**Erasmus+ Learning Agreement**

**Student Mobility for Studies**

## Mobility between Erasmus+ countries (EU Member States and third countries associated to the Programme)

Learning agreements are digital in the Erasmus+ 2021-2027 programme. Higher education institutions can exchange digital learning agreements through an IT system connected to the Erasmus Without Paper Network. This template is provided for those institutions that are in the process of connecting to the network and might need an editable version of the template. For more information, please visit the European Commission’s webpage about [Erasmus Without Paper](https://erasmus-plus.ec.europa.eu/european-student-card-initiative/ewp/governance/bpo).

**General information**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Student** | **Last name(s)** | **First name(s)** | **Date of birth** | | **Nationality** | | **Gender** |
|  |  |  | |  | |  |
| **European Student Identifier (ESI)** [Unique electronic identifier for mobile students] | | **Level of education (EQF level)** | | **Field of education**  **(ISCED code)** | | <**Field of education  (clarification)**> |
|  | |  | |  | |  |
| **Sending Institution** | **Name** | **Faculty/Department** | | **Erasmus code** | **Country** | **Administrative contact person name; email** | |
| University of Bayreuth | International Office | | DBAYREUT01 | Germany | Erasmus+ Institutional Coordinator:  Dr. Armin Heinemann, international@uni-bayreuth.de  Erasmus+ Administrative Coordinator:  Anna Lehnig, [outgoing-erasmus@uni-bayreuth.de](mailto:outgoing-erasmus@uni-bayreuth.de) | |
| **Receiving Institution** | **Name** | **Faculty/Department** | | **Erasmus code** | **Country** | **Administrative contact person name; email** | |
|  |  | |  |  |  | |
| The level of language competence 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* | | | | | | | |

**Learning agreement type and mobility duration**

|  |  |
| --- | --- |
| **Learning agreement for studies type (select one)** | **Estimated duration (to be confirmed by the Receiving Institution)** |
| * Long-term mobility  / Virtual component *(only if applicable)* * Short-term mobility with a mandatory virtual component * Short-term doctoral mobility  / Virtual component *(only if applicable)* | Planned period of the physical mobility:   * Academic year ……………. * from [<day>/month/year] ……………. * to [<day>/month/year] …………… |

**Study Programme at the Receiving Institution**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | | | |
| **Table A** | **Component****code** (if any) | **Component title at the Receiving Institution** (as indicated in the course catalogue) | **Term** [e.g. autumn/spring; term] | **Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  | **Total: …** |
| 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**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | | | | |
| **Table B** | **Component code**  (if any) | **Component title at the Sending Institution** (as indicated in the course catalogue) | **Term** [e.g. autumn/spring; term] | **Number of ECTS credits (or equivalent) to be recognised by the Sending Institution** | **Automatic recognition**  [Yes/No] |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  | **Total: …** |  |
| Provisions applying if the student does not complete successfully some educational components: *[web link to the relevant information]* | | | | | |

**Commitment of the three parties**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period. The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships (or the principles agreed in the partnership agreement for institutions located in Partner Countries). | | | | | |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Trainee |  |  | *Trainee* |  |  |
| Responsible person[[1]](#endnote-1) at the Sending Institution |  |  | *Erasmus Subject Coordinator* |  |  |
| Supervisor[[2]](#endnote-2) at the Receiving Organisation |  |  |  |  |  |

**Exceptional changes to the learning agreement**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Exceptional changes to Table A** | | | | | | |
| **Table A2** | **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** [Add the applicable reason code or write other reason] | **Number of ECTS credits (or equivalent) to be awarded** |
|  |  |  |  |  | Choose an item. |  |
|  |  |  |  |  | Choose an item. |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Exceptional changes to Table B (if applicable)** | | | | | | | |
| **Table B2** | **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** | **Number of ECTS credits (or equivalent) to be awarded** | **Automatic recognition**  [Yes/No] |
|  |  |  |  |  | Choose an item. |  | **No** |
|  |  |  |  |  | Choose an item. |  | **No** |

