

# Learning Agreement Student Mobility for Studies

Higher Education:  
Learning Agreement form  
Student's name  
Academic Year 20.../20...

1.1.	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Gender [Male/Female/ Undefined]	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
	Student						
Sending Institution	Name	Faculty/Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; email; phone	
	Coordinator Home University				Home Country		
Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	
	Coordinator Host University				Host Country		

## Before the mobility

Study Programme at the Receiving Institution				
Planned period of the mobility: from [month/year] ..... to [month/year] .....				
Table A Before the mobility	Component <sup>6</sup> code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue <sup>7</sup> )	Semester	Number of ECTS credits (or equivalent) <sup>8</sup> to be awarded by the Receiving Institution upon successful completion
	Host01	Host Course 01	Summer Term 2020	6
	Host02	Host Course 02	Summer Term 2020	9
	Host03	Host Course 03	Summer Term 2020	6
	Host04	Host Course 04	Summer Term 2020	9
				Total: 30 ECTS
Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information]				

The level of language competence <sup>9</sup> in _____ [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>
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Recognition at the Sending Institution				
Table B Before the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
	Home01	Home Course 01	Summer Term 2020	10
	Home02	Home Course 02	Summer Term 2020	8
	Home03	Home Course 03	Summer Term 2020	6
	Home04	Home Course 04	Summer Term 2020	3
	Home05	Home Course 05	Summer Term 2020	3
				Total: 30 ECTS
Provisions applying if the student does not complete successfully some educational components: [web link to the relevant information]				

Commitment					
By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the 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 Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units 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 the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.					
Commitment	Name	Email	Position	Date	Signature
Student			Student		
Responsible person <sup>10</sup> at					

the Sending Institution					
Responsible person at the Receiving Institution <sup>11</sup>					

### During the Mobility

**Kommentiert [U01]:** In case of exceptional changes to the course selection prior the mobility (Table A)

Table A2 During the mobility	Exceptional changes to Table A (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)					
	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change <sup>12</sup>	Number of ECTS credits (or equivalent)
	Host01	Host Course 01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	6
	Host05	Host Course 05	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	6

Table B2 During the mobility	Exceptional changes to Table B (if applicable) (to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)				
	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Number of ECTS credits (or equivalent)
	Home03	Home Course 03	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6
	Home06	Home Course 06	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6

### After the Mobility

Table C After the mobility	Transcript of Records at the Receiving Institution Start and end dates of the study period: from [day/month/year] ..... to [day/month/year] .....				
	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Was the component successfully completed by the student? (Yes/No)	Number of ECTS credits (or equivalent)	Grades received at the Receiving Institution
	Host02	Host Course 02	Yes	9	1.7
	Host03	Host Course 03	Yes	6	2.0
	Host04	Host Course 04	Yes	9	3.0
	Host05	Host Course 05	Yes	6	1.0
				Total: 30	

**Kommentiert [U02]:** All completed courses and grades from the HOST university have to be listed here and confirmed by the Host coordinator (e.g. signed below table C)

Table D After the mobility	Transcript of Records and Recognition at the Sending Institution Start and end dates of the study period: from [day/month/year] ..... to [day/month/year] .....			
	Component code (if any)	Title of recognised component at the Sending Institution (as indicated in the course catalogue)	Number of ECTS credits (or equivalent) recognised	Grades registered at the Sending Institution (if applicable)
	Home01	Home Course 01	10	1.7
	Home02	Home Course 02	8	3.0
	Home04	Home Course 04	3	2.0
	Home05	Home Course 05	3	2.0
	Home06	Home Course 06	6	1.0
			Total: 30	

**Kommentiert [U03]:** All recognised courses from the HOME university have to be listed here and confirmed by the home coordinator (e.g. signed below table D)

- <sup>1</sup> **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport.
- <sup>2</sup> **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).
- <sup>3</sup> **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/iscde-f_en.htm) available at [http://ec.europa.eu/education/tools/iscde-f\\_en.htm](http://ec.europa.eu/education/tools/iscde-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.
- <sup>4</sup> **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.
- <sup>5</sup> **Contact person:** 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 works at the international relations office or equivalent body within the institution.
- <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> **Course catalogue:** detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.
- <sup>8</sup> **ECTS credits (or equivalent):** in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.
- <sup>9</sup> **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>
- <sup>10</sup> **Responsible person at the Sending Institution:** an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
- <sup>11</sup> **Responsible person at the Receiving Institution:** the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
- <sup>12</sup> **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

Reasons for deleting a component	Reason for adding a component
1. Previously selected educational component is not available at the Receiving Institution	5. Substituting a deleted component
2. Component is in a different language than previously specified in the course catalogue	6. Extending the mobility period
3. Timetable conflict	7. Other (please specify)
4. Other (please specify)	



## Learning Agreement Student Mobility for Studies

**Higher Education:**  
**Learning Agreement form**  
**Student's name**  
**Academic Year 20.../20...**

<b>Student</b>	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Sex [M/F]	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
	PhD Student						
<b>Sending Institution</b>	Name	Faculty/Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; email; phone	
	Coordinator Home University						
<b>Receiving Institution</b>	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	
	Coordinator Host University						

### Before the mobility

Study Programme at the Receiving Institution				
Planned period of the mobility: from [month/year] ..... to [month/year] .....				
<b>Table A Before the mobility</b>	Component <sup>6</sup> code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue <sup>7</sup> )	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) <sup>8</sup> to be awarded by the Receiving Institution upon successful completion
		Individual Research	Spring 2020	30
				<b>Total: 30 ECTS</b>
Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information]				

**Kommentiert [U01]:** In case of PhD students it is not necessary to have ECTS, because they are not credit-seeking students

The level of language competence<sup>9</sup> in \_\_\_\_\_ [indicate here 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 ☐ Native speaker ☐

Recognition at the Sending Institution				
<b>Table B Before the mobility</b>	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
		Mobility Window	Spring 2020	30
				<b>Total: 30 ECTS</b>
Provisions applying if the student does not complete successfully some educational components: [web link to the relevant information]				

### Commitment

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the 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 Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units 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 the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Commitment	Name	Email	Position	Date	Signature
Student			Student		
Responsible person <sup>10</sup> at the Sending Institution					



**Higher Education:  
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**Student's name**  
**Academic Year 20.../20...**

Responsible person at the  
Receiving Institution<sup>11</sup>

### During the Mobility

**Kommentiert [U02]:** If there are no exceptional changes, please disregard this table

Exceptional changes to Table A (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)						
Table A2 During the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change <sup>12</sup>	Number of ECTS credits (or equivalent)
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	

Exceptional changes to Table B (if applicable) (to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)					
Table B2 During the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

### After the Mobility

Transcript of Records at the Receiving Institution					
Start and end dates of the study period: from [day/month/year] ..... to [day/month/year] .....					
Table C After the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Was the component successfully completed by the student? [Yes/No]	Number of ECTS credits (or equivalent)	Grades received at the Receiving Institution
		Individual Research	Yes	30	
				Total: 30	

**Kommentiert [U03]:** All completed courses and grades from the HOST university have to be listed here and confirmed by the Host coordinator (e.g. signed below table C)

Transcript of Records and Recognition at the Sending Institution				
Start and end dates of the study period: from [day/month/year] ..... to [day/month/year] .....				
Table D After the mobility	Component code (if any)	Title of recognised component at the Sending Institution (as indicated in the course catalogue)	Number of ECTS credits (or equivalent) recognised	Grades registered at the Sending Institution (if applicable)
		Mobility Window	30	
			Total: 30	

**Kommentiert [U04]:** All recognised courses from the HOME university have to be listed here and confirmed by the home coordinator (e.g. signed below table D)



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<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> **Course catalogue:** detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.

<sup>8</sup> **ECTS credits (or equivalent):** in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

<sup>9</sup> **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europa.eu/europass/cedefop.europa.eu/en/resources/european-language-levels-cefr>

<sup>10</sup> **Responsible person at the Sending Institution:** an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

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<sup>12</sup> **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

<b>Reasons for deleting a component</b>	<b>Reason for adding a component</b>
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2. Component is in a different language than previously specified in the course catalogue	6. Extending the mobility period
3. Timetable conflict	7. Other (please specify)
4. Other (please specify)	