**Learning Agreement for Studies**

**Incoming Students**

**The Student**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name(s) |  | First name(s) |  |
| Date of birth | Select… | Nationality[[1]](#endnote-1) |  |
| Sex | Select… | Academic year | Select... |
| Study cycle[[2]](#endnote-2) | Select… | Subject area,  Code[[3]](#endnote-3) | Select… |
| Phone | + | E-mail |  |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Faculty |  |
| Erasmus code  (if applicable) |  | Department |  |
| Address |  | Country,  Country code | Select… |
| Erasmus Institutional  Coordinator[[4]](#endnote-4) name |  | Contact person  e-mail / phone |  |

**The Receiving Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Instituto Politécnico de Castelo Branco | School | Select... |
| Erasmus code  (if applicable) | P CASTELO01 | Department |  |
| Address | Av. Pedro Álvares Cabral, n.º 12  6000-084 Castelo Branco,  Portugal | Country,  Country code[[5]](#endnote-5) | Portugal, PT |
| Erasmus Institutional  Coordinator name | Conceição Baptista | E-mail/phone | cbaptista@ipcb.pt  +351 272 339 900 |

#### 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 Select… till Select….

Table A: Study programme abroad

|  |  |  |  |
| --- | --- | --- | --- |
| **Component[[6]](#endnote-6) code** | **Component title at the receiving institution** | **Semester** | **Number of ECTS credits to be awarded by the receiving institution upon successful completion** |
|  |  | Select… |  |
|  |  | Select… |  |
|  |  | Select… |  |
|  |  | Select… |  |
|  |  | Select… |  |
|  |  | Select… |  |
|  |  | Select… |  |
|  |  | Select… |  |
|  |  | Select… |  |
|  |  | Select… |  |
|  |  |  | Total: |

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

|  |
| --- |
| [www.ipcb.pt/en/index.php/study-programmes](http://www.ipcb.pt/en/index.php/study-programmes) |

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** | **Component title at the sending institution** | **Semester** | **Number of ECTS credits** |
|  |  | Select… |  |
|  |  | Select… |  |
|  |  | Select… |  |
|  |  | Select… |  |
|  |  | Select… |  |
|  |  | Select… |  |
|  |  | Select… |  |
|  |  | Select… |  |
|  |  | Select… |  |
|  |  | Select… |  |
|  |  |  | Total: |

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

|  |
| --- |
|  |

|  |
| --- |
| **Language competence of the student**  The level of language competence[[7]](#endnote-7) in the main language of instruction that the student already has or agrees to acquire by the start of the study period is: Select… |

**II. Responsible Persons**

|  |
| --- |
| **Responsible person[[8]](#endnote-8) in the sending institution:**  Name:       Function:  Phone: +      E-mail: |

|  |
| --- |
| **Responsible person in the receiving institution:**  Name: Select… Function: Erasmus Departmental Coordinator  Phone Select… E-mail: Select… |

**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: Select… |

|  |
| --- |
| **The sending institution**  Responsible person’s signature Date: Select… |

|  |
| --- |
| **The receiving institution**  Responsible person’s signature Date:  Erasmus Institutional Coordinator´s signature Date: |

**Section to be completed DURING THE MOBILITY**

#### **Changes to the Original Learning Agreement**

#### Table C: Exceptional changes to study programme abroad or additional components in case of extension of stay abroad

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Component code at the receiving institution** | **Component title (as indicated in the course catalogue) at the receiving institution** | **Deleted**  **component** | **Added**  **component** | **Reason**  **for**  **change[[9]](#endnote-9)** | **Number of ECTS**  **credits to be**  **awarded** |
|  |  |  |  | Select… |  |
|  |  |  |  | Select… |  |
|  |  |  |  | Select… |  |
|  |  |  |  | Select… |  |
|  |  |  |  | Select… |  |
|  |  |  |  | Select… |  |
|  |  |  |  | Select… |  |
|  |  |  |  | Select… |  |
|  |  |  |  | Select… |  |
|  |  |  |  | Select… |  |
|  |  |  |  | Select… |  |
|  |  |  |  | Select… |  |
|  | | | | | Total: |

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

Approval by signature of the student and of the sending and receiving institution responsible persons.

|  |
| --- |
| **The student**  Student’s signature Date: Select… |

|  |
| --- |
| **The sending institution**  Responsible person’s signature Date: Select… |

|  |
| --- |
| **The receiving institution**  Responsible person’s signature Date:  Erasmus Institutional Coordinator´s signature Date: |

#### **Annex 1: Guidelines**

The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the study period abroad and to ensure that the student will receive recognition in his/her degree for the educational components successfully completed abroad.

How to use the Learning Agreement:

**Before the mobility**, it is necessary to fill in page 1 with information on the student, the sending and the receiving institutions and the three parties have to agree on the section to be completed before the mobility (pages 2 and 3).

The section to be completed **during the mobility** (page 4) should only be used if there are changes in the responsible persons or in case it is necessary to introduce changes to the original mobility programme. This section and the section before mobility (pages 1 to 4) should always be kept together in all communications.

**After the mobility**, the receiving institution should send a Transcript of Records to the student and to the sending institution.

**Proposed Mobility Programme**

The proposed mobility programme includes the indicative start and end months of the agreed study programme that the student will carry out abroad.

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 group of educational components that will be replaced in his/her degree by the sending institution (in table B) upon successful completion of the study programme abroad.

A normal academic year of full-time study is normally made up of educational components totalling 60 ECTS\* credits. It is recommended that for mobility periods shorter than a full academic year, the educational components selected should equate to a roughly proportionate number of credits. In case the student follows additional educational components beyond those required for his/her degree programme, these additional credits must also be listed in the study programme outlined in table A.

The group of components will be included in Table B as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Component code**  **(if any)** | **Component title (as indicated in the course catalogue) at the sending institution** | **Semester [autumn / spring]** | **Number of ECTS**\* **credits** |
|  | Course x | … | 10 |
|  | Module y | … | 10 |
|  | Laboratory work | … | 10 |
|  |  |  | Total: 30 |

The student will commit to reach a certain **level of** **language competence** in the main languages of instruction by the start of the study period. The level of the student will be assessed after his/her selection with the Erasmus+ online assessment tool when available (the results will be sent to the sending institution) or else by any other mean to be decided by the sending institution. A recommended level has been agreed between the sending and receiving institutions in the inter-institutional agreement. In case the student would not already have this level when he/she signs the Learning Agreement, he/she commits to reach it with the support to be provided by the sending or receiving institution.

All parties must **sign the document**; however, it is not compulsory to circulate papers with original signatures, scanned copies of signatures or digital signatures may be accepted.

\* 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 and a weblink to an explanation to the system should be added.

**Changes to the Original Learning Agreement**

#### The section to be completed during the mobility is **needed only if changes have to be introduced into the original Learning Agreement.** In that case, the section to be completed before the mobility should be kept unchanged and changes should be described in this section.

#### Changes to the mobility **study programme** should be exceptional, as the three parties have already agreed on a group of educational components that will be taken abroad, in the light of the course catalogue that the receiving institution has committed to publish well in advance of the mobility periods and to update regularly as ECHE holder. However, introducing changes might be unavoidable due to, for example, timetable conflicts.

#### Any party can request changes within the first two to four-week period after regular classes/educational components have started for a given semester. All these changes have to be agreed by the three parties within a two-week period following the request. In a word, these changes to the mobility study programme should be agreed by all parties within a maximum four to six weeks(after the start of each semester).

Changes to the study programme abroad should be listed in table C and, once they are agreed by all parties, the sending institution commits to recognise the number of ECTS credits as presented in table C. Only if the changes described in table C affect the group of educational components in the student's degree (table B) that will be replaced at the sending institution upon successful completion of the study programme abroad, a revised version should be inserted and labelled as "Table D: Revised group of educational components in the student's degree that will be replaced at sending institution". Additional rows and columns 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 **an extension of the** **duration** of the mobility programme abroad, a new Learning Agreement should be prepared. The student can make such a request at the latest one month before the foreseen end date.

**Recognition outcomes**

The receiving institution commits to provide the sending institution and the student with a **Transcript of Records** within a period stipulated in the inter-institutional agreement and normally not longer than five weeks after publication/proclamation of the student’s results at the receiving institution.

The Transcript of Records will include all the educational components agreed in table A and, if there were changes to the study programme abroad, in table C. In addition, grade distribution information will be included in the Transcript of Records or attached to it. The actual start and end dates of the study period will be included according to the following definitions:

The **start date** of the study period is the first day of the regular courses or language and intercultural courses.

The **end date** of the study period is the last day the student has been present at the receiving institution and not his actual date of departure. This is, for example, the end of exams period, courses or mandatory sitting period.

Where applicable, the sending institution will translate the grades received by the student abroad, taking into account the grade distribution information from the receiving institution, according to the national legislation.

#### **Steps to fill in the Learning Agreement for Studies**

Page 1 – Information on the student and the sending and receiving institution

***Additional educational components*** *above the number of ECTS credits required in his/her curriculum are listed in the LA and if the sending institution will not recognise them as counting towards their degree, this has to be agreed by all parties concerned and annex*ed to the LA

Provide **mobility programme**

Identify **responsible persons**

**Commitment** of the three parties with original / scanned/ digital signatures.

**Before mobility**

***Provisions*** *for recognition* ***in case*** *some educational components are* ***not successfully complete****d are included*

Pages 1-3

***Exceptional changes*** *to mobility programme**should be agreed* ***within 4 to 6 weeks after the start date of the studies***

Modifications ARE needed

Modifications are NOT needed

**During mobility**

*A party requests changes in the first* ***2 to 5-week period*** *after the start of regular classes/educational components (after the start of each semester)*

Page 4

*Agreement by the three parties within a* ***two-week period*** *after the request*

Receiving institution provides **Transcript of Records** to student and sending institution in period stipulated in IIA (normally **max. 5 weeks** after results).

**After mobility**

Page 5

Sending institution provides the **Recognition Document to the student** within **5 weeks.**

*It includes not only ECTS but also the grades provided by the sending HEI.*

**Annex 2: Endnotes**

1. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#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. 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-3)
4. **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. [↑](#endnote-ref-4)
5. **Country code**: ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>. [↑](#endnote-ref-5)
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, preparation/research for a thesis, or free electives. [↑](#endnote-ref-6)
7. For the Common European Framework of Reference for Languages (**CEFR**) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> [↑](#endnote-ref-7)
8. **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. [↑](#endnote-ref-8)
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) |  |

   [↑](#endnote-ref-9)