

# Learning Agreement for Studies

**Student's name**  
**Academic Year 20.../20...**

<b>Student</b>	<b>Last name(s)</b>	<b>First name(s)</b>	<b>Date of birth</b>	<b>Nationality<sup>1</sup></b>	<b>Sex [M/F]</b>	<b>Course Currently Studied</b>
<b>Sending Institution</b>	<b>Name</b>	<b>Faculty/Department</b>	<b>Address</b>		<b>Country</b>	<b>Contact person name<sup>2</sup>; email; phone</b>
<b>Receiving Institution</b>	<b>Name</b>	<b>Faculty/ Department</b>	<b>Address</b>		<b>Country</b>	<b>Contact person name; email; phone</b>

**All items highlighted in yellow must be completed  
Before the mobility**

<i>Study Programme at the Receiving Institution</i>				
<b>Planned period of the mobility: from [month/year] ..... to [month/year] .....</b>				
<b>Table A Before the mobility</b>	<b>Component<sup>3</sup> code (if any)</b>	<b>Component title at the Receiving Institution (as indicated in the course catalogue<sup>4</sup>)</b>	<b>Semester [e.g. autumn/spring; term]</b>	<b>Number of SCQFcredits (students must attempt country equivalent to 60 SCQF credits per semester)</b>
				<b>Total: ...</b>

<i>Recognition at the Sending Institution (Educational components that would have been studied had the student remained at RGU for this period)</i>				
<b>Table B Before the mobility</b>	<b>Component code (if any)</b>	<b>Component title at the Sending Institution (as indicated in the course catalogue)</b>	<b>Semester [e.g. autumn/spring; term]</b>	<b>Number of SCQF credits (students must attempt country equivalent to 60 SCQF credits per semester)</b>
				<b>Total: ...</b>
<b>Provisions applying if the student does not complete successfully some educational components: [web link to the relevant information]</b>				

<i>Commitment</i>					
<p>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 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.</p>					
Commitment	Name	Email	Position	Date	Signature
Student			Student		
Responsible person <sup>5</sup> at the Sending Institution					
Responsible person at the Receiving Institution <sup>6</sup>					

# Learning Agreement for Studies

**Student's name**  
**Academic Year 20.../20...**

**During the Mobility –Must be completed if the student changes the modules he/she is studying at the host**

<b>Exceptional changes to Table A</b>						
(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)						
<b>Table A2 During the mobility</b>	<b>Component code (if any)</b>	<b>Component title at theReceiving Institution (as indicated in the course catalogue)</b>	<b>Deleted component [tick if applicable]</b>	<b>Added component [tick if applicable]</b>	<b>Reason for change<sup>7</sup></b>	<b>Number of SCQF credits</b>
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	

<b>Exceptional changes to Table B (if applicable)</b>					
(to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)					
<b>Table B2 During the mobility</b>	<b>Component code (if any)</b>	<b>Component title at theSending Institution (as indicated in the course catalogue)</b>	<b>Deleted component [tick if applicable]</b>	<b>Added component [tick if applicable]</b>	<b>Number of SCQF credits</b>
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

<b>Commitment to changes</b>	<b>Name</b>	<b>Email</b>	<b>Position</b>	<b>Date</b>	<b>Signature</b>
Student			<i>Student</i>		
Responsible person <sup>8</sup> at theSending Institution					
Responsible person at theReceiving Institution <sup>9</sup>					

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

<sup>2</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.

<sup>3</sup> 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.

<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> **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>6</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>7</sup> **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)	

<sup>8</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>9</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.