#### **Steps to fill in the Learning Agreement for Studies**

Page 1 – Information on the student and the sending and receiving institution

***Additional educational components*** *above the number of ECTS credits required in his/her curriculum are listed in the LA and if the sending institution will not recognise them as counting towards their degree, this has to be agreed by all parties concerned and annex*ed to the LA

Provide **mobility programme**

Identify **responsible persons**

**Commitment** of the three parties with original / scanned/ digital signatures.

***Provisions*** *for recognition* ***in case*** *some educational components are* ***not successfully complete****d are included*

**Before mobility**

Page 2-3

**During Mobility**

Modifications are needed

Modifications are NOT needed

**** Pages 4-5

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*Agreement by email by the three parties within a* ***two-week period*** *after the request*

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Sending institution provides the **Recognition Document to the student** within **5 weeks.**

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Receiving institution provides **Transcript of Records** to student and sending institution in period stipulated in IIA (normally **max. 5 weeks** after results).

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**After Mobility**

Sending institution provides the **Recognition Document to the student** within **5 weeks.**

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Pages 6-7

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*It includes not only ECTS but also the grades provided by the sending HEI.*

Sending institution provides the **Recognition Document to the student** within **5 weeks.**

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