**LEARNING AGREEMENT FOR STUDIES**

Please find explanatory end notes starting on page 5. Read carefully and complete the form **digitally**!

|  |  |  |  |
| --- | --- | --- | --- |
| **Student** |  |  |  |
| Last name(s): |  | Sex: | Male  Female |
| First name(s): |  | Academic year: | 20../20.. |
| Date of birth: |  | Study cycle[[1]](#endnote-1): | Bachelor or equivalent first cycle (EQF level 6) |
| Nationality[[2]](#endnote-2): |  | ISCED code[[3]](#endnote-3): |  |
| Phone: |  | Email: |  |
| **Sending institution** |  |  |  |
| Name: |  | Country: |  |
| Faculty/Department: |  | Contact person name: |  |
| Erasmus code: |  | Contact person email: |  |
| Address: |  | Contact person phone: |  |
| **Receiving institution** |  |  |  |
| Name: | HU University of Applied Sciences Utrecht | Country: | Netherlands  NL |
| Faculty/Department: | International Office | Contact person name: |  |
| Erasmus code: | NL UTRECHT24 | Contact person email: | exchange@hu.nl |
| Address: | Padualaan 101  3584 CH Utrecht | Contact person phone: | +31(0)88 481 8181 |

# **BEFORE THE MOBILITY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Table A – Before the mobility – Study programme at the receiving institution** | | | |
|  |  |  |  |
| Planned period of the mobility: from (month/year) ………… to (month/year) ………… | | | |
|  |  |  |  |
| **Component code[[4]](#endnote-4)** (if any) | **Component title at the receiving institution** | **Semester** (e.g. fall/spring or term) | **Number of ECTS credits (or equivalent) to be awarded by the receiving institution upon successful completion** |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | **Total: …………** |
| **Back-up courses in case one or more above are not approved or available** | | | |
|  |  |  |  |
| **Component code** (if any) | **Component title at the receiving institution** (as indicated in the course catalogue) | **Semester** (e.g. fall/spring or term) | **Number of ECTS credits (or equivalent) to be awarded by the receiving institution upon successful completion** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Web link to the course catalogue at the receiving institution describing the learning outcomes (link to the relevant information): *www.international.hu.nl > Exchange > Course Offer Fall / Spring* | | | |

|  |
| --- |
| **Level of language competence**  The level of language competence[[5]](#endnote-5) in *(the main language of instruction)* that the student already has or agrees to acquire by the start of the mobility period is:  A1 (basic user)  A2 (basic user)  B1 (independent user)  B2 (independent user)  C1 (proficient user)  C2 (proficient user)  Native speaker |

|  |  |  |  |
| --- | --- | --- | --- |
| **Table B – Before the mobility – Recognition at the sending institution** | | | |
|  |  |  |  |
| **Component code** (if any) | **Component title at the sending institution** (as indicated in the course catalogue) | **Semester** (e.g. fall/spring or term) | **Number of ECTS credits (or equivalent) to be recognized by the sending institution** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  | **Total: …………** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 beneficiary 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 recognize all the credits or equivalent units 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. | | | | | |
|  |  |  |  |  |  |
|  | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Student: |  |  | Student |  |  |
| Responsible person at the sending institution[[6]](#endnote-6): |  |  |  |  |  |
| Responsible person at the receiving institution[[7]](#endnote-7): |  |  |  |  |  |

# **DURING THE MOBILITY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Table A2 – During the mobility – Exceptional changes to Table A** | | | | | |
|  |  |  |  |  |  |
| (to be approved by email or signature by the student, the responsible person in the sending institution and the responsible person in the receiving institution) | | | | | |
|  |  |  |  |  |  |
| Planned period of the mobility: from (month/year) ………… to (month/year) ………… | | | | | |
|  |  |  |  |  |  |
| **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[[8]](#endnote-8)** (choose item 1 to 7) | **Number of ECTS credits** (or equivalent) |
|  |  |  |  | Choose an item. |  |
|  |  |  |  | Choose an item. |  |
|  |  |  |  | Choose an item. |  |
|  |  |  |  | Choose an item. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Table B2 – During the mobility – Exceptional changes to Table B (if applicable)** | | | | |
|  |  |  |  |  |
| (to be approved by email or signature by the student and the responsible person in the sending institution) | | | | |
|  |  |  |  |  |
| **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) |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **During the mobility – Changes of the responsible person(s) (if applicable)** | | | |
|  |  |  |  |
|  | **Name** | **Email** | **Position** |
| New responsible person at the sending institution: |  |  |  |
| New responsible person at the receiving institution: |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **During the mobility – Official approval** | | | | | |
|  |  |  |  |  |  |
|  | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Student: |  |  | Student |  |  |
| Responsible person at the sending institution: |  |  |  |  |  |
| Responsible person at the receiving institution: |  |  |  |  |  |

