**LEARNING AGREEMENT FOR STUDIES 2014/15**

|  |  |  |  |
| --- | --- | --- | --- |
| **The Student:** | | | |
| Last name (s) |  | First name (s) |  |
| Date of birth |  | Nationality[[1]](#footnote-1) |  |
| Gender |  | Student Number |  |
| Study Cycle[[2]](#footnote-2) |  | Degree title |  |
| Phone |  | Email | @exeter.ac.uk |

|  |  |  |  |
| --- | --- | --- | --- |
| **The Sending Institution:** | | | |
| Name | University of Exeter | Faculty |  |
| Erasmus code | UK EXETER 01 | Department |  |
| Address | International Office, 8th Floor Laver Building, North Park Road, Exeter | Country | UK |
| Contact person | Anna Moscrop  Study Abroad Officer | Contact person email/phone | [outbound@exeter.ac.uk](mailto:outbound@exeter.ac.uk)  +44 1392 723841 |

|  |  |  |  |
| --- | --- | --- | --- |
| **The Receiving Institution:** | | | |
| Name |  | Faculty |  |
| Erasmus code |  | Department |  |
| Address |  | Country |  |
| Contact person |  | Contact person email/phone |  |

**PROPOSED MOBILITY PROGRAMME**

**(Section to be completed BEFORE THE MOBILITY)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Planned period of the mobility:** | | | |
| From [date/month/year] |  | To  [date/month/year] |  |

**Learning Agreement:**

This Learning Agreement includes all the educational components[[3]](#footnote-3) to be carried out by the student at the receiving institution.

**TABLE A**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Component code | Component title | Semester | Language of instruction | ECTS Credits |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | Total: |  |

Web link to the course catalogue at the receiving institution:

If successfully completed, the educational components of the study programme abroad will be recognised by the sending institution. College specific information regarding study abroad educational components can be found here:

**TABLE B**

|  |
| --- |
| The Business School |
| * <http://vle.exeter.ac.uk/course/view.php?id=1856> |
| College of Engineering, Mathematics and Physical Sciences |
| * <http://intranet.exeter.ac.uk/emps/subjects/engineering/modules/2014/index.php/?moduleCode=ECM3167> * <http://intranet.exeter.ac.uk/emps/subjects/mathematics/modules/2014/index.php/?moduleCode=ECM3725> |
| College of Humanities |
| * <http://intranet.exeter.ac.uk/humanities/studying/undergraduates/modules/HUM3999/2013-4/> * <http://humanities.exeter.ac.uk/modernlanguages/modules/SML3020/> * <http://humanities.exeter.ac.uk/modernlanguages/modules/SML3025/> * <http://intranet.exeter.ac.uk/humanities/studying/undergraduates/modules/HUM3014> |
| College of Life and Environmental Sciences |
| * <http://biosciences.exeter.ac.uk/undergraduate/studyabroad/about/> * <http://geography.exeter.ac.uk/media/universityofexeter/schoolofgeography/ugmodulespecifications-streatham/year3/GEO3601.pdf> * <http://sshs.exeter.ac.uk/media/universityofexeter/schoolofsportandhealthsciences/documents/ugmoduledescriptions/year2/ESS2000.pdf> |
| College of Social Sciences and International Studies |
| * <http://socialsciences.exeter.ac.uk/students/studyingabroad/assessment/> |
| Flexible Combined Honours |
| * <http://www.exeter.ac.uk/fch/abroad/fch3002.php> |

**Language competence of the student:**

The level of language competence[[4]](#footnote-4) in the language of instruction that the student already has or agrees to acquire by the start of the study period (for the above-mentioned dates) is:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A1 |  | A2 |  | B1 |  | B2 |  | C1 |  | C2 |  | n/a [I will be taught in English] |  |

**RESPONSIBLE PERSONS**

**Responsible person[[5]](#footnote-5) in the sending institution:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Function: |  |
| Phone number: |  | Email: |  |

**Responsible person[[6]](#footnote-6) in the receiving institution:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Function: |  |
| Phone number: |  | Email: |  |

**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 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:**

|  |  |
| --- | --- |
|  | I give permission to the University of Exeter for my name and Exeter email address to be given to students who are interested in studying abroad. This will greatly assist students in preparing for their study abroad experience and will be invaluable to the International Office as a resource at Pre-Departure meetings. |
|  |
|  |
|  |
|  | I understand that if I decide to withdraw or return early I must inform my Study Abroad Coordinator and the Study Abroad Officer (outbound mobility) |
|  |
|  | I understand that if I leave early of fail to return all required paperwork I may be asked to return all or some of the Erasmus grant. |
|  |
|  | I have read, understood and not all the information which I have been given. |

**INSURANCE COVER FOR OUTGOING ERASMUS STUDENTS**

It is the responsibility of the individual student to ensure that he/she has adequate insurance cover. As well as a valid European Health Insurance Card (EHIC), we strongly advise that travel insurance be taken out for medical expenses, personal accident, cancellation, luggage, personal effects, money and personal liability. The University of Exeter has no liability for these matters but the Insurance Office can offer advice and assistance if required: [insurance@exeter.ac.uk](mailto:insurance@exeter.ac.uk) .

