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**Learning Agreement**

**Student Mobility for Bilateral Exchange**

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| **Student** | **Last name(s)** | **First name(s)** | **Date of birth + 4 last digits** | **Nationality**[[1]](#endnote-1) | **Sex [M/F]** | **Study cycle**[[2]](#endnote-2) | **Field of education** [[3]](#endnote-3) |
|  |  |  |  |  |  |  |
| **Sending Institution** | **Name** | **Faculty/Department** | **Erasmus code**[[4]](#endnote-4)  **(if applicable)** | **Address** | **Country** | **Contact person name**[[5]](#endnote-5)**; email; phone** |
| LNU | Faculty of Technology | S VAXJO03 | Universitets-platsen 1, SE-351 95 Vaxjo | Sweden | Programme coordinator: International Coordinator: Katarina Rönndahlftk.outexchange@lnu.se, +46 470 70 86 26 |
| **Receiving Institution** | **Name** | **Faculty/ Department** | **Erasmus/University code (if applicable)** | **Address** | **Country** | **Contact person name; email; phone** |
|  |  |  |  |  |  |
| **1. Before the mobility** |
|  | ***Study Programme at the Receiving Institution*****Planned period of the mobility: from [month/year] ……………. to [month/year] ……………** |
| **Table A****Before the mobility** | **Component**[[6]](#endnote-6) **code/Course code**(if any) | **Component title at the Receiving Institution**(as indicated in the course catalogue[[7]](#endnote-7)) | **Semester** [e.g. autumn/spring; term] | **Number of ECTS credits (or equivalent)** [[8]](#endnote-8) **to be awarded by the Receiving Institution upon successful completion** |
|   |  |  |  |  |
| **First choices** |  |  |  |  |
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|   |  |  |  | **Total:**  |
| Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [*web link to the relevant information*] |
|  |  |
|  | **Component**[[9]](#endnote-9) **code/Course code**(if any) | **Component title at the Receiving Institution**(as indicated in the course catalogue[[10]](#endnote-10)) | **Semester** [e.g. autumn/spring; term] | **Number of ECTS credits (or equivalent)** [[11]](#endnote-11) **to be awarded by the Receiving Institution upon successful completion** |
|  **Buffer choices**  |   |  |  |  |
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|   |  |  |  | **Total:**  |
| Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [*web link to the relevant information*] |
| Conversion table of credits from ECTS/local equivalent at Receiving Institution to hp is:1 local credit, first cycle, equals: ……. hp 1 local credit, second cycle, equals: ……. hp  |
|  |  |  |  |  |  |  |  |  |
| The level of language competence[[12]](#endnote-12) in \_\_\_\_\_\_\_\_ [*indicate here 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* [ ]  *Native speaker* [ ]  |
|   |  ***Recognition at the Sending Institution*** |
| **Table B****Before the mobility**  First choice | **Component code/Course Code**(if any) | **Component title at the Sending Institution** | **Subject area/level of studies (mandatory modules marked with an \*)** | **Credits recognized by sending institution (hp)** |
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|  |  | ***Recognition at the Sending Institution*** *(for buffert courses if different from above)* |  |  |
| Buffert choice  |  |  |  |  |
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| Provisions applying if the student does not complete successfully some educational components[[13]](#footnote-1)  |
| **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/L earning 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 |  |  | *Student* |  |  |
| Responsible person[[14]](#endnote-13) , academically, at theSending Faculty |  |  | Programme Coordinator  |  |  |
| Responsible person, administratively, at the Sending Faculty | Katarina Rönndahl | Ftk.outexchange@lnu.se | *Handling Officer Outgoing Students* |  |  |
| Responsible person at theReceiving Institution[[15]](#endnote-14)(Only applicable if expressly needed by both partner institutions) |  |  |  |  |  |

**2. During the Mobility**

*Exceptional changes***[[16]](#endnote-15)** *to the Learning agreement/Study Plan (Table A and B) 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.*

**3. After the Mobility**

*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 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 |  |  |  |  |

***Send the application to:*** ***registrator@lnu.se*** ***with a copy to*** ***ftk.outexchange@lnu.se***

*Documents mentioned below needs to be part of the application for it to be valid*

* *Transcript of Records signed by the host institution with grading scale (certified copy)*
* *Proof of approval of exceptional changes (from programme coordinator via email)*
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 master or doctoral [↑](#endnote-ref-2)
3. **Field of education:** Study subject during exchange. [↑](#endnote-ref-3)
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. [↑](#endnote-ref-4)
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. [↑](#endnote-ref-5)
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. [↑](#endnote-ref-6)
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. [↑](#endnote-ref-7)
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. [↑](#endnote-ref-8)
9. 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. [↑](#endnote-ref-9)
10. **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. [↑](#endnote-ref-10)
11. **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. [↑](#endnote-ref-11)
12. **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. [↑](#endnote-ref-12)
13. 1 These provisions will define the conditions which the student will be subject too should e.g. a mandatory component not be completed during the exchange. [↑](#footnote-ref-1)
14. **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. [↑](#endnote-ref-13)
15. **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. [↑](#endnote-ref-14)
16. **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) |  |

 [↑](#endnote-ref-15)