

						Matrikel-Nr.	090000
Student	Last name(s)	First name(s)	Date of birth	Nationality¹	Sex [M/F]	Study cycle²	Field of education³
	Mustermann	Max	01.01.1988	Austrian	M	Bachelor	0413

Sending Institution	Name	Faculty/Department	Erasmus code⁴ (if applicable)	Address	Country	Contact person name⁵; email; phone
	Alpen-Adria-Universität Klagenfurt	WIWI	A KLAGENF01	Universitätsstraße 65-67 9020 Klagenfurt	Austria	Lidija Lobnig outgoing.exchange@aau.at +43 463 2700 9274

Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone
	Università Europea di Roma	Facoltà di economia	I ROMA23	Via degli Aldobrandeschi 190, 00163 Rom	Italy	<i>Ansprechperson Gastuniversität</i>

Section A: Before the mobility

<i>Study Programme at the Receiving Institution</i>					
Planned period of the mobility from [day/month/year] to [day/month/year]					
Table A Before the mobility	Component⁶ code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue⁷)	Semester	Number of ECTS credits (or equivalent)⁸ to be awarded by the Receiving Institution upon successful completion	Reference to Table B (Optional)
		Econometria per l'impresa e i processi innovativi	Autumn	6	<i>a)</i>
		Diritto del mercato e dell'economia	Autumn	6	<i>b)</i>
		Matematica Finanziaria e attuariale	Autumn	6	<i>c)</i>
				Total: 18	

Web link to the course catalogue at the Receiving Institution describing the learning outcomes:
[web link to the relevant information]

The level of language competence⁹ in Italian that the student already has or agrees to acquire by the start of the study period is: A1 A2 B1 B2 C1
C2 Native speaker

<i>Recognition at the Sending Institution</i>					
Table B Before the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution	Reference to Table A (Optional)
		Innovationsmanagement & Corporate Entrepreneurship	Autumn	4	<i>a)</i>
		Privates Wirtschaftsrecht	Autumn	4	<i>b)</i>
		Mathematik für Wirtschaftswissenschaften	Autumn	4	<i>c)</i>
				Total: 12	

Provisions applying if the student does not complete successfully some educational components:
[web link to the relevant information]

Commitment

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the 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 Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Commitment	Name	Email	Position	Date	Signature
Student			Student		
Responsible person ¹⁰ at the Sending Institution	Studienprogrammleitung AAU				
Responsible person at the Receiving Institution ¹¹	KoordinatorIn Gastuniversität				

Section B: During the Mobility

Exceptional changes to Table A

(to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)

Table A2 During the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change ¹²	Number of ECTS credits (or equivalent)
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	

Exceptional changes to Table B (if applicable)

(to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)

Table B2 During the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

Section C: After the Mobility

Transcript of Records at the Receiving Institution

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

Table C After the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Was the component successfully completed by the student? [Yes/No]	Number of ECTS credits (or equivalent)	Grades received at the Receiving Institution
				Total:	

<i>Transcript of Records and Recognition at the Sending Institution</i>				
Start and end dates of the study period: from [day/month/year] to [day/month/year]				
Table D After the mobility	Component code (if any)	Title of recognised component at the Sending Institution (as indicated in the course catalogue)	Number of ECTS credits (or equivalent) recognised	Grades registered at the Sending Institution (if applicable)
			Total:	

- ¹ **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport.
- 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).
- ³ **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at http://ec.europa.eu/education/tools/isced-f_en.htm should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.
- ⁴ **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.
- ⁵ **Contact person:** 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 works at the international relations office or equivalent body within the institution.
- ⁶ 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.
- ⁷ **Course catalogue:** detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.
- ⁸ **ECTS credits (or equivalent):** in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.
- ⁹ **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>
- ¹⁰ **Responsible person at the Sending Institution:** an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
- ¹¹ **Responsible person at the Receiving Institution:** the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
- ¹² **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

<i>Reasons for deleting a component</i>	<i>Reason for adding a component</i>
1. Previously selected educational component is not available at the Receiving Institution	5. Substituting a deleted component
2. Component is in a different language than previously specified in the course catalogue	6. Extending the mobility period
3. Timetable conflict	7. Other (please specify)
4. Other (please specify)	

NATIONAL SHEET¹³

Antrag der/des Studierenden:

Ich (Name und Daten siehe Seite 1 des Learning Agreements „Student“) beantrage gemäß § 78 Universitätsgesetz 2002 die Feststellung der Gleichwertigkeit der in „Table A (Study Programme at the Receiving Institution)“ des *Learning Agreement Student Mobility for Studies* angeführten Lehrveranstaltungen/Prüfungen mit jenen gemäß Studienplan an der Heimathochschule.

_____ Datum

_____ Unterschrift der/des Studierenden

BESCHIED DES FÜR ANERKENNUNGSFRAGEN ZUSTÄNDIGEN ORGANS ÜBER DIE FESTSTELLUNG DER GLEICHWERTIGKEIT VON PRÜFUNGEN

Das Learning Agreement ist integraler Bestandteil dieses Bescheides

Ausstellende Institution: siehe Seite 1 des Learning Agreements „Sending Institution“.

Die Gleichwertigkeit der von Herrn/Frau an der Gastinstitution (Daten siehe Seite 1) zu erbringenden Studienleistungen wird gemäß „Table B: Recognition at the Sending Institution“ (basierend auf „Table A: Study Programme at the Receiving Institution“) des *Learning Agreement Student Mobility for Studies* gemäß § 78 Abs 5 Universitätsgesetz 2002 (BGBl. I Nr. 120/2002) festgestellt.

B E G R Ü N D U N G

Dem Antrag wird vollinhaltlich stattgegeben, daher war spruchgemäß zu entscheiden (§ 58 Abs. 2 AVG).
(Eine Begründung ist erforderlich, sofern dem Antrag nicht vollinhaltlich stattgegeben wird)

R E C H T S M I T T E L B E L E H R U N G

Gegen diesen Bescheid ist das Rechtsmittel der Beschwerde an das Bundesverwaltungsgericht zulässig. Die Beschwerde ist innerhalb von vier Wochen nach Zustellung des Bescheides schriftlich, telegrafisch oder per Fax bei dem für die studienrechtlichen Angelegenheiten zuständigen Organ einzubringen. Die Beschwerde muss den Bescheid bezeichnen, gegen den sie sich richtet, und hat einen begründeten Beschwerdeantrag zu enthalten.

_____ Datum

_____ Name des studienrechtlichen Organs

_____ Unterschrift des studienrechtlichen Organs

¹³ According to the Austrian legal regulations the student applies to the responsible person at the home university for agreement that the course components at the receiving institution are deemed equivalent to the course components at the sending institution as described in Table A, if they are successfully completed. Due to this application the responsible person at the home university herewith gives notice that the course components at the receiving institution are deemed equivalent to the course components at the sending institution as described in Table A, if they are successfully completed.

**BESTÄTIGUNG DER BETREUERIN ODER DES BETREUERS DER DIPLOMARBEIT, DER BACHELOR- ODER MASTERARBEIT
SOWIE DER DISSERTATION¹⁴**

Ich bestätige, dass der Erasmus-Studienaufenthalt von Herrn/Frau an der Gastinstitution
(Daten siehe Seite 1 des Learning Agreements „Receiving Institution“) der Abfassung der Diplomarbeit / Masterarbeit / Dissertation
/ Abschlussarbeit zum Bachelor (nicht
zutreffendes bitte streichen) mit dem Titel

.....
dient.

Datum

Name der Betreuerin/des Betreuers

Unterschrift der Betreuerin/ des Betreuers

¹⁴ Confirmation of the academic advisor at the sending institution in case the stay abroad is used for work on a thesis.

TATSÄCHLICH ABSOLVIERTES STUDIENPROGRAMM (ÄQUIVALENZLISTE)

SIEHE TABLE C UND TABLE D DES LEARNING AGREEMENT STUDENT MOBILITY FOR STUDIES (TRANSCRIPT OF RECORDS)

BESCHIED DES FÜR ANERKENNUNGSFRAGENFRAGEN ZUSTÄNDIGEN ORGANS ÜBER DIE ANERKENNUNG VON PRÜFUNGEN

Ausstellende Institution: siehe Seite 1 des Learning Agreements „Sending Institution“.