# **AFTER THE MOBILITY**

|  |  |  |  |
| --- | --- | --- | --- |
| **TO BE COMPLETED BY STUDENT** | | | |
| HU student number: |  | Last name(s): |  |
| Name and country receiving institution: | HU University of Applied Sciences, Netherlands | First name(s): |  |
| **TO BE COMPLETED BY RECEIVING INSTITUTION** | | | |
| Start date mobility period abroad (dd-mm-yyyy)[[9]](#footnote-1): |  | Email authorized signatory: |  |
| End date mobility period abroad (dd-mm-yyyy)[[10]](#footnote-2): |  | Place and date: |  |
| Name authorized signatory on behalf of the receiving institution: |  | Signature: |  |
| Position authorized signatory on behalf of the receiving institution: |  | Stamp receiving institution: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Table C – After the mobility – Transcript of Records (ToR) at the receiving institution[[11]](#footnote-3)** | | | | |
|  |  |  |  |  |
| **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** |
|  | **Will be listed in ToR** |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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| --- | --- | --- | --- |
| **Table D – After the mobility – Transcript of Records (ToR) and recognition at the sending institution[[12]](#footnote-4)** | | | |
|  |  |  |  |
| **Component code** (if any) | **Title of recognized component at the sending institution** (as indicated in the course catalogue) | **Number of ECTS credits (or equivalent) recognized** | **Grades registered at the sending institution** (if applicable) |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

1. **END NOTES**

   **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-1)
2. **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-2)
3. The ISCED-F 2013 search tool 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. An "**educational component**" is a course/module that is part of an exchange programme. Each exchange programme is made up of a number of courses/modules (components). [↑](#endnote-ref-4)
5. For the Common European Framework of Reference for Languages (**CEFR**) see

   <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> [↑](#endnote-ref-5)
6. **Responsible person in the sending institution**: an academic who has the authority to

   approve the mobility programme of outbound students (Learning Agreements), to exceptionally

   amend them when it is needed, as well as to guarantee full recognition of such programmes on

   behalf of the responsible academic body. [↑](#endnote-ref-6)
7. **Responsible person at the receiving institution:** please leave empty to be completed by 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-7)
8. **Reasons for exceptional changes to study programme abroad:** choose an item number from the table below

   |  |  |
   | --- | --- |
   | **Reason 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 |
   | 1. Component is in a different language than previously specified in the course catalogue | 6. Extending the mobility period |
   | 1. Timetable conflict | 7. Other (please specify) |
   | 1. Other (please specify) |  |

   [↑](#endnote-ref-8)
9. The **start date** of the mobility period is the first day the student has been present at the receiving institution. For example, this could be the start date of the first course, a welcoming event organized by the receiving institution, an information session for students with special needs, a language and intercultural course organized by the receiving institution. [↑](#footnote-ref-1)
10. The **end date** of the mobility period is the last day the student had to be present at the receiving institution, not his/her actual date of departure. This is, for example, the end of exams period, courses or mandatory sitting period. [↑](#footnote-ref-2)
11. The academic outcomes relate to the final components followed and completed, which should be mentioned on the Transcript of Records you will receive at the end of your stay. They should correlate to the courses approved before mobility and/or the changes approved during your stay. Initial or changed courses that have not been approved may not be processed by the sending institution. [↑](#footnote-ref-3)
12. The recognition outcomes relate to the results that will be shown on your Transcript of Records at your sending institution. [↑](#footnote-ref-4)