GUIDELINES

HOW TO PREPARE LEARNING AGREEMENT?

1. INTRODUCTION

Mobility in the host institution will be recognized if your **LEARNING AGREEMENT** will be adequately prepared!

Through acceptance of LA home faculty confirms that scores received abroad will be fully accepted after student's return due to the fact that learning outcomes of courses taken in the host university match these from the home university and thus in overall lead to obtainment of the academic degree at the end of the course of study.

2. PREPARATION OF LEARNING AGREEMENT

1. student must check academic offer of the home faculty for the semester in which Erasmus+ mobility is planned,

2. knowing the program of the home faculty student must select equivalent subjects [subjects with the same learning outcomes] from the academic offer of the potential host institution [student is recommended to take educational components for the minimum of **30ETCS per semester**],

3. student must fill in **TABLE A** [2nd page of the LA] with the planned study programme in the host institution and **TABLE B** [3rd page of the LA] with all components of the study programme in the home institution to be replaced at the host institution during the mobility,

Table A: Study programme abroad

Component code (if any)	**Component title** (as indicated in the course catalogue) **at the receiving institution**	**Semester** [autumn/ spring or term]	**Number of ECTS credits** to be awarded by the receiving institution upon successful completion of the component[9]
			Total:

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

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**

4. adequately prepared LA [at this stage LA should only consists of pages 1-4] should be discussed with the Erasmus+ faculty coordinator [if the position is applicable for the Erasmus+ partner university] and, if approved, **must be signed by the departmental coordinator** [Dean or relevant Vice Dean e.g. for Studies],

Note: in order to decide on match between learning outcomes of education in host institution Erasmus+ faculty coordinator [if applicable] and departmental coordinator can request submitting syllabi of selected courses!

5. in case some of subjects of the study programme in the home institution cannot be completed abroad [due to curricular differences] please make sure to agree with the faculty [represented by the Erasmus+ faculty coordinator [if applicable] and departmental coordinator] exact way of passing exams after return to home country and the possibility of receiving individual course of study for the period of the mobility; these arrangements should be indicated **below the TABLE B** [3rd page of the LA]!

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

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**

In case some educational components would not be successfully completed by the student, the following provisions will apply:

6. LA previously signed by the departmental coordinator **must be signed by the institutional coordinator** = local Erasmus+ coordinator [representative of Erasmus+ Programme in the home university] and afterwards **uploaded to the Erasmus+ application form**,

The student
Student's signature Date:

The sending institution
Responsible person's signature Institutional Coordinator's signature
Date: Date:
Stamp: Stamp:

The receiving institution
Responsible person's signature Institutional Coordinator's signature
Date: Date:
Stamp: Stamp:

Departmental coordinator = Dean/Vice Dean

Institutional coordinator

7. in case of being awarded a scholarship LA must be fully signed by the departmental and institutional coordinator from the host institution.

3. PREPARATION OF CHANGES TO LEARNING AGREEMENT

If necessary, making **exceptional changes** to the originally agreed LA is allowed **only within 1 month** after arrival to the host institution.

1. fill in **TABLE C** [5th page of the LA] and clarify with the Erasmus+ faculty coordinator [if applicable] and departmental coordinator whether changes are in accordance with the previous list of components in TABLE B,

Table C: Exceptional changes to study programme abroad

Component code (if any) at the receiving institution	Component title (as indicated in the course catalogue) at the receiving institution	Deleted component *[tick if applicable]*	Added component *[tick if applicable]*	Reason for change [15]	Number of ECTS credits to be awarded by the receiving institution upon successful completion of the component[16]
		☐	☐		
		☐	☐		
		☐	☐		
		☐	☐		
		☐	☐		
					Total:

[Only if changes affect table B, please insert a revised version below and label the table as "Table D: Exceptional changes to set of components to be replaced at sending institution".]

2. if changes affect TABLE B please update it through **adding TABLE D**: ‚exceptional changes to set of components to be replaced at sending institution' below TABLE C [5th page of the LA],

3. all implemented changes have to be compulsory approved by the home university and host university!

The student	
Student's signature	Date:
The sending institution	
Responsible person's signature	Institutional Coordinator's signature
Date:	Date:
Stamp:	Stamp:
The receiving institution	
Responsible person's signature	Institutional Coordinator's signature
Date:	Date:
Stamp:	Stamp:

→ HOME UNIVERSITY

→ HOST UNIVERSITY

4. AFTER MOBILITY

After moblity student will receive **TRANSCRIPT OF RECORDS** summarizing scores and credits obtained in the host institution.

If TOR is coherent with the LA and Changes to LA [if applicable], semester spent abroad will be recognized in home university and student can continue education