Steps to fill in the Learning Agreement for Studies

Page 1 – Information on the student and the sending and receiving institution

Before mobility

Pages 2-4

- Provide mobility programme
- Identify responsible persons
- Commitment of the three parties with original / scanned/ digital signatures.

Additional educational components above the number of ECTS credits required in his/her curriculum are listed in the LA and if the sending institution will not recognise them as counting towards their degree this is agreed by all parties and annexed to the LA

Provisions for recognition in case some educational components are not successfully completed are included

During mobility

Pages 5 -6

- Modifications are NOT
- Modifications are ARE

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)

A party requests changes in the first 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

After mobility

Pages 7 -8

- Receiving institution provides Transcript of Records to student and sending institution in period stipulated in IIA (normally max. 5 weeks after results).

Sendings institution provides the Recognition Document to the student within 5 weeks

It includes not only ECTS but also the grades provided by the sending HEIs.
Steps to fill in the Learning Agreement for traineeships

Before mobility
Pages 10-13

Provide mobility programme
Identify responsible persons
Commitment of the three parties with original / scanned/ digital signatures.

During mobility
Pages 14-15

Modifications are NOT
Modification s ARE

Receiving organisation/enterprise provides a Traineeship Certificate to the

After mobility
Page 16

Recognition by sending institution depending on type of traineeship

<table>
<thead>
<tr>
<th>Recognition Document</th>
<th>Diploma supplement (or equivalent)</th>
<th>Europass Mobility Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Embedded in curriculum</td>
<td>Obligatory, with agreed number of ECTS + grade</td>
<td>Obligatory</td>
</tr>
<tr>
<td>Voluntary</td>
<td>Optional, with ECTS if agreed before mobility</td>
<td>Obligatory, except for recent graduates</td>
</tr>
</tbody>
</table>

Part of the LLP "Quality commitment for Erasmus student placements" are included in this section of the document, the rest are covered in the grant.

Sending institution undertakes to grant recognition in a specific way depending on whether the traineeship is embedded in the curriculum or voluntary, in the last case specific recommendations apply to recent graduates’ traineeships.

Changes should be exceptional and as timely as possible, even though there are no deadlines for it.

Agreement by email by the three parties