**LEARNING AGREEMENT FOR STUDIES 2019/20**

**The Student:**

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|  |
|  |
| @exeter.ac.uk |

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

**The Sending Institution:**

|  |  |  |
| --- | --- | --- |
| University of Exeter | Faculty    Department    Country  Contact person email/phone |  |
| UK EXETER 01 |  |
| Innovation Centre  Rennes Drive, Exeter EX4 4RN | UK |
| Anna Moscrop  Study Abroad Manager | outbound@exeter.ac.uk +44 1392 723841 |

Name

Erasmus code

Address

Contact person

**The Receiving Institution:**

|  |
| --- |
|  |
|  |
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|  |

|  |
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|  |
|  |

Name Faculty

Erasmus code Department

Address Country

Contact Contact person person email/phone

# PROPOSED MOBILITY PROGRAMME

## (Section to be completed BEFORE THE MOBILITY)

**Planned period of the mobility:**

|  |  |  |
| --- | --- | --- |
|  | To  [date/month/year] |  |

From

[date/month/year]

**The receiving institution:**

The receiving institution confirms that the dates provided above correspond with the academic term dates of the receiving institution.

|  |  |  |
| --- | --- | --- |
|  | Date: |  |

Responsible person’s signature:

|  |
| --- |
|  |

Official status of signatory:

|  |
| --- |
|  |

Institutional stamp:

**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 |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | Total: |  |

Web link to the course catalogue at the receiving institution:

|  |
| --- |
|  |

**Language competence of the student:**

The level of language competence4 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:

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

A1

# 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 .

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

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

# 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 PreDeparture 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 or fail to return all required paperwork I may be asked to return all or some of the Erasmus grant.

|  |
| --- |
|  |

I have read, and understood all the information which I have been given.

# RESPONSIBLE PERSONS

|  |  |  |
| --- | --- | --- |
|  | Date: |  |

Student’s signature:

**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.

|  |  |  |
| --- | --- | --- |
|  | Date: |  |

Responsible person’s signature[[4]](#footnote-4):

**The receiving institution:**

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

|  |  |  |
| --- | --- | --- |
|  | Date: |  |

Responsible person’s signature[[5]](#footnote-5):

# 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 any changes should be described in this section only.]

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

[Changes should be made within a month of your placement starting and 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 B**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Component code | Component title | Deleted component  *[tick if*  *applicable]* | Added component  *[tick if*  *applicable]* | Unchanged  (from proposed  mobility)  *[tick if*  *applicable]* | Reason for change[[6]](#footnote-6) | Number of ECTS credits[[7]](#footnote-7) |
|  |  |  |  |  |  |  |
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|  |  |  |  |  | **Total:** |  |

# 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[[8]](#footnote-8) and the end[[9]](#footnote-9) of the study period:**

|  |  |  |
| --- | --- | --- |
|  | To  [date/month/year] |  |

From

[date/month/year]

The receiving institution confirms that the dates provided above are an accurate reflection of the actual dates attended and correspond with the academic term dates of the receiving institution.

|  |  |  |
| --- | --- | --- |
|  | Date: |  |

Signature:

|  |
| --- |
|  |

Official status of signatory:

|  |
| --- |
|  |

Institutional stamp: *[The receiving institution commits to provide the sending institution and the student with a Transcript of Records according to Table C 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 C**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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. 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-3)
4. An academic or member of your College Study Abroad team who has the authority to approve the mobility programme of outbound students (Learning Agreements). [↑](#footnote-ref-4)
5. 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-5)
6. 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-6)
7. Number of ECTS credits to be awarded by the receiving institution upon successful completion of the component. [↑](#footnote-ref-7)
8. First day the student has been present at the receiving organisation for academic reasons (e.g. first course, welcoming event organised by the host institution, language and intercultural training etc..) [↑](#footnote-ref-8)
9. 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-9)