

# **Higher Education**

Student's name

# **Learning Agreement for Studies**

Academic Year 20...../20.....

Ch. Jack	Last name(s)	First na	ame(s)	Date of birt	h Nationa	lity <sup>1</sup>	Sex [M/F]	Study cycle <sup>2</sup>	Course
Student									
Sending Institution	Name		Faculty/D	epartment	Addr	SS	Country	Contact pe	rson name <sup>3</sup> ; email; phone
Receiving Institution	Name		Faculty/D	epartment	Addr	SS	Country	Contact pe	erson 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	Component code (if any)	<b>Component title at the Receiving Institution</b> (as indicated in the course catalogue <sup>4</sup> )	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion			
				Total:			
	Web link to the cour	rse catalogue at the Receiving Institution describing the lear	ning outcomes: <u>http://www</u>	v.ualg.pt/en/cursos/licenciatura			

The level of language competence<sup>5</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						
Table B Before the mobility	Component code (if any)	<b>Component title at the Sending Institution</b> (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) <sup>6</sup> to be recognised by the Sending Institution			
				Total:			
	Provisions applying	; if the student does not complete successfully some education	onal components: [web link t	o 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 agreed in the Cooperation 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.

Commitment	Name	Email	Position	Date	Signature		
Student			Student				
Responsible person <sup>7</sup> at the							
Sending Institution							
Responsible person at the							
Receiving Institution <sup>8</sup>							



#### Academic Year 20..../20.....

# During the Mobility\*

	(to be approv	ved by e-mail or signature by the student, the res	Exceptional changes t ponsible person in the Se		responsible person in the Receiv	ving 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*	Number of ECTS credits (or equivalent)
					Choose an item.	
					Choose an item.	
					Choose an item.	
					Choose an item.	
					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)	

Commitment to the Exceptional changes to Tables A2 and B2						
Commitment	Name	Email	Position	Date	Signature	
Student			Student			
Responsible person at the Sending Institution						
Responsible person at the Receiving Institution						

### **IMPORTANT NOTE:**

### \* 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
<ol> <li>Timetable conflict</li> <li>Other (please specify)</li> </ol>	7. Other (please specify)



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#### After the Mobility

	Transcript of Records at the Receiving Institution					
		Start and end dates of the study period: from [day/n	nonth/year] to [day/m	onth/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	
				Total:		

	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)				
			Total:					

<sup>&</sup>lt;sup>1</sup> Nationality: country to which the person belongs administratively and that issues the ID card and/or passport.

<sup>4</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>5</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>6</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>7</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>8</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>&</sup>lt;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>&</sup>lt;sup>3</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.