



Study Plan/Learning Agreement

Student Mobility for Erasmus+ Exchange

Diarienummer/
Registration code

Student	Last name(s)	First name(s)	Date of birth + 4 last digits	Nationality ⁱ	Sex [M/F]	Study cycle ⁱⁱ	Field of education ⁱⁱⁱ
Sending Institution	Name	Faculty/Department	Erasmus code ^{iv} (if applicable)	Address	Country	Contact person name ^v ; email; phone	
	LNU	School of Business and Economics	S VAXJO03	Universitetsplatsen 1, SE-351 95 Vaxjo	Sweden		
Receiving Institution	Name	Faculty/ Department	Erasmus/ University code (if applicable)	Address	Country	Contact person name; email; phone	

1. Before the mobility

All parts in yellow to be done by the administrator at the Faculty level and not by the student.

<i>Study Programme at the Receiving Institution</i>				
Planned period of the mobility: from [month/year] to [month/year]				
Table A Before the mobility	Component ^{vi} code/ Course code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue ^{vii})	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) ^{viii} to be awarded by the Receiving Institution upon successful completion
	First choices			

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

Recognition at the Sending Institution

Buffer choices	Component code/ Course Code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Subject area/ level of studies (mandatory modules marked with an *)	Credits recognized by sending institution (hp)
				Total: ...

Provisions applying if the student does not complete successfully some educational components²:

Components recognized: Within current study programme As freestanding courses

Commitment

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Study Plan/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 preliminarily 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			<i>Student</i>		
Responsible person ^{xiii} , academically, at the Sending Faculty					
Responsible person, administratively, at the Sending Faculty	Emmelie Hedin Ekholm	Emmelie.hedinekholm@lnu.se	<i>International Relations Coordinator</i>		
Responsible person at the Receiving Institution ^{xiv}					

² See footnote 1.

2. During the Mobility (Tables A2 + B2)

Exceptional changes^{xv} to the Learning agreement/Study Plan are handled by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution via e-mail. E-mails are to contain the following information:

1. *Which course/component code and component title has been replaced and with which new course/component code + component title?*
2. *The number of ECTS credits (or equivalent). The translation of this into hp will follow the same conversion table as shown under Table A1.*
3. *The subject area and level of studies into which the new component/s will be translated at the Sending Institution.*
4. *It is up to the student to save all correspondence regarding the replacement of components in order to be able to attach that to the application for credit transfer after the exchange.*
- 5.

3. After the Mobility (Tables C + D)

After the mobility the Receiving Institution will send a formal transcript of records to the Sending Institution. When the student receives said transcript it is his/her responsibility to apply for credit transfer to the Sending Institution. This is done via the form provided in the form below. Proof of the approval of exceptional changes, which have taken place during the mobility as stated above, will have to be attached to said form by the student his or herself.

Application for Credit Transfer

Diarienummer/ Registration code from Registrar's System (see first page of this document)	-----			
	Name + birth date and final 4 digits	Email	Date	Signature
Student				

Check-list for application for credit transfer:

- Transcript of Records with grading scale (certified copy)*
- Proof of approval of exceptional changes*
- Course information (syllabi, course/component code, component title)*
- Copy of Transcript of Records from High School (Gymnasieskola)*

- ⁱ **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport.
- ⁱⁱ **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).
- ⁱⁱⁱ **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.
- ^{iv} **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.
- ^v **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.
- ^{vi} 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.
- ^{vii} **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.
- ^{viii} **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.
- ^{ix} 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.
- ^x **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.
- ^{xi} **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.
- ^{xii} **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>. Basic eligibility to higher education in Sweden is English level 6/B2.
- ^{xiii} **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.
- ^{xiv} **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.
- ^{xv} **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

Reasons for deleting a component	Reason for adding a component
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)	