**I certify that I have arranged adequate insurance cover, details as follows:**

|  |  |
| --- | --- |
| Insurance company: |  |
| Policy/Certificate Number: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Student’s signature: |  | Date: |  |

**The sending institution:**

The sending institution commits to recognise all the credits gained at the receiving institution for the successfully completed education components and to count them towards the student’s degree as described in Table B.

|  |  |  |  |
| --- | --- | --- | --- |
| Responsible person’s signature: |  | Date: |  |

**The receiving institution:**

The receiving institution confirms that they education components listed in Table A are in line with its course catalogue.

|  |  |  |  |
| --- | --- | --- | --- |
| Responsible person’s signature: |  | Date: |  |

**CHANGES TO THE ORIGINAL LEARNING AGREEMENT**

**(Section to be completed DURING THE MOBILITY)**

[The section to be completed before the mobility should be kept unchanged and changed should be described in this section only.]

**Exceptional changes to the proposed mobility programme:**

[Exception changed should be made within a month. Only if absolutely necessary, any party can request changes within the first two-week period after regular classes/educational components have started. All these changes have to be agreed by the three parties within a two-week period after the request.]

**TABLE C**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Component code | Component title | Deleted component *[tick if applicable]* | Added component  *[tick if applicable]* | Reason for change[[7]](#footnote-7) | Number of ECTS credits[[8]](#footnote-8) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  | **Total:** |  |

**CHANGES TO THE RESPONSIBLE PERSON(S), if any[[9]](#footnote-9):**

**New responsible person in the sending institution:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Function: |  |
| Phone number: |  | Email: |  |

**New responsible person in the receiving institution:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Function: |  |
| Phone number: |  | Email: |  |

**COMMITMENT OF THE THREE PARTIES**

**The student:**

|  |  |  |  |
| --- | --- | --- | --- |
| Student’s signature: |  | Date: |  |

**The sending institution:**

|  |  |  |  |
| --- | --- | --- | --- |
| Responsible person’s signature: |  | Date: |  |

**The receiving institution:**

|  |  |  |  |
| --- | --- | --- | --- |
| Responsible person’s signature: |  | Date: |  |

**RECOGNITION DOCUMENT**

**(Section to be completed AFTER THE MOBILITY)**

*[This Recognition Document must be issued together with the sections before and during the mobility and it can additionally be issued independently.]*

|  |  |  |  |
| --- | --- | --- | --- |
| **Actual dates of the start[[10]](#footnote-10) and the end[[11]](#footnote-11) of the study period:** | | | |
| From [date/month/year] |  | To  [date/month/year] |  |

*[The receiving institution commits to provide the sending institution and the student with a Transcript of Records according to Table D below and containing all the educational components agreed in the above sections. This should be done 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.]*

**TABLE D**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Component code | Component  title | Was the component successfully completed by the student? [Yes/No] | Number of ECTS credits | Receiving institution grade |
| *Example:* |  |  |  |  |
|  | *Course 1* | *Y* | *10* | *68* |
|  | *Module 2* | *Y* | *20* | *65* |
|  |  |  |  |  |
|  |  | **Total:** | *30* |  |

1. Country listed on the student’s passport/ID card [↑](#footnote-ref-1)
2. First cycle = Bachelor, Second cycle = Master, Third cycle = Doctorate [↑](#footnote-ref-2)
3. 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. [↑](#footnote-ref-3)
4. For the Common European Framework of Reference for Languages (CEFR) see: <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> [↑](#footnote-ref-4)
5. An academic who has the authority to approve the mobility programme of outbound students (Learning Agreements). [↑](#footnote-ref-5)
6. An academic who has the authority to approve the mobility programme of inbound students and is committed to give them academic support in the course of their studies at the receiving institution. [↑](#footnote-ref-6)
7. Reasons for deleting component: A1 = Previously selected educational component is not available at receiving institution, A2 = Component is in a different language than previously specified in the course catalogue, A3 = Timetable conflict, A4 = Other (please specify).

   Reason for adding a component: B1 = Substituting a deleted component, B2 = Extending the mobility period, B3 = Other (please specify). [↑](#footnote-ref-7)
8. Number of ECTS credits to be awarded by the receiving institution upon successful completion of the component. [↑](#footnote-ref-8)
9. To clarify, the ‘Changes in the responsible persons’ and ‘Commitment of the three parties’ section will only need to be completed if amendments have been made to your list of course components in table C. [↑](#footnote-ref-9)
10. First day the student has been present at the receiving organisation for academic reasons (e.g. first course, welcoming even organised by the host institution, language and intercultural training etc..) [↑](#footnote-ref-10)
11. The end of the study period is the last day the student has been present at the receiving organisation for academic reasons (e.g. end of exam period/course/work…) [↑](#footnote-ref-11)