the sending HEIs.



Steps to fill in the Learning Agreement for Studies

Page 1 – Information on the student and the sending and receiving institution Additional educational components above the number of ECTS credits required in his/her curriculum are listed Provide mobility programme in the LA and if the sending institution will not recognise them as counting Identify responsible persons towards their degree this is agreed by all parties and annexed to the LA **Commitment** of the three parties **Before mobility** with original / scanned/ digital Provisions for recognition in case Pages 2-4 signatures. some educational components are not successfully completed are included Exceptional changes to mobility programme should be made within one month after the start date of the studies (request for extension of the duration to be made up to one month before the foreseen end date) Modifications Modification **During mobility** s ARE are NOT A party requests changes in the first Pages 5 -6 two-week period after the start of regular classes/educational components Agreement by email by the three parties within a two-week period after the request Receiving institution provides **Transcript** of Records to student and sending After mobility institution in period stipulated in IIA (normally max. 5 weeks after results). Pages 7-8 Sending institution provides the It includes not only ECTS but also the grades provided by **Recognition Document to the student**

within 5 weeks



Steps to fill in the Learning Agreement for traineeships

Page 9 – Information on the trainee and the sending institution and receiving

