Steps to fill in the Learning Agreement for Studies

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

Before mobility
Page 2-3

Provide mobility programme
Identify responsible persons
Commitment of the three parties with original / scanned/ digital signatures.

During Mobility
Pages 4-5

Modifications are NOT needed
Modifications are needed

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

After Mobility
Pages 6-7

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

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 annexed to the LA.

Provisions for recognition in case some educational components are not successfully completed are included.

Exceptional changes to mobility programme should be agreed within 4 to 7 weeks after the start date of the studies (request for extension of the duration to be made up to one month before the foreseen end date).

A party requests changes in the first 2 to 5 week period after the start of regular classes/educational components (after the start of each semester).

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

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