

Student's Name: Martina Mustermann

Academic Year: 2017/2018

## HIGHER EDUCATION – LEARNING AGREEMENT STUDENT MOBILITY FOR STUDIES

### To be completed BEFORE THE MOBILITY

#### The Student

Last name (s)	Mustermann	Sex <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	
First name (s)	Martina		
Date of birth	01.01.1998	Nationality <sup>1</sup>	German
Study cycle	Bachelor or equivalent first cycle (B) <input type="button" value="v"/>	Field of education <sup>2</sup>	0410 Business
Phone	0123456789	Email	martina.mustermann@stud.uni-due.de

#### Sending Institution

Name	Universität Duisburg-Essen	ERASMUS code <sup>3</sup>	D ESSEN 04
Faculty	Mercator School of Management	Department	Business
Address	Universitätsstr. 2, 45141 Essen	Country	Germany
Contact Person <sup>4</sup>	Ira Terwyen	Email Phone	ira.terwyen@uni-due.de +49 201 183 2032

#### Receiving Institution

Name	ESC Troyes	ERASMUS code	F TROYES 07
Faculty	Business	Department	Business
Address	217 AVE Pierre Brasolette	Country	France
Contact Person	Dounya Gharbage	Email Phone	dounya.gharbage@get-mail.fr +12345678456436

<sup>1</sup> **Nationality**: country to which the person belongs administratively and that issues the ID card and/or passport.

<sup>2</sup> **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](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.

<sup>3</sup> **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.

<sup>4</sup> **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.

**Higher Education Learning Agreement for Studies – Before the Mobility****Table A: Study Programme at the Receiving Institution****Before the mobility**

Student's name	Martina Mustermann		
<b>Planned period of the mobility</b>			
From month/year	August 2017	To month/year	December 2017

Component code (if any) <sup>5</sup>	Component title at the Receiving Institution (as indicated in the course catalogue <sup>6</sup> )	Semester Autumn/ spring term	Number of ECTS credits (or equivalent) <sup>7 8</sup>
	Course 1	Autumn	5
	Course 2	Autumn	5
	Course 3	Autumn	5
	Course 4	Autumn	5
	Course 5	Autumn	5
	Course 6	Autumn	5
		Autumn	
		Autumn	
		Autumn	
		Autumn	
		Autumn	
		Autumn	
		Autumn	
		Autumn	
		Autumn	Total: 30

Web link to the course catalogue at the Receiving Institution describing the learning outcomes:

Link einfügen!

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<sup>5</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>6</sup> **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.

<sup>7</sup> To be awarded by the Receiving institution upon successful completion

<sup>8</sup> **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.

**Higher Education Learning Agreement for Studies – Before the Mobility****Table B: Recognition at the Sending Institution**

Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester Autumn/spring term	Number of ECTS credits (or equivalent) <sup>9</sup>
	Course 2	Autumn <input type="button" value="v"/>	5
	Course 4	Autumn <input type="button" value="v"/>	5
	Course 5	Autumn	5
		Autumn	
		Autumn	
		Autumn	
		Autumn	
		Autumn	
		Autumn	
		Autumn	
		Autumn	
		Autumn	
		Autumn	
		Autumn	
		Autumn	Total: 15

**Language competence of the student**

The level of language competence in English [= 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

A description of the European Language Levels (CEFR) is available at is available at:  
<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

<sup>9</sup> To be recognised by the Sending Institution

## Higher Education Learning Agreement for Studies – Before the Mobility

### Commitment of the three parties

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 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 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.

### The Student

Name	Martina Mustermann		
Email	martina.mustermann@stud.uni-due.de	Position	Student
Date	01.08.2017	Signature	

### Responsible Person<sup>10</sup> at the Sending Institution

Name	Tobias Wind		
Email	isma@uni-due.de	Position	Coordinator
Date	01.08.2017	Signature	

### Responsible Person<sup>11</sup> at the Receiving Institution

Name	Dounya Gharbage		
Email	dounya.gharbage@get-mail.fr	Position	Coordinator
Date	01.08.2017	Signature	

<sup>10</sup> **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.

<sup>11</sup> **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.

## Higher Education Learning Agreement for Studies – During the Mobility

### Table A2: Exceptional Changes to Table A

(to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)

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 <sup>12</sup>	Number of ECTS credits (or equivalent)
			Choose an item	
			Choose an item	
			Choose an item	
			Choose an item	
			Choose an item	
			Choose an item	
			Choose an item	
			Choose an item	

### Table B2: 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)

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 ECTS credits (or equivalent)

<sup>12</sup> 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)	

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## Higher Education Learning Agreement for Studies – During the Mobility

### Approval of Changes to Original Proposed Learning Agreement

#### The Student

Name			
Email		Position	
Date		Signature	

#### Responsible Person<sup>13</sup> at the Sending Institution

Name			
Email		Position	
Date		Signature	

#### Responsible Person<sup>14</sup> at the Receiving Institution

Name			
Email		Position	
Date		Signature	

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<sup>13</sup> **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.

<sup>14</sup> **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.