**LEARNING AGREEMENT FOR STUDIES**

**The Student**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |
| Date of birth |  | Nationality[[1]](#endnote-1)  Denmark= DK |  |
| Sex [*M/F*] |  | Academic year |  |
| Study cycle[[2]](#endnote-2)  BA=1 MA=2 |  | Subject area,  Code[[3]](#endnote-3) |  |
| Phone |  | E-mail |  |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Aarhus University | Faculty |  |
| Erasmus code  (if applicable) | DKARHUS01 | Department |  |
| Address | Nordre Ringgade 1  8000 Aarhus C | Country, Country code | Denmark, DK |
| Contact person[[4]](#endnote-4)  name |  | Contact person e-mail / phone |  |

**The Receiving Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Faculty |  |
| Erasmus code  (if applicable) |  | Department |  |
| Address |  | Country, Country code[[5]](#endnote-5) |  |
| Contact person name |  | Contact person e-mail / phone |  |

#### For guidelines, please look at Annex 1, for end notes please look at Annex 2.

#### **Section to be completed BEFORE THE MOBILITY**

**I. PROPOSED MOBILITY PROGRAMME  
  
Planned period of the mobility:**

|  |  |
| --- | --- |
| **From: (date/month/year)** | **Till: (date/month/year)** |

**Table A: Study programme abroad:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Component code**  **(*if any*)** | **Component title at the receiving institution**  **(as indicated in the course catalogue)** | **Semester [autumn/spring] [or term]** | **Number of ECTS credits to be awarded by the receiving institution upon successful completion** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | | | Total ECTS: |

**Web link to the course catalogue at the receiving institution:**

|  |
| --- |
| *Web link:* |

**Table B: Group of educational components which will be replaced by the study abroad**

|  |  |  |  |
| --- | --- | --- | --- |
| **Component code (if any)** | **Component title (as indicated in the course catalogue) at the sending institution** | **Semester [autumn/spring] [or term]** | **Number of ECTS credits** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | | | Total ECTS: |

*If the student does not complete successfully some educational components, the following provisions will apply:   
To be decided by the students Study Board.*

**Language competence of the student:**

|  |
| --- |
| Main language of instruction: |
| The level of language competence[[6]](#endnote-6) in *the main language of instruction* that the student already has or agrees to acquire by the start of the study period is:  A1  A2  B1  B2  C1  C2  Scale: A1, simple understanding – C2, fluent |

**II. 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 exchange agreement for institutions located in partner countries).

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

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 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 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 sending institution, responsible person[[7]](#endnote-7):**  Name:  Function:  Responsible person’s signature: Date: |

|  |
| --- |
| **The receiving institution, responsible person[[8]](#endnote-8):**  Name:  Function:  Responsible person’s signature: Date: |

**Section to be completed DURING THE MOBILITY**

#### **I. CHANGES TO THE ORIGINAL LEARNING AGREEMENT, *IF ANY***

#### **Table C: Changes to the proposed study programme abroad or additional components in case of extension of stay abroad**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Component code (*if any*)** | **Component title (as indicated in the course catalogue)** | **Deleted component**  ***[tick if applicable]*** | **Added component**  ***[tick if applicable]*** | **Reason for change[[9]](#endnote-9)** | **Number of ECTS credits to be awarded by the receiving institution upon successful completion of the component** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | | | | | Total ECTS: |

The student, the sending and the receiving institutions confirm that they approve the proposed amendments to the mobility programme:

|  |
| --- |
| **The student**  Student’s signature: Date: |

|  |
| --- |
| **The sending institution, responsible person:**  Name:  Function:  Responsible person’s signature: Date: |

|  |
| --- |
| **The receiving institution, responsible person:**  Name:  Function:  Responsible person’s signature: Date: |

**Section to be completed AFTER THE MOBILITY***This section needs to be filled and signed by the receiving institution*

#### **I. CONFIRMATION OF ENROLMENT**

**Actual period of the mobility:**

|  |  |
| --- | --- |
| **From: (date/month/year)** | **Till: (date/month/year)** |

**Confirmed by receiving institution, e.g. contact person/responsible person/International Office:**

|  |  |
| --- | --- |
| **Name of signatory:** | **Date:** |
| **Title/function:** | **Signature:** |

**Actual start and end dates for the period abroad**

Changes might have occurred, compared to *planned period of study* (page 2)

The actual start and end dates of the study period will be 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, for the first course, for a welcoming event organised by the host institution or for language and intercultural courses.

The *end date* of the study period is the last day the student has been present at the receiving institution and not his actual date of departure. This is, for example, the end of exams period, courses or mandatory sitting period.

#### **II. TRANSCRIPT OF RECORDS**

The receiving institution commits to provide the student with a *Transcript of Records* within a period stipulated in the exchange agreement and *normally* not longer than five weeks after publication/proclamation of the student’s results at the receiving institution.