Die Anerkennung der von Herrn/Frau an der Gastinstitution (Daten siehe Seite 1 des Learning Agreements „Receiving Institution“) erbrachten Studienleistungen wird aufgrund der in „Table D: Transcript of Records and Recognition at the Sending Institution“ des Learning Agreement Student Mobility for Studies enthaltenen Lehrveranstaltungen gemäß § 78 Abs 1 Universitätsgesetz 2002 (BGBl. I Nr. 120/2002) im Ausmaß **von** **ECTS-Credits bzw. im Ausmaß von** **Semesterstunden** (nicht Zutreffendes streichen) festgestellt.

BEGRÜNDUNG

Dem Antrag wird vollinhaltlich stattgegeben, daher war spruchgemäß zu entscheiden (§ 58 Abs. 2 AVG).

(Eine Begründung ist erforderlich, sofern dem Antrag nicht vollinhaltlich stattgegeben wird).

RECHTSMITTELBELEHRUNG

Gegen diesen Bescheid ist das Rechtsmittel der Beschwerde an das Bundesverwaltungsgericht zulässig.

Die Beschwerde ist innerhalb von vier Wochen nach Zustellung des Bescheides schriftlich, telegrafisch oder per Fax bei dem für die studienrechtlichen Angelegenheiten zuständigen Organ einzubringen. Die Beschwerde muss den Bescheid bezeichnen, gegen den sie sich richtet, und hat einen begründeten Beschwerdeantrag zu enthalten.

Datum_____
Name des studienrechtlichen Organs_____
Unterschrift des studienrechtlichen Organs**BESTÄTIGUNG DER BETREUERIN ODER DES BETREUERS DER DIPLOMARBEIT, DER BACHELOR- ODER MASTERARBEIT SOWIE DER DISSERTATION**

Ich bestätige, dass Herr/Frau im Rahmen des Erasmus-Auslandsaufenthaltes erfolgreich an der Abfassung der Diplomarbeit / Masterarbeit / Dissertation / Abschlussarbeit zum Bachelor (nicht-zutreffendes bitte streichen) mit dem Titel gearbeitet hat.

Datum_____
Name der Betreuerin/des Betreuers_____
Unterschrift der Betreuerin/ des Betreuers

Hinweise für die nationale Abwicklung:

Diese nationalen Hinweise gelten gemeinsam mit den beiliegenden Erasmus+ «Guidelines on how to use the Learning Agreement for Studies».

VOR ANTRITT des Erasmus-Auslandsaufenthaltes (Section A des Learning Agreements)

Das für **Anerkennungsfragen zuständige Organ** bestätigt vor Beginn des Auslandsstudiums mit seiner/ihrer Unterschrift die Gleichwertigkeit der Studienleistungen in Bescheidform.

Dient der Erasmus-Auslandsaufenthalt ausschließlich der Abfassung einer Diplomarbeit oder Dissertation oder Abschlussarbeit zum Bachelor oder Master, so ist dies von der Betreuerin / vom Betreuer der wissenschaftlichen Arbeit zu bestätigen.

Das Learning Agreement (Section A) muss von allen Parteien (Studierende/r, entsendende sowie empfangende Hochschule) unterzeichnet werden. Das Original dieses Formulars verbleibt während des Erasmus-Aufenthaltes bei der/dem Studierenden, je eine Kopie erhält die entsendende und die empfangende Hochschule.

Grundsätzlich sind Studienleistungen im Ausmaß von 30 ECTS Credits pro Semester zu erbringen. Die detaillierten Bedingungen (z.B. Rückforderungsgrenze für den Mobilitätzuschuss) sind Bestandteil der Vereinbarung zwischen Studierenden und der OeAD GmbH bzw. sind in den nationalen Richtlinien für die Erasmus-Mobilität enthalten.

NACH BEGINN des Erasmus-Auslandsaufenthaltes (Section B des Learning Agreements)

Allfällige Änderungen des Studienprogramms werden in Tabelle A2 eingetragen (Fristen siehe Guidelines des Learning Agreements).

Im Fall gravierender Änderungen des Studienprogramms ist von der entsendenden Hochschule eine Tabelle B2 (analog zu Tabelle B) einzufügen (siehe "Guidelines on how to use the Learning Agreement for Studies" „Exceptional Changes to the Study Programme“).

VOR bzw. NACH RÜCKKEHR vom Erasmus-Auslandsaufenthalt (Section C des Learning Agreements)

Am Ende des Auslandsaufenthaltes ist Tabelle C des Learning Agreements von der Gasthochschule zu unterzeichnen (**Hinweis: der bei Tabelle C angegebene Zeitraum des Auslandsaufenthaltes muss jenem in der Aufenthaltsbestätigung entsprechen!**).

