STUDENT SELECTION AND MOBILITY EXECUTION

Learning Agreement

**LEARNING AGREEMENT FOR STUDIES**

**The Student**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |
| Date of birth |  | Nationality[[1]](#endnote-1) |  |
| Sex [*M/F*] |  | School year | 2018/2019 |
| Study cycle[[2]](#endnote-2) |  | Field of education |  |
| Phone |  | E-mail |  |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| School Name |  | | |
| Specific career field/  training program |  | | |
| Address |  | Country |  |
| Contact person[[3]](#endnote-3)  name |  | Contact person e-mail / phone |  |

**The Receiving Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| School Name |  | | |
| Specific career field/  training program |  | | |
| Address |  | Country, |  |
| Contact person name |  | Contact person e-mail / phone |  |

**Section to be completed BEFORE THE MOBILITY**

**I. PROPOSED MOBILITY PROGRAMME**

Planned period of the mobility: from [month/year] ……………. till [month/year] ……………

Table A: Study programme abroad.*[[4]](#endnote-4)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Learning Outcome** | **Module title (as indicated in the mobility programme) at the receiving institution** | **Period/**  **term** | **Number of ECVET credits to be awarded by the receiving institution** |
|  |  |  |  |
|  |  |  |  |
|  |  |  | Total: ………… |

Table B: Set of components to be replaced at sending institution

|  |  |  |  |
| --- | --- | --- | --- |
| **Learning Outcome** | **Module title (as indicated in the mobility programme) at the sending institution** | **Period/**  **term** | **Number of ECVET credits** |
|  |  |  |  |
|  |  |  | Total: ………… |

**Provisions that will apply if some educational components would not be successfully completed:**

|  |
| --- |
| *[Please, specify or provide a weblink to the relevant information.]* |

|  |
| --- |
| **Italian/ Croatian Language competence of the student**  The level of language competencein *CEFR* that the student already has or agrees to acquire by the start of the study period is:  A1 🞏 A2 🞏 B1 🞏 B2 🞏 C1 🞏 C2 🞏  *[Other specific requirements that the sending or the receiving institution need to introduce can be added in this box.]* |

**II. RESPONSIBLE PERSONS**

|  |
| --- |
| **Responsible person[[5]](#endnote-5) in the sending institution:**  Name: Function:  Phone number: E-mail: |
|  |

|  |
| --- |
| **Responsible person[[6]](#endnote-6) in the receiving institution:**  Name: Function:  Phone number: E-mail: |
|  |

**III. 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 agreed in the inter-institutional agreement for institutions located in partner countries.

The receiving institution confirms that the educational components listed in Table A are in line with its programmes.

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. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties.

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**  Student’s signature Date: |
| **The parent/legal guardian (for minor child)**  Parent/Guardian Signature Date: |

|  |
| --- |
| **The sending institution**  Responsible person’s signature Date: |

|  |
| --- |
| **The receiving institution**  Responsible person’s signature Date: |

**Section to be completed DURING THE MOBILITY**

**CHANGES TO THE ORIGINAL LEARNING AGREEMENT**

**I. EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME**

Table C: Exceptional changes to study programme abroad

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Learning Outcome** | **Module title (as indicated in the mobility programme) at the receiving institution** | **Deleted component**  ***[tick if applicable]*** | **Added component**  ***[tick if applicable]*** | **Reason for change[[7]](#endnote-7)** | **Number of ECVET credits by the receiving institution upon successful completion of the component** |
|  |  | □ | □ |  |  |
|  |  | □ | □ |  |  |
|  | | | | | Total: ………… |

**II. CHANGES IN THE RESPONSIBLE PERSON(S), if any:**

|  |
| --- |
| **New responsible person in the sending institution:**  Name: Function:  Phone number: E-mail: |

|  |
| --- |
| **New responsible person in the receiving institution:**  Name: Function:  Phone number: E-mail: |

**III. COMMITMENT OF THE THREE PARTIES**

The student, the sending institution and the receiving institution confirm that the proposed amendments to the Learning Agreement are approved.

|  |
| --- |
| **The student**  Student’s signature or approval by e-mail Date: |

|  |
| --- |
| **The parent/legal guardian (for minor child)**  Parent/Guardian Signature Date: |

|  |
| --- |
| **The sending institution**  Responsible person’s signature or approval by e-mail Date: |

|  |
| --- |
| **The receiving institution**  Responsible person’s signature or approval by e-mail Date: |

**Section to be completed AFTER THE MOBILITY**

**RECOGNITION DOCUMENT**

Start and end dates of the study period: from *[day/month/year]* till *[day/month/year]*.

|  |  |  |  |
| --- | --- | --- | --- |
| **Learning Outcome** | **Module title (as indicated in the mobility programme) at the receiving institution** | **Was the component successfully completed by the student? [Yes/No]** | **Number of ECVET credits** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | *Total:* |

|  |
| --- |
| *[Signature of responsible person in receiving institution and date]* |

|  |
| --- |
| *[Signature of responsible person in sending institution and date]* |

1. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-1)
2. **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-2)
3. **Contact person**: a 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 will work at the international relations office or equivalent body within the institution. [↑](#endnote-ref-3)
4. 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. [↑](#endnote-ref-4)
5. **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-5)
6. **Responsible person in the receiving institution**: 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-6)
7. **Reasons for exceptional changes to study programme abroad:**

   |  |  |
   | --- | --- |
   | *Reasons for deleting a component* | *Reason for adding a component* |
   | A1) Previously selected educational component is not available at receiving institution | B1) Substituting a deleted component |
   | A2) Component is in a different language than previously specified in the course catalogue | B2) Extending the mobility period |
   | A3) Timetable conflict | B3) Other (please specify) |
   | A4) Other (please specify) |  |

   [↑](#endnote-ref-7)