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| ***This whole form must be completed on computer and then printed.***  |
| **Student** | **Last name(s)** | **E-mail address** | **Sex [M/F]** | **Field of education** [[1]](#endnote-1) | **Study cycle**[[2]](#endnote-2) |
|  |  |  |  |  |
| **First name(s)** | **Phone** | **Nationality**[[3]](#endnote-3) | **Date of birth** [day/month/year] |  |
|  |  |  |  |  |
|  |  |  |  |  |  |
| **Sending Institution** | **Name** | **Faculty/ Department** | **Erasmus code**[[4]](#endnote-4) | **Address** | **Country** |
|  **Czech University of Life Sciences**  **Prague** |  | **CZ PRAHA02** |  Kamýcká 129165 00 Praha – Suchdol | Czech Republic |
| **Responsible person name (= Departmental Coordinator)**[[5]](#endnote-5)**email; phone** | **Institutional Coordinator****email; phone** |
|  | Ing. Martina Vilimovskávilimovska@rektorat.czu.cz, +420 224 38 20 71 |
|  |  |  |  |  |  |
| **Receiving Institution** | **Name** | **Faculty/ Department** | **Erasmus code**[[6]](#endnote-6) | **Address** | **Country** |
|  |  |  |  |  |
| **Responsible person name (= Departmental Coordinator)**[[7]](#endnote-7)**email; phone** | **Institutional Coordinator****email; phone** |
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|  |  |  |  |  |  |  |
| **Before the mobility** |
|  |  |  |  |  |  |  |  |  |
| The level of language competence[[8]](#endnote-8) 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* [ ]  |

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| ***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 Sending 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 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. |

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|  | ***Study Programme at the Receiving Institution*****Planned period of the mobility: from [month/year] ……………..……. to [month/year] …………….……** |
| **Table A****Before the mobility** | **Component**[[9]](#endnote-9) **code**(if any) | **Component title at the Receiving Institution**(as indicated in the course catalogue[[10]](#endnote-10)) | **Semester** [e.g. autumn/spring; term] | **Number of ECTS credits**[[11]](#endnote-11) **to be awarded by the Receiving Institution upon successful completion** |
|   |   |  |  |  |
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|   |  |  |  | **Total: ………….** |
| Web link to the course catalogue at the Receiving Institution describing the learning outcomes: …………………………………………………………………………………………… |

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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** [e.g. autumn/spring; term] | **Number of ECTS credits to be recognised by the Sending Institution** |
|   |   |  |  |  |
|   |   |  |  |  |
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|   |  |  |  | **Total: …………..** |
| Provisions applying if the student does not complete successfully some educational components: *[web link to the relevant information]* |
|  |  |  |  |  |  |  |  |  |
| **Commitment** | **Name** | **Email** | **Date** | **Signature**  |
| Student |  |  |  |  |
| Responsible person[[12]](#endnote-12) at theSending Institution |  |  |  |  |
| Institutional Coordinator at the Sending Institution | Ing. Martina Vilimovská | vilimovska@rektorat.czu.cz  |  |  |
| Responsible person at theReceiving Institution[[13]](#endnote-13) |  |  |  |  |
| Institutional Coordinator at the Receiving Institution |  |  |  |  |

**During the Mobility**

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| **Student** | **Last name(s)** | **First name(s)** | **E-mail address** | **Erasmus code of the receiving institution** |
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|   | **Exceptional changes to Table A** |
| **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[[14]](#endnote-14)** | **Number of ECTS credits**  |
|   |   |  | [x]  | [ ]  | Choose an item. |  |
|   |   |  | [ ]  | [x]  | Choose an item. |  |
|  | **Total number of ECTS credits:** (table A1 and table A2) …………………………. (expected 30 ECTS/semester) |

|  |  |
| --- | --- |
| ***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) |  |

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|   | **Exceptional changes to Table B (if applicable)** |
| **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** |
|   |   |  | [ ]  | [ ]  |  |
|   |   |  | [ ]  | [ ]  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Commitment** | **Name** | **Email** | **Date** | **Signature** |
| Student |  |  |  |  |
| Responsible person[[15]](#endnote-15) at theSending Institution |  |  |  |  |
| Institutional Coordinator at the Sending Institution | Ing. Martina Vilimovská | vilimovska@rektorat.czu.cz  |  |  |
| Responsible person at theReceiving Institution[[16]](#endnote-16) |  |  |  |  |
| Institutional Coordinator at the Receiving Institution |  |  |  |  |

**After the Mobility**

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| --- | --- | --- |
| **Student**  | **Last name(s)** |  |
| **First name(s)** |  |
| **Institution** | **Erasmus code of the sending institution:** |  |
| **Erasmus code of the receiving institution:** |  |
| **Actual dates of the start[[17]](#footnote-1) and the end[[18]](#footnote-2) of the study period:****from** *[day/month/year]*……………………..………………………**till** *[day/month/year]……*……………………………..…………………… First day the student has been present at the receiving organisation for academic reasons (e.g. first course, welcoming event organised by the host institution, language and intercultural training etc…) The end of the study period is the last day the student has been present at the receiving organisation for academic reasons (e.g. end of exam period/course/work/mandatory sitting period...) |
| **Coordinator’s signature:** |  | **Date and stamp:** |  |
| **This confirmation has to be completed on computer and then print out.****This confirmation has to signed in the last 3 days of your stay. Otherwise it will not be accepted.****Certificates with amendments or crossing-outs will not be accepted.****Otherwise it will not be accepted.** |

***Transcript of Records at the Receiving Institution***

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| **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**  | **ECTS grade** | **Grades received at the Receiving Institution** |
|   |  |  |  |  |  |
|   |  |  |  |  |  |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total number of ECTS credits: ……..……** |
| **Coordinator’s signature:** |  | **Date and stamp:** |  |
|  |  |  |  |  |  |  |  |  |  |  |
|   | ***Transcript of Records and Recognition at the Sending Institution*** |
| **Table D****After the mobility** | **Component title at the Receiving Institution)** (as indicated in the course catalogue) | **Component code** (if any)  | **Title of recognised component** **at the Sending Institution** (as indicated in the course catalogue) | **Number of ECTS credits recognised** | **Grades registered at the Sending Institution** (if applicable) |
|   |  |  |  |  |
|   |  |  |  |  |
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|  |  |  |  |  |
| **Total number of ECTS credits: ……….…** |
| **Coordinator’s signature:** |  | **Date and stamp:** |  |

1. **Field of education:** 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. [↑](#endnote-ref-1)
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). [↑](#endnote-ref-2)
3. **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-3)
4. **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. [↑](#endnote-ref-4)
5. **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. [↑](#endnote-ref-5)
6. **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. [↑](#endnote-ref-6)
7. **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. [↑](#endnote-ref-7)
8. **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 [↑](#endnote-ref-8)
9. 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. [↑](#endnote-ref-9)
10. **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. [↑](#endnote-ref-10)
11. **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. [↑](#endnote-ref-11)
12. **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. [↑](#endnote-ref-12)
13. **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. [↑](#endnote-ref-13)
14. **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) |  |

 [↑](#endnote-ref-14)
15. **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. [↑](#endnote-ref-15)
16. **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. [↑](#endnote-ref-16)
17. First day the student has been present at the receiving organisation for academic reasons (e.g. first course, welcoming event organised by the host institution, language and intercultural training etc…) [↑](#footnote-ref-1)
18. The end of the study period is the last day the student has been present at the receiving organisation for academic reasons (e.g. end of exam period/course/work/mandatory sitting period...) [↑](#footnote-ref-2)