**Learning Agreement**

**Student Mobility for Studies[[1]](#footnote-1)**

**General information**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Student** | **Last name(s)** | | **First name(s)** | | **Date of birth** | | **Gender (m/f/d)** |
|  | |  | |  | |  |
| **Nationality** | | **Level of education (EQF level)** | | **Field of education** | | |
|  | |  | |  | | |
| **Sending Institution** | **Name** | **Faculty/Department/**  **Study programme** | | **Country** | | **Contact person  (name, email, phone)** | |
|  |  | |  | |  | |
| **Receiving Institution** | **Name** | **Faculty/Department/**  **Study programme** | | **Country** | | **Contact person  (name, email, phone)** | |
|  |  | |  | |  | |
| **Estimated duration (to be confirmed by the Receiving Institution)** | | | | | | | |
| Planned period of the mobility from [day/month/year]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to [day/month/year]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |

**Study Programme at the Receiving Institution**

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| --- | --- | --- | --- | --- |
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| **Table A** | **Component****code** (if any) | **Component title  at the Receiving Institution** (as indicated in the course catalogue) | **Semester/term** | **Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion** |
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|  |  |  |  | **Total:** |

**Recognition at the Sending Institution (BHH)**

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| **Table B** | **Component****code** (if any) | **Component title  at the Sending Institution** (as indicated in the course catalogue) | **Semester/term** | **Number of ECTS credits (or equivalent) to be awarded by the Sending Institution upon successful completion** |
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|  |  |  |  | **Total:** |

**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. The receiving institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise 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. 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. | | | | |
| **Commitment** | **Name** | **Email** | **Position** | **Date** |
| **Student** |  |  | *Student* |  |
| **Responsible person at the Sending Institution (BHH)** |  |  |  |  |
| **Responsible person at the Receiving Institution** |  |  |  |  |

**Exceptional changes to the learning agreement   
(to be filled in ONLY if applicable)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Exceptional changes to Table A**  ***(please add further rows if necessary)*** | | | | | |
| **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 (see glossary) or write other reason] | **Number of ECTS credits (or equivalent) to be awarded** |
|  |  |  |  |  | Choose an item. |  |
|  |  |  |  |  | Choose an item. |  |
|  |  |  |  |  | Choose an item. |  |
|  |  |  |  |  | Choose an item. |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Exceptional changes to Table B *(please add further rows if necessary)*** | | | | | |
| **Table B2** | **Component code** (if any) | **Component title at the** **Sending Institution (BHH)** (as indicated in the course catalogue) | **Deleted component** [tick if applicable] | **Added component** [tick if applicable] | **Refers to the following component code from table A2** | **Number of ECTS credits (or equivalent) to be awarded** |
|  |  |  | ☐ | ☐ |  |  |
|  |  |  | ☐ | ☐ |  |  |
|  |  |  | ☐ | ☐ |  |  |
|  |  |  | ☐ | ☐ |  |  |

**Approval of exceptional changes to the learning agreement   
(to be signed in ONLY if applicable)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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. The receiving institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise 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. 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. | | | | |
| **Commitment** | **Name** | **Email** | **Position** | **Date** |
| **Student** |  |  | *Student* |  |
| **Responsible person at the Sending Institution (BHH)** |  |  |  |  |
| **Responsible person at the Receiving Institution** |  |  |  |  |

**Glossary**

|  |  |
| --- | --- |
| **Term** | **Definition/Explanation** |
| **Nationality** | Country to which the person belongs administratively and that issues the ID card and/or passport. |
| **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. |
| **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. |
| **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 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. |
| **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. For a clarification of terms, see glossary at the end of the document. [↑](#footnote-ref-1)