**Learning Agreement for Studies**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Student**  | **Last name(s)** | **First name(s)** | **Date of birth** | **Nationality**[[1]](#endnote-1) | **Sex [M/F]** | **Degree programme** |
|  |  |  |  |  |  |
| **Sending Institution** | **Name** | **Erasmus code**[[2]](#endnote-2)  | **Address** | **Country** | **Contact person name**[[3]](#endnote-3)**; email; phone** |
| Haaga-Helia University of Applied Sciences | SF HELSINK40 |  |  |  |
| **Receiving Institution**  | **Name** | **Erasmus code** | **Address** | **Country** | **Contact person name; email; phone** |
|  |  |  |  |  |
| **Before the mobility** |
|  | **Study Programme at the Receiving Institution****Planned period of the mobility: from [month/year] to [month/year]** |
| **Table A****Before the mobility**   | **Course code**(if any) | **Course title at the Receiving Institution**(as indicated in the course catalogue[[4]](#endnote-4)) | **ECTS credits** |
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|  |  |  |  |
|  |  |  |  |
|   |  |  | **Total:**  |
| Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [*web link to the relevant information*] |
|  |  |  |  |  |  |  |  |  |
| The level of language competence[[5]](#endnote-5) 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* [ ]  |

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|   | **Recognition at the Sending Institution** |
| **Table B****Before the mobility**  | **Course code** (if any) | **Course title at the Sending Institution**(as indicated in the course catalogue) | **ECTS credits** |
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|   |  |  |  |
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|  |  |  |  |
|   |  |  | **Total:**  |
|  |  |  |  |  |  |  |  |  |
| **Commitment – Before the mobility**By signing this document, the student, the sending institution and the receiving institution confirm that they approve the proposed Learning Agreement. *The student* commits to study according to this Learning Agreement. After the exchange period, the student commits to deliver the documentation which his/her degree programme requires for the recognition of studies. The student will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period. *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 courses/modules and to count them towards the student's degree. |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Student |  |  | Student |  |  |
| Responsible person[[6]](#endnote-6) at theSending Institution |  |  |  |  |  |
| Responsible person at theReceiving Institution[[7]](#endnote-7) |  |  |  |  |  |

**During the Mobility**

|  |  |
| --- | --- |
|   | **Exceptional changes to Study Programme**To be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution |
| **During the mobility** | **Course code** (if any) | **Course title at the** **Receiving Institution**(as indicated in the course catalogue)  | **Deleted course**[tick if applicable] | **Added course**[tick if applicable] | **Dseleted course: Reason for change****Added course: Course to be replaced at Haaga-Helia** | **ECTS credits**  |
|   |   |  | [ ]  | [ ]  |  |  |
|   |   |  | [ ]  | [ ]  |  |  |
|  |  |  | [ ]  | [ ]  |  |  |
|  |  |  | [ ]  | [ ]  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Commitment** | **Name** | **Position** | **Date** | **Signature** |
| Student |  | Student |  |  |
| Responsible person at theSending Institution |  |  |  |  |
| Responsible person at theReceiving Institution |  |  |  |  |

1. **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-1)
2. **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. [↑](#endnote-ref-2)
3. **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. [↑](#endnote-ref-3)
4. **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. [↑](#endnote-ref-4)
5. **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 [↑](#endnote-ref-5)
6. **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. [↑](#endnote-ref-6)
7. **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. [↑](#endnote-ref-7)