**Approval of exceptional changes to the learning agreement**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period. The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships (or the principles agreed in the partnership agreement for institutions located in Partner Countries). | | | | | |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Trainee |  |  | *Trainee* |  |  |
| Responsible person[[3]](#endnote-3) at the Sending Institution |  |  | *Erasmus Subject Coordinator* |  |  |
| Supervisor[[4]](#endnote-4) at the Receiving Organisation |  |  |  |  |  |

**Glossary**

|  |  |
| --- | --- |
| **Term** | **Definition/Explanation** |
| **Nationality** | Country to which the person belongs administratively and that issues the ID card and/or passport. |
| **The European Student Identifier (ESI)** | A unique European electronic identifier number used to identify and authenticate mobile students using Erasmus Without Paper consistently across different IT systems e.g. to share their digital learning agreement and receive the approval of the sending institution and the receiving institution. The identifier is technical and not meant for student or staff to provide manually. The ESI field should not be visible to end users. If the sending institution does not yet issue an ESI for its students an alternative mechanism for digitally identifying and authenticating students can be accepted. Please note that the ESI will become mandatory in the future. For more information on how Higher Education Institutions can deploy the ESI, read the [Technical Documentation](https://erasmus-plus.ec.europa.eu/european-student-card-initiative/help-support/technical) page of the [European Student Card Initiative](https://education.ec.europa.eu/education-levels/higher-education/european-student-card-initiative) portal. |
| **Level of education** | 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). EQF level codes 5 to 8 are equivalent to the ISCED levels 5 to 8. |
| **Field of education** | The [ISCED-F 2013 search tool](http://ec.europa.eu/education/international-standard-classification-of-education-isced_en) available at <http://ec.europa.eu/education/international-standard-classification-of-education-isced_en> 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. |
| **Erasmus code** | A unique identifier that every higher education institution receives that has been awarded with the Erasmus Charter for Higher Education (ECHE). It is only applicable to higher education institutions located in EU Member States and third countries associated to the programme. |
| **Administrative Contact person** | 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 works at the international relations office or equivalent body within the institution. |
| **Long-term mobility** | A physical study period abroad lasting at least one academic term/trimester or 2 months to 12 months. |
| **ECTS credits (or equivalent)** | In countries where the ["ECTS" system](https://ec.europa.eu/education/ects/users-guide/docs/ects-users-guide_en.pdf) is not in place, in particular for institutions located in third countries not associated to the programme 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. |
| **Automatic recognition** | All credits gained abroad – as agreed in the learning agreement and confirmed by the transcript of records – will be transferred without delay and counted towards the students’ degree (study programme) without any additional work or assessment of the student. This is signalled in the learning agreement by the “Yes” check box. If the “No” check box is selected, a clear justification needs to be provided and an indication on what other type of formal recognition will be applied, e.g. registration in the students’ [diploma supplement](https://europa.eu/europass/en/diploma-supplement) or [Europass](https://europa.eu/europass/en) Mobility Document. |
| **Educational component** | 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. |
| **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> |
| **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. |
| **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 and automatic recognition of the study programme described in the learning agreement 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. |
| **Reasons for deleting a component** | Previously selected educational component is not available at the Receiving Institution  Component is in a different language than previously specified in the course catalogue  Timetable conflict  Other (please specify) |
| **Reason for adding a component** | Substituting a deleted component  Extending the mobility period  Adding a virtual component  Other (please specify) |

1. **Responsible person at the sending institution**: this person is responsible for signing the Learning Agreement, amending it if needed and recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the Learning Agreement. 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-1)
2. **Supervisor at the Receiving Organisation**: this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate. The name and email of the Supervisor must be filled in only in case it differs from that of the Contact person mentioned at the top of the document. [↑](#endnote-ref-2)
3. **Responsible person at the sending institution**: this person is responsible for signing the Learning Agreement, amending it if needed and recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the Learning Agreement. 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-3)
4. **Supervisor at the Receiving Organisation**: this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate. The name and email of the Supervisor must be filled in only in case it differs from that of the Contact person mentioned at the top of the document. [↑](#endnote-ref-4)