Deleted component	Added component	Reason for change[9]	ECTS credits
		☐	☐		
		☐	☐		
		☐	☐		
		☐	☐		
		☐	☐		
				Total ECTS:	……

The student, the sending and the receiving institutions confirm that they approve the proposed amendments to the mobility programme.

Approval by e-mail or signature of the student and of the sending and receiving institution responsible persons.

The student

Student's signature Date:

The sending institution

Responsible person's signature Date:

The receiving institution

Responsible person's signature Date:

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:

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

[2] **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).

[3] The ISCED-F 2013 search tool 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.

[4] **Country code**: ISO 3166-2 country codes available at: https://www.iso.org/obp/ui/#search.

[5] **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.

[6] 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.

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

[8] **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.

[9] **Reasons for exceptional changes to study programme abroad:**

Reasons for deleting a component	*Reason for adding a component*
A1) Previously selected educational component is not available at receiving institution	B1) Substituting a deleted component
A2) Component is in a different language than previously specified in the course catalogue	B2) Extending the mobility period
A3) Timetable conflict	B3) Other (please specify)
A4) Other (please specify)	