Grade distribution information should be included in the Transcript of Records or attached to it (a web link where this information can be found is enough).

#### **Annex 1: Guidelines**

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.

How to use the Learning Agreement:

**SECTION TO BE COMPLETED BEFORE THE MOBILITY**

It is necessary to fill in page 1 with information on the student, the sending and the receiving institutions and the three parties have to agree on the section to be completed before the mobility (pages 2 and 3).

**PROPOSED MOBILITY PROGRAMME**

**Planned period of the mobility:**

The start and end dates of the study period according to the following definitions:

The *start date* of the study period is the first day the student expects to be present at the receiving institution, for example, for the first course, for a welcoming event organised by the host institution or for language and intercultural courses.

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

**Table A+B:**

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. Additional rows can be added as needed to tables A and B. Additional columns can also be added, for example, to specify the study cycle-level of the educational component.

A normal 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. In case the student follows additional educational components beyond those required for his/her degree programme, these additional credits must also be listed in the study programme outlined in table A.

\* In countries where the "ECTS" system it is not in place, in particular for institutions located in partner countries not participating in the Bologna process, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a web link to an explanation to the system should be added.

**Language competence of the student:**

The student will commit to reach a certain level of language competence in the main language of instruction by the start of the study period. A recommended level has been agreed between the sending and receiving institutions in the exchange agreement. In case the student would not already have this level when he/she signs the Learning Agreement, he/she commits to reach it with the support to be provided by the sending or receiving institution.

All parties *must sign the document;* however, it is not compulsory to circulate papers with original signatures, scanned copies of signatures or digital signatures will be accepted.

#### **SECTION TO BE COMPLETED DURING THE MOBILITY**

#### **Changes to the original**

#### The section to be completed during the mobility is needed *only if changes have to be introduced into the original Learning Agreement*. Changes might be unavoidable due to, for example, timetable conflicts or extension of the duration.

#### In that case, the section to be completed before the mobility should be kept unchanged and changes should be described in this section. These two sections (pages 1 to 4) should always be kept together in all communications.

#### These changes to the mobility study programme should be agreed by all parties *within four to seven weeks* (after the start of each semester). Any party can request changes within the first two to five-week period after regular classes/educational components have started for a given semester. The exact deadline has to be decided by the institutions. All these changes have to be agreed by the three parties.

All parties *must sign the document;* however, it is not compulsory to circulate papers with original signatures, scanned copies of signatures or digital signatures will be accepted.

**SECTION TO BE COMPLETED AFTER THE MOBILITY**

**Actual start and end dates for the period abroad**

The receiving institution will confirm the students actual period abroad. Changes might have occurred compared to *planned period of study* (page 2).

The actual start and end dates of the study period will be 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, for the first course, for a welcoming event organised by the host institution or for language and intercultural courses.

The *end date* of the study period is the last day the student has been present at the receiving institution and not his actual date of departure. This is, for example, the end of exams period, courses or mandatory sitting period.

*This section needs to be signed by the receiving institution*. Original signatures are not compulsory. Scanned copies of signatures or digital signatures will be accepted.

**INFORMATION FOR AARHUS UNIVERSITY STUDENTS**

After ended studies abroad you need to hand in the below (also described in your Erasmus grant contract):

**Documentation for your Erasmus grant and studies abroad**

This learning agreement completed and signed by Host University, and AU responsible person/Study Board. You need a completion of the section *Before* and *After* (*During* only if relevant).

Any proof of participation in language course (relevant for the period you are eligible to the Erasmus grant)

Transcript of records from your host university

Evaluation (you will by email receive a link to online evaluation form by the end of your stay)

The above documentation needs to be handed in to the International Centre. A scan by e-mail is accepted. Contact International Centre: erasmus@au.dk

**Documentation to get your ECTS transferred (merit)**

To process transfer of your ECTS your Study Board needs transcript of records, description of courses and grade scale. You need to apply at mit.au.dk. The International Centre is not involved in this process.

**Annex 2: End notes**

1. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-1)
2. **Study cycle:** bachelor or equivalent: 1st cycle. Master or equivalent: 2nd cycle. Doctorate or equivalent: 3rd cycle. [↑](#endnote-ref-2)
3. **Subject area code:** The [ISCED-F 2013 search tool](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. [↑](#endnote-ref-3)
4. **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.

   *Aarhus University: Usually the departmental coordinator.*  [↑](#endnote-ref-4)
5. **Country code**: ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>. [↑](#endnote-ref-5)
6. **Language competence of the student:** For the Common European Framework of Reference for Languages (**CEFR**) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> [↑](#endnote-ref-6)
7. **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.

   *Aarhus University: Usually the Study Board.*  [↑](#endnote-ref-7)
8. **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-8)
9. **Reasons for 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-9)