An der Heimathochschule ist Tabelle D von dem für Anerkennungsfragen zuständigen Organ zu bestätigen und die Anerkennung der im Ausland absolvierten Studienleistungen in Bescheidform vorzunehmen.

Wenn die/der Studierende den Erasmus-Auslandsaufenthalt für Arbeiten an der Diplomarbeit oder Dissertation oder Abschlussarbeit zum Bachelor oder Master verwendet hat, so ist dies von der Betreuerin / vom Betreuer der wissenschaftlichen Arbeit zu bestätigen.

ZU BEACHTEN:

Sollten die Tabellen A und B bzw. C und D aus hochschulinternen Gründen nebeneinander dargestellt werden müssen, so ist jedenfalls zu gewährleisten, dass beide Tabellen als solche gekennzeichnet sind und somit sichtbar bleiben.

Es liegt in der Verantwortung der entsendenden Institutionen nach Einlangen des Antrages die Anerkennung **binnen 2 Monaten** gemäß § 78 Abs 8 UG 2002 (abweichend von § 73 AVG) durchzuführen.

Guidelines on how to use the Learning Agreement for Studies

The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the study period abroad and to ensure that the student will receive recognition in his/her degree for the educational components successfully completed abroad.

This template is applicable to Erasmus+ mobility for studies between Programme Countries (KA1), between Programme and Partner Countries (KA1), and for Higher Education Capacity Building projects involving Partner Countries (KA2). It is recommended to use this template. However, if higher education institutions already have an IT system in place to produce the Learning Agreement or the Transcript of Records, they can continue using it, provided that all the minimum requirements listed in this document are made available. Further fields can be added, if needed (e.g. information on the coordinator of a consortium), and the format (e.g. font size and colours) can be adapted.

BEFORE THE MOBILITY

Administrative data

Before the mobility, it is necessary to fill in page 1 with information on the student, the Sending and the Receiving Institutions. The three parties have to agree on this section to be completed before the mobility.

In case some administrative data is already available to the three parties, there is no need to repeat it in this template.

On page 1, most of the information related to the student, Sending and Receiving Institutions will have to be encoded in the Mobility Tool+.

Educational components (Tables A and B)

The study programme includes the **indicative** start and end months of the agreed study programme that the student will carry out abroad.

The Learning Agreement must include all the educational components to be carried out by the student at the Receiving Institution (in Table A) and it must contain as well the group of educational components that will be replaced in his/her degree by the Sending Institution (in Table B) upon successful completion of the study programme abroad. It is necessary to fill in Tables A and B thoroughly before the mobility. Additional rows and columns can be added as needed. However, the two Tables A and B must be kept separated. The objective is to make clear that there is no need to have one-to-one correspondence between the components followed abroad and the ones replaced at the Sending Institution. The aim is rather that a group of learning outcomes achieved abroad replaces a group of learning outcomes at the Sending Institution.

In countries belonging to the European Higher Education Area (EHEA) an academic year of full-time study is normally made up of educational components totalling 60 ECTS credits. It is recommended that for mobility periods shorter than a full academic year, the educational components selected should equate to a roughly proportionate number of credits (or equivalent units in countries outside the EHEA). In case the student follows additional educational components beyond those required for his/her degree programme, these additional credits (or equivalent) must also be listed in the study programme outlined in Table A.

In case of thesis research/doctoral work at the receiving institution, the component "Thesis research" or "Doctoral work" will be included in Table A. If no ECTS credits are provided by the receiving institution, it is sufficient to write

"not applicable" in that column. The thesis/doctoral work and the associated workload in ECTS credits will be included in Table B, if relevant for the sending institution.

The Sending Institution should indicate in Table B the group of educational components counting towards the student's degree that would normally be completed at the Sending Institution and which will be replaced by the Study Programme at the Receiving Institution. The total number of ECTS credits (or equivalent) in Table B should correspond to the total number of ECTS credits (or equivalent) contained in Table A. Any exception to this rule should be clearly stated in an annex of the Learning Agreement and agreed by all parties. Example of justification for a discrepancy in the total number of ECTS credits (or equivalent) between Table A and Table B: the student has already accumulated the number of credits required for his/her degree and does not need some of the credits gained abroad.

