



## LEARNING AGREEMENT FOR STUDIES

Last name (s)		First name	
DNI		Nationality <sup>1</sup>	
Sex	M	F	Academic year
Study cycle <sup>2</sup>		Grado (Area Code) <sup>3</sup>	
Phone		E-mail	

### The Sending Institution

Name:		Faculty	
Erasmus code (if applicable)		Department	
Address		Country, Country code <sup>4</sup>	
Contact person <sup>5</sup> name		e-mail	
		phone	

### The Receiving Institution

Name:		Faculty	
Erasmus code (if applicable)		Department	
Address		Country, Country code	
Contact person <sup>5</sup> name		e-mail	
		phone	

<sup>1</sup> Country to which the person belongs administratively and that issues the ID card and/or passport.

<sup>2</sup> 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).

<sup>3</sup> Please refer to the ISCED 2013 subject field that is closest to the subject of the degree to be awarded to the student by the sending institution. For the list of detailed subject fields, see: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>.

<sup>4</sup> Please use ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

<sup>5</sup> 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.



**Section to be completed BEFORE THE MOBILITY**

**I. PROPOSED MOBILITY PROGRAMME**

Planned period of the mobility: from \_\_\_\_\_ till \_\_\_\_\_ [Indicative start and end months]

*This Learning Agreement includes all the educational components<sup>6</sup> to be carried out by the student at the receiving institution.*

*[The student is recommended to take educational components totalling a minimum of 30 ECTS<sup>7</sup> credits per semester or 15 ECTS credits per trimester.]*

*[If applicable, additional educational components that the student follows above the required number of ECTS credits needed for his/her degree curriculum are also listed below.]*

**Table A: Study programme abroad RECEIVING INSTITUTIONS**

Code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Semester autumn/spring	Number of ECTS credits <sup>8</sup>
			<b>Total:</b>

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

Web link(s) to be provided

<sup>6</sup> 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.  
<sup>7</sup> 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.  
<sup>8</sup> The sending institution should fully recognise this number of ECTS credits and any exception to this rule should be documented in an annex of the Learning Agreement and agreed by all parties.



## The Student

If successfully completed, the educational components of the study programme abroad will be recognised by the sending institution in the following way:

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

Code (if any)	Component title (as indicated in the course catalogue) at the sending institution	Semester autumn/spring	Number of ECTS credits
			<i>Total:</i>

In case some educational components would not be successfully completed by the student, the following provisions will apply: [please specify or provide a weblink to the relevant information.]

### Language competence of the student

The level of language competence<sup>9</sup> in *[language of instruction]* that the student already has or agrees to acquire by the start of the study period (for the above-mentioned dates) is:

A1    A2    B1    B2    C1    C2

<sup>9</sup> For the Common European Framework of Reference for Languages (CEFR) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>



## II. RESPONSIBLE PERSONS

### Responsible person<sup>10</sup> in the sending institution:

Name: José Antonio Montero Jiménez

Function: Vice- Dean for Foreign Affairs

Phone number: +34 91 394 6017

E-mail: vd.ri@ghis.ucm.es

### Responsible person<sup>11</sup> in the receiving institution:

Name:

Function:

Phone number:

E-mail:

## III. COMMITMENT OF THE THREE PARTIES

By signing<sup>12</sup> 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 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.

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<sup>13</sup>.

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's signature

Date:

### The receiving institution

Responsible person's signature

Date:

<sup>10</sup> 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.

<sup>11</sup> 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.

<sup>12</sup> Scanned copies of signatures or digital signatures are recognised. There is no need to circulate papers with original signatures.

<sup>13</sup> Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties.