

## LEARNING AGREEMENT FOR STUDIES

### The Student

Last name (s)		First name (s)	
Date of birth		Nationality <sup>1</sup>	
Sex [M/F]		Academic year	2014/2015
Study cycle <sup>2</sup>		Subject area, Code <sup>3</sup>	
Phone	34-	E-mail	

### The Sending Institution

Name	Universidad de Castilla-La Mancha	Faculty	
Erasmus code	E CIUDAR01	Department	International Relations Office
Address	Vic. de Ext. Universitaria Camino del Pozuelo s/n 16071 Cuenca. España	Country, Country code <sup>4</sup>	ES
Contact person <sup>5</sup> name	Julián Serrano Heras. Coord. Vidal Gamonal. Int. Off. Adm.	Contact person e-mail / phone	<a href="mailto:ori.cu@uclm.es">ori.cu@uclm.es</a> 34-969-179-100

### The Receiving Institution

Name		Faculty	
Erasmus code (if applicable)		Department	
Address		Country, Country code	
Contact person name		Contact person e-mail / phone	

For guidelines, please look at Annex 1, for end notes please look at Annex 2.



**II. RESPONSIBLE PERSONS**
**Responsible person<sup>7</sup> in the sending institution:**

Name:	Function: Faculty Coordinator
Phone number: +34-	E-mail:

**Responsible person<sup>8</sup> in the receiving institution:**

Name:	Function:
Phone number:	E-mail:

**III. COMMITMENT OF THE THREE PARTIES**

By signing this document, the student, the sending institution and the receiving institution confirm that they approve the proposed Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and receiving institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the inter-institutional agreement for institutions located in partner countries).

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 educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties.

The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

**The student**

Student's signature

Date:

**The sending institution**

Responsible person

Faculty Coordinator

Institutional Coordinator

Date:

Date:

Date:

Stamp:

Stamp:

Stamp:

**The receiving institution**

Responsible person's signature

Institutional Coordinator's signature

Date:

Date:

Stamp:

Stamp:



Section to be completed DURING THE MOBILITY

CHANGES TO THE ORIGINAL LEARNING AGREEMENT

I. EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME

Table C: Exceptional changes to study programme abroad or additional components in case of extension of stay abroad

Table with 5 columns: Code, Course Title, Cancel (C) /Add (A), Reason for change, Number of ECTS. Includes a Total row at the bottom.

Table D: Revised group of educational components in the student's degree that will be replaced at sending institution

Table with 5 columns: Code, Course Title, Cancel (C) /Add (A), Reason for change, Number of ECTS. Includes a Total row at the bottom.

The student, the sending and the receiving institutions confirm that they approve the proposed amendments to the mobility programme. Approval by signature of the student and of the sending and receiving institution responsible persons.

II. CHANGES IN THE RESPONSIBLE PERSON(S), if any:

Form for New responsible person in the sending institution: Name, Function, Phone number, E-mail.

Form for New responsible person in the receiving institution: Name, Function, Phone number, E-mail.

III. COMMITMENT OF THE THREE PARTIES

The student, the sending institution and the receiving institution confirm that the proposed amendments to the Learning Agreement are approved.

Form for The student: Student's signature or approval by e-mail, Date.



**The sending institution**

Responsible person

Faculty Coordinator

Institutional Coordinator

Date:

Date:

Date:

Stamp:

Stamp:

Stamp:

**The receiving institution**

Responsible person's signature

Institutional Coordinator's signature

Date:

Date:

Stamp:

Stamp:

## Annex 2: End notes

<sup>1</sup> **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

<sup>2</sup> **Study cycle:** 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).

<sup>3</sup> The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at [http://ec.europa.eu/education/tools/isced-f\\_en.htm](http://ec.europa.eu/education/tools/isced-f_en.htm) 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.

<sup>4</sup> **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

<sup>5</sup> **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 will work at the international relations office or equivalent body within the institution.

<sup>6</sup> For the Common European Framework of Reference for Languages (**CEFR**) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

<sup>7</sup> **Responsible person in the sending institution:** an academic who has the authority to approve the mobility programme of outbound students (Learning Agreements), to exceptionally amend them when it is needed, as well as to guarantee full recognition of such programmes on behalf of the responsible academic body.

<sup>8</sup> **Responsible person in the receiving institution:** an academic who has the authority to approve the mobility programme of incoming students and is committed to give them academic support in the course of their studies at the receiving institution.

<sup>9</sup> **Reasons for exceptional changes to study programme abroad:**

<i>Reasons for deleting a component</i>	<i>Reason for adding a component</i>
A1) Previously selected educational component is not available at receiving institution	B1) Substituting a deleted component
A2) Component is in a different language than previously specified in the course catalogue	B2) Extending the mobility period
A3) Timetable conflict	B3) Other (please specify)
A4) Other (please specify)	