**Learning Agreement**

**Student Mobility for Studies**

|  |  |  |  |  |  |  |  |  |
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| **Student**  | **Last name(s)** | **First name(s)** |  | **Date of birth** | **Nationality**[[1]](#endnote-2) | **Gender: [Male/Female/Undefined]** | **Study cycle**[[2]](#endnote-3) | **Field of education** [[3]](#endnote-4) |
|  |  |  |  |  |  |  |  |
| **Sending Institution** | **Name** | **Faculty/Department** |  | **Address** | **Country** | **Contact person name**[[4]](#endnote-5)**; email** |
| Ulster University |  |  | Ulster University, Cromore Road, Coleraine, BT52 1SA, Northern Ireland | UK | Heledd Georgegoglobal@ulster.ac.uk  |
| **Receiving Institution**  | **Name** | **Faculty/ Department** | **Address** | **Country** | **Contact person name; email** |
|  |  |  |  |  |  |
|  |  **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**[[5]](#endnote-6) **code**(if any) |  | **Component title at the Receiving Institution**(as indicated in the course catalogue[[6]](#endnote-7)) | **Semester**  | **Number of credits**[[7]](#endnote-8) **to be awarded by the Receiving Institution upon successful completion** |
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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*] |
|  |  |  |  |  |  |  |  |  |  |
|  | The level of language competence[[8]](#endnote-9) 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* [ ]  |

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|   | ***Recognition at the Sending Institution*** |
| **Table B****Before the mobility** | **Component code** (if any) | **Component title at the Sending Institution**(as indicated in the course catalogue) | **Semester**  | **Number of credits to be recognised by the Sending Institution** |
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|   |   |  |  |  |
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|   |  |  |  | **Total: …** |
| 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 agreed in the Inter-Institutional 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 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[[9]](#endnote-10) at theSending Institution |  |  |  |  |  |
| Responsible person at theReceiving Institution[[10]](#endnote-11) |  |  |  |  |  |

**During the Mobility**

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|   | **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[[11]](#endnote-12)** | **Number of credits**  |
|   |   |  | [ ]  | [ ]  | Choose an item. |  |
|   |   |  | [ ]  | [ ]  | Choose an item. |  |

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| --- | --- |
|   | **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 credits** |
|   |   |  | [ ]  | [ ]  |  |
|   |   |  | [ ]  | [ ]  |  |

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| --- | --- | --- | --- | --- | --- |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Student |  |  | *Student* |  |  |
| Responsible person[[12]](#endnote-13) at theSending Institution |  |  |  |  |  |
| Responsible person at theReceiving Institution[[13]](#endnote-14) |  |  |  |  |  |

**After the Mobility**

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| ***Transcript of Records at the Receiving Institution*****Confirmation of start and end dates of the study period: from [day/month/year] ……………. to [day/month/year] …………….****Signature of the Responsible person at the Receiving Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date:****The Transcript of Records produced by the host university will replace this table:** |
| **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 credits recognised** | **Grades received at the Receiving Institution** |
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|  |  |  | **Total: …** |  |
|  |  |  |  |  |  |  |  |  |  |
|   | ***Transcript of Records and Recognition at the Sending Institution*****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 credits recognised** | **Grades registered at the Sending Institution** (if applicable) |
|   |  |  |  |
|   |  |  |  |
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|  |  |  |  |
|  |  | **Total: …** |  |

**Footnotes**

1. **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-2)
2. **Study cycle:** Short cycle / Bachelor or equivalent first cycle / Master or equivalent second cycle / Doctorate or equivalent third cycle. [↑](#endnote-ref-3)
3. **Field of education:** The 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-4)
4. **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)
5. 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)
6. **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)
7. **Credits**: These should be listed according to the academic credit system used by the host country. A web link to an explanation to the system should be added. [↑](#endnote-ref-8)
8. **Level of language competence**: a description of the language level required by the host institution as outlined in the partnership agreement between the receiving and host institution. [↑](#endnote-ref-9)
9. **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-10)
10. **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-11)
11. **Reason for change:** provide the reason for the exceptional changes made, for example: internal code change, timetable clash etc [↑](#endnote-ref-12)
12. **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)
13. **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)