The group of components can be included in Table B as follows:

Table B Before the mobility	Recognition at the Sending Institution			
	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
		Course X	...	10
		Module Y	...	10
		Laboratory Work	...	10
		Thesis research/Doctoral work		10 or "Not applicable"
				Total: 40 (or 30 if not applicable for Thesis research)

The European Commission encourages institutions to embed **mobility windows**¹⁵ in their curricula. Where all credits in Table A are automatically recognised as forming part of the programme at the Sending Institution, typically in the case of **mobility windows**, Table B is **simplified** and reduced to one single line, as described below:

Table B Before the mobility	Recognition at the Sending Institution			
	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
		Mobility window	...	Total: 30

The Sending Institution must foresee which provisions will apply if the student does not successfully complete some of the educational components from his study programme abroad, by providing a web link.

Language competence

A recommended level in the main language of instruction has been agreed between the Sending and Receiving Institutions in their Inter-Institutional Agreement. The Sending Institution is responsible for providing support to its selected candidates so that they can have the recommended language skills at the start of the study period.

The level of language competence in the main language of instruction, which the student already has or agrees to acquire by the start of the study period, has to be reported in the box provided for that purpose in the Learning Agreement for Studies or, alternatively, in the grant agreement.

In case the level of the selected student is below the recommended one when signing the Learning Agreement (or grant agreement), the Sending Institution and the student should agree that he/she will reach the recommended

¹⁵ **Mobility window**: a period of time reserved for student credit mobility that is embedded into the curriculum of a study programme.

level by the start of the mobility. They should also discuss and decide the type of support to be provided to the student by the Sending or Receiving Institution.

The Erasmus+ Online Linguistic Support (OLS) has been designed to assist Erasmus+ students in improving their knowledge of the main language of instruction, before and during their stay abroad, to ensure a better quality of learning mobility.

For mobility between Programme Countries, and for the languages covered by the OLS, the student must carry out an OLS language assessment before the mobility, and a final assessment at the end of the mobility, except for native speakers and in duly justified cases (e.g. special needs students).

The completion of the OLS assessment before departure is a pre-requisite for the mobility. This assessment will be taken after the student is selected, before signing the Learning Agreement or, alternatively, the grant agreement.

Based on the results of the OLS assessment, the Sending Institution may allocate an OLS language course to the students who wish to improve their language competences. Mobility participants with a level B2 or higher at the first language assessment in their main language of instruction have the opportunity to follow an OLS language course either in that language or in the local language of the country, provided it is available in the OLS. It is up to the Sending Institution to indicate this choice directly in the OLS.

More opportunities for participants following the OLS language courses (OLS Live Coaching: MOOCs, Forum and Tutoring sessions) are available at <http://erasmusplusols.eu>.

Signing the Learning Agreement

All parties must sign the Learning Agreement before the start of the mobility. It is not compulsory to circulate papers with original signatures; scanned copies of signatures or digital signatures may be accepted, depending on the national legislation or institutional regulations.

DURING THE MOBILITY

Exceptional Changes to the Study Programme

Changes to the study programme should be exceptional, as the three parties have already agreed on a group of educational components that will be taken abroad, based on the course catalogue that the Receiving Institution has committed to publish well in advance of the mobility period and to update regularly.

Any party can request changes to the study programme within five weeks after the start of each semester. These changes should be agreed by all parties as soon as possible, within two-weeks following the request.

In case of changes due to an extension of the duration of the mobility, a request can be made by the student at the latest one month before the foreseen end date.

All changes should be indicated in Tables A2 and B2, while Tables A and B should not be modified. All Tables (A, B, A2 and B2) should be kept together in all communications. Changes to the study programme abroad should be listed in Table A2. Please refer to endnote 12 to indicate the reason for change.

For example:

Exceptional changes to Table A (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)						
Table A2 During the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change ¹⁶	Number of ECTS credits (or equivalent)
	XXX		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Choose an item.	5
	YYY		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	8

¹⁶ Reasons for exceptional changes to study programme abroad (choose an item number from the table below):

<i>Reasons for deleting a component</i>	<i>Reason for adding a component</i>
1. Previously selected educational component is not available at the Receiving Institution 2. Component is in a different language than previously specified in the course catalogue 3. Timetable conflict 4. Other (please specify)	5. Substituting a deleted component 6. Extending the mobility period 7. Other (please specify)

Table B2 should be completed only if the changes described in Table A2 affect the group of educational components agreed in Table B.

Changes of the Responsible person(s)

In case of changes of the responsible person(s), the information below should be inserted by the Sending or Receiving Institution, where applicable.

Changes of the Responsible person(s)	Name	Email	Position
New Responsible person at the Sending Institution			
New Responsible person at the Receiving Institution			

Confirming the Changes

All parties must approve the changes to the Learning Agreement. The European Commission would like to limit the use of paper for exchanging documents and it is therefore accepted to exchange information electronically, e.g. via email, scanned or digital signatures, etc. without the need of a paper signature. However, if national legislations or institutional regulations require paper signatures, a signature box should be added where needed.

AFTER THE MOBILITY

Transcript of Records at the Receiving Institution (Table C)

After the mobility, the Receiving Institution should send a Transcript of Records (Table C) to the student and to the Sending Institution within a period stipulated in the Inter-Institutional Agreement (normally within five weeks after publication/proclamation of the student's results at the Receiving Institution). It can be provided electronically or through any other means accessible to the student and the Sending Institution.

The Transcript of Records from the Receiving Institution (Table C) should refer to the educational components agreed in Table A and, where applicable, in Table A2. Grade distribution information should be included (web link or annex).

The actual start and end dates of the study period should be included according to the following definitions:

The **start date** of the study period is the first day the student has been present at the Receiving Institution. For example, this could be the start date of the first course, a welcoming event organised by the Receiving Institution, an information session for students with special needs, a language and intercultural course organised either by the Receiving Institution or other organisations (if the Sending Institution considers it relevant for the mobility).

The **end date** of the study period is the last day the student had to be present at the Receiving Institution, not his actual date of departure. This is, for example, the end of exams period, courses or mandatory sitting period.

Transcript of Records and Recognition¹⁷ at the Sending Institution (Table D)

Following the receipt of the Transcript of Records from the Receiving Institution, the Sending Institution should recognise the student's academic outcomes successfully completed at the Receiving Institution. The Sending Institution should fully recognise the total number of ECTS credits (or equivalent) contained in Table B (and, if applicable, B2) and count them towards the student's degree, without the need for the student to take any further courses or exams.

Where applicable, the Sending Institution will convert the grades received by the student abroad, taking into account the grade distribution information from the Receiving Institution (for higher education institutions from Programme Countries, see the methodology described in the ECTS Users' Guide¹⁸). The European Commission encourages institutions to use the EGRACONS¹⁹ tool for this purpose.

The Sending Institution will provide a Transcript of Records (Table D) to the student or record the results in a database or any other means accessible to the student, normally within five weeks after having received the transcript of the Receiving Institution.

The student will be able to report on the recognition by the Sending Institution via the on-line EU survey or a complementary online survey.

¹⁷ **Recognition:** all the credits (or equivalent units) that the student has earned during the mobility and that were specified in the final version of the Learning Agreement as counting towards his/her degree (Table B and, if applicable, B2 of the official template) are recognised by the Sending Institution and count towards the student's degree without the need to take any further courses or exams.

¹⁸ **ECTS Users' Guide:** http://ec.europa.eu/education/tools/ects_en.htm

¹⁹ **EGRACONS Grade Conversion Tool:** <https://tool.egracons.eu/>

Diploma Supplement: The information contained in the Transcript of Records from the Receiving Institution should also be included in the Diploma Supplement produced by the Sending Institution (at least for Sending Institutions located in Programme Countries), with the exact titles of the components that the student has followed abroad.

Steps to fill in the Learning Agreement for Studies

Before the mobility

- Provide study programme.
- Identify Responsible persons.
- Commitment of the three parties with original / scanned / digital signatures.

During the mobility

If modifications are needed:

- A party requests changes within 5 weeks after the start of each semester. Agreement by the three parties has to be reached within 2 weeks after the request.
- Request for extension of the duration has to be made at the latest one month before the foreseen end date.
- An agreement by the three parties on the changes is possible via email/digital signatures.

After the mobility

- **The Receiving Institution** provides a Transcript of Records to the student and Sending Institution normally within 5 weeks after publication of the results.
- **The Sending Institution** recognises the activities successfully completed by the student during the mobility, counts them towards the student's the degree and registers them in the student's Transcript of Records normally within 5 weeks.