

Learning Agreement

Swiss-European-Mobility-Program

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

Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender [Male/Female/ Divers]	Study cycle	Field of education
Sending Institution	Name	Faculty/Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	
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Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	

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	Numbering	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
	Total:				

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 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

Table B Before the mobility	Numbering (same as Table A)	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
	Total:				

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. 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			<i>Student</i>		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

Compulsory justification

In case one of the commitment parties signed the learning agreement "Before the Mobility" after the start of the mobility at the receiving institution.

<input type="checkbox"/>	Absence of responsible person home receiving institution
<input type="checkbox"/>	Long processing time of responsible person home receiving institution
<input type="checkbox"/>	Responsible person will only sign upon arrival to receiving institution

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)							
Table A2 During the mobility	Numbering	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 [see foot- note 12]	Number of ECTS credits (or equiva- lent)

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	Numbering	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)

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. 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			<i>Student</i>		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

Compulsory justification	
In case one of the commitment parties signed the learning agreement "During the Mobility" later than 5 weeks after the start of the semester specify the reason for delay:	
	Absence of responsible person home receiving institution
	Long processing time of responsible person home receiving institution
	Changes occurred late, due to time overlap of exams
	Late admission to course(s) / Late course offer
	Semester is divided into two or more parts, courses of the second (or following) part could only be changed to a later time

- 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 **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.
- 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.
- 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.
- 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 **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.
- ⁸ **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.
- ⁹ **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>
- ¹⁰ **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.
- ¹¹ **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.
- ¹² **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

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