

## GUIDELINES

This template of Learning Agreement requires the information that the student, the sending and receiving institutions need to agree on to carry out and ensure recognition of mobility study periods under Erasmus+.

If the sending or the receiving institutions need to introduce other specific requirements, these can be added in the box in the first page (e.g. in case other contact people should be mentioned, for example, in the coordinating institution of a consortium).

### I. PROPOSED MOBILITY PROGRAMME

The proposed mobility programme includes the indicative start and end months and the agreed study programme that the student will carry out during his mobility period and which the sending institution commits to give recognition upon successful completion by the student.

### II. LEARNING AGREEMENT

The Learning Agreement must include **all the educational components to be carried out by the student** at the receiving institution (in table A) and it must contain as well the set of components to be replaced at sending institution upon successful completion by the student (in table B). Additional rows can be added as needed to tables A and B.

The student is recommended to take educational components totalling a minimum of 18 ECTS credits per semester. In case the student would follow additional educational components above the required number of ECTS credits needed for his/her degree curriculum, these additional credits must also be contained in the study programme outlined in table A.

**Corresponding number** is used to match the relevant courses from the host and home institutions. It means that the same course, similar course or a course provided by the host institution is recognized to the relevant course at home institution.

The sending institution must **fully recognise the number of ECTS credits contained in table A** and any exception to this rule should be documented in an annex of the Learning Agreement and agreed by all parties (i.e. in case of additional educational components above the required number of ECTS credits needed for the degree curriculum).

The sending institution must foresee which provisions will apply in case some educational components would not be successfully completed by the student.

All parties must **sign the document**; however, there is no need to circulate papers with original signatures because scanned copies of signatures or digital signatures are recognised.

Departmental coordinator or responsible person at the sending institution is an academic staff who has the authority to approve the mobility programme of outgoing students and guarantee full recognition of such programmes on behalf of the responsible academic body.

Departmental coordinator or responsible person at the receiving institution is an academic staff 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.

\* 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.

### III. CHANGES TO THE ORIGINAL LEARNING AGREEMENT

The section to be completed during the mobility is **only needed if it is necessary to introduce changes into the original Learning Agreement**. In that case, the section to be completed before the mobility should be kept unchanged, changes should be described in this section and both parts should remain together in a single document.

Requests for extension of the **duration** of the mobility programme should be made up to one month before the foreseen end date.

Changes to the mobility **study programme** should be exceptional, as the three parties have already agreed on a set of educational components to be taken abroad and how to recognise them on the light of the course catalogues that the sending and receiving institutions have committed to publish well in advance of the mobility periods and update regularly as ECHE holders. However, introducing changes may be unavoidable due to, for example, timetable conflicts or because the previously selected educational component is not available at receiving institution or it is in a different language than previously specified in the course catalogue.

#### **Reasons for exceptional changes to study programme at the receiving institution:**

| <i>Reasons for deleting a component</i>  | <i>Reason for adding a component</i> |
|--|--------------------------------------|
| 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)   |                                      |

These exceptional **changes to the mobility study programme should be made within a month**. 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. In the case of changes due to an extension of the duration of the mobility period, changes should be made as well as timely as possible.

Changes to the study programme abroad should be added in tables C and D, once they are agreed by all parties, the sending institution should fully recognise the number of ECTS credits present in table C. Any exception to this rule should be documented in an annex of the Learning Agreement and agreed by all parties as in the section before mobility. Only if the changes described in table C affect the set of

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components to be replaced at the sending institution upon successful completion by the student of the study programme at the receiving institution (table B), a revised version should be inserted and labelled as "Table D: The Courses to be recognized at the sending institution ". Additional rows can be added as needed to tables C and D.

**All parties must confirm that the proposed amendments to the Learning Agreement are approved.** For this specific section, original or scanned signatures are not mandatory as agreement of the proposed amendments by email is accepted.