Academic year

**The Student**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name(s) |  | First name (s) |  |
| Date of birth |  | Nationality |  |
| Gender |  | Field of Studies |  |
| Study cycle |  | Student Number |  |
| Phone | (+     ) | E-mail |  |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Egas Moniz, CRL | Faculty / Institution |  |
| Erasmus code | P MONTE-D02 | Department |  |
| Address | Campus Universitário, Quinta da Granja, Monte de Caparica 2829-511 Caparica | Country, Country code | Portugal, PT |
| Contact person name (IRO) | Catarina Silva | Institutional IRO Coordinator | erasmus@egasmoniz.edu.pt +351 212 946 755 |
| Mobility Coordinator |  | E-mail Contact |  |

**The Receiving Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Faculty/Department |  |
| ECHE Number |  | HEI Erasmus code |  |
| PIC |  | | |
| Address, website |  | Country, Country code |  |
| Contact person (IRO) |  | Contact person E-mail / phone |  |
| Erasmus coordinator |  | Erasmus coordinator E- mail / phone |  |

**I. PROPOSED MOBILITY PROGRAMME**

|  |
| --- |
| **Planned period of the mobility**: from Data de início prevista till Data de conclusão prevista. |

**Host Institution:** ,  **Sending Institution:** Egas Moniz, CRL,

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Table A: Study programme abroad**  **Web link to the course catalogue at the receiving institution describing the learning outcomes:** | | | | **Table B: Group of educational components in the student's degree that would normally be completed at the sending institution and which will be replaced by the study abroad**  Where all credits in Table A are recognised as forming part of the programme at the sending institution without any further conditions being applied, Table B may be completed with a reference to the mobility window  **If the student does not complete successfully some educational components, the following provisions will apply:** For each failed componentat the receiving institution, the student must complete the correspondent component(s) at the sending institution, after the conclusion of the mobility. | | | |
| **Component Code** | **Component title at receiving institution**  (as indicated in the course catalogue) | **Semester**  (autumn/spring) | **credits** | **Component Code** | **Component title at sending institution**  (as indicated in the course catalogue) | **Semester**  (autumn/spring) | **credits**  (ECTS) |
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|  |  | **TOTAL:** |  |  |  | **TOTAL:** |  |

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| --- |
| **Language competence of the student**  The level of language competence in that the student already has or agrees to acquire by the start of the mobility period is: [[HELP]](http://www.relintegasmoniz.pt/images/docs/EPLniveis.jpg) |

**II. RESPONSIBLE PERSONS**

|  |
| --- |
| **Responsible person in the sending institution:**  Name:  Contacts: |

|  |
| --- |
| **Responsible person in the receiving institution:**  Name:  Contacts: |

**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’s signature Date: |
| **The receiving institution**  Responsible person’s signature Date: |

**CHANGES TO THE ORIGINAL LEARNING AGREEMENT**

**Section to be completed DURING THE MOBILITY if needed**

**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**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Component Code**  (if any) | **Component title at receiving institution**  (as indicated in the course catalogue) | **Deleted component**  (tick applicable) | **Added component**  (tick applicable) | **Reason for change**  (legend below) | **ECTS credits** |
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|  |  |  |  | **TOTAL:** |  |

LEGEND (Reasons for exceptional changes to study programme abroad)

Reasons for deleting a component Reasons for adding a component

|  |  |  |
| --- | --- | --- |
| 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) |  |  |

The student, the sending and the receiving institutions confirm that they approve the proposed amendments to the mobility programme.

|  |  |  |
| --- | --- | --- |
| **Student’s signature** | **Erasmus Coordinator’s Signature** | **Receiving Institution’s signature** (not mandatory) |

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

|  |
| --- |
| **Responsible person in the sending institution:**  Name and function: , Mobility Coordinator for  Contacts: |

|  |
| --- |
| **Responsible person in the receiving institution:**  Name and function:  Contacts: |

**TRANSCRIPT OF RECORDS**

**Section to be completed AFTER THE MOBILITY**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student’s name** |  | | |  | **Field of Studies:** |  | | |
| **Receiving Institution** | - | | | | **Sending Institution** | Egas Moniz, CRL - | | |
| **Erasmus Code:** |  | **Country:** |  | | **Erasmus Code:** | P MONTE-D02 | **Country:** | Portugal, PT |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Component Code** | **Component title at receiving institution** | **ECTS** | **Local Grade** | **Component Code** | **Component title at receiving institution** | **ECTS** | **Transcription(\*)** | **Final Record** |
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**(\*) The grades are transcript to the Portuguese system as suggested by DGES (Despacho n.º 28145 /2008)**

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| --- |
| **Institutional Coordinator’s signature and Stamp:**  Date: |

**Annex 1: Guidelines**

The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the study period abroad and to ensure that the student will receive recognition in his/her degree for the educational components successfully completed abroad.

It is recommended to use this template. However, if higher education institutions already have an IT system in place to produce the Learning Agreement or the Transcript of Records, they can continue using it. What is important is that all the information requested in this template is provided, no matter in which format, provided that it respects certain requirements outlined in the sections below.

How to use the Learning Agreement:

**Before the mobility**, it is necessary to fill in page 1 with information on the student, the sending and the receiving institutions and the three parties have to agree on the section to be completed before the mobility (pages 2 and 3). On page 1, all the information mentioned will have to be encoded in the Mobility Tool. Institutions can decide to add more information (e.g. additional contact person in the coordinating institution of a consortium) or to request less in case some of the information is already provided in other documents internal to the institution. However, it should at least include the names of the two institutions, and names and contact details of the student and persons of contact in both the sending and receiving institutions.

The section to be completed **during the mobility** (page 4) should only be used if there are changes in the responsible persons or in case it is necessary to introduce changes to the original mobility programme. This section and the section before mobility (pages 1 to 4) should always be kept together in all communications.

**After the mobility**, the receiving institution should send a Transcript of Records to the student and the sending institution (page 5). Finally the sending institution should issue a Transcript of Records (page 5) to the student or record the results in a database accessible to the student.

**PROPOSED MOBILITY PROGRAMME**

The proposed mobility programme includes the indicative start and end months of the agreed study programme that the student will carry out abroad.

The Learning Agreement must include **all the educational components to be carried out by the student** at the receiving institution (in table A) and it must contain as well the group of educational components that will be replaced in his/her degree by the sending institution (in table B) upon successful completion of the study programme abroad. Additional rows can be added as needed to tables A and B. Additional columns can also be added, for example, to specify the study cycle-level of the educational component. The presentation of this document may also be adapted by the institutions according to their specific needs. However, **in** **every case,** **the two tables A and B must be kept separated**,i.e. they cannot be merged**.** The objective is to make clear that there needs to be no one to one correspondence between the courses followed abroad and the ones replaced at the sending institutions. The aim is rather that a group of learning outcomes achieved abroad replaces a group of learning outcomes at the sending institution, without having a one to one correspondence between particular modules or courses.

A normal academic year of full-time study is normally made up of educational components totalling 60 ECTS\* credits. It is recommended that for mobility periods shorter than a full academic year, the educational components selected should equate to a roughly proportionate number of credits. In case the student follows additional educational components beyond those required for his/her degree programme, these additional credits must also be listed in the study programme outlined in table A.

When mobility windows are embedded in the curriculum, it will be enough to fill in table B with a single line as described below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Component code (if any)** | **Component title (as indicated in the course catalogue) at the sending institution** | **Semester [autumn / spring] [or term]** | **Number of ECTS**\* **credits** |
|  | *Mobility window* | *…* | *Total: 30* |

Otherwise, the group of components will be included in Table B as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Component code (if any)** | **Component title (as indicated in the course catalogue) at the sending institution** | **Semester [autumn / spring] [or term]** | **Number of ECTS**\* **credits** |
|  | *Course x* | *…* | *10* |
|  | *Module y* | *…* | *10* |
|  | *Laboratory work* | *…* | *10* |
|  |  |  | *Total: 30* |

The sending institution must **fully recognise the number of ECTS**\* **credits contained in table A** if there are no changes to the study programme abroad and the student successfully completes it. Any exception to this rule should be clearly stated in an annex of the Learning Agreement and agreed by all parties. Example of justification for non-recognition: the student has already accumulated the number of credits required for his/her degree and does not need some of the credits gained abroad.

Since the recognition will be granted to a group of components and it does not need to be based on a one to one correspondence between single educational components, the sending institution must foresee which provisions will apply if the student does not successfully complete some of the educational components from his study programme abroad. A web link towards these provisions should be provided in the Learning Agreement.

The student will commit to reach a certain **level of** **language competence** in the main language of instruction by the start of the study period. The level of the student will be assessed after his/her selection with the Erasmus+ online assessment tool when available (the results will be sent to the sending institution) or else by any other mean to be decided by the sending institution. A recommended level has been agreed between the sending and receiving institutions in the inter-institutional agreement. In case the student would not already have this level when he/she signs the Learning Agreement, he/she commits to reach it with the support to be provided by the sending or receiving institution (either with courses that can be funded by the organisational support grant or with the Erasmus+ online tutored courses).

All parties must **sign the document**; however, it is not compulsory to circulate papers with original signatures, scanned copies of signatures or digital signatures may be accepted, depending on the national legislation.

\* In countries where the "ECTS" system it is not in place, in particular for institutions located in partner countries not participating in the Bologna process, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a weblink to an explanation to the system should be added.

**CHANGES TO THE ORIGINAL LEARNING AGREEMENT**

#### The section to be completed during the mobility is **needed only if changes have to be introduced into the original Learning Agreement.** In that case, the section to be completed before the mobility should be kept unchanged and changes should be described in this section.

#### Changes to the mobility **study programme** should be exceptional, as the three parties have already agreed on a group of educational components that will be taken abroad, in the light of the course catalogue that the receiving institution has committed to publish well in advance of the mobility periods and to update regularly as ECHE holder. However, introducing changes might be unavoidable due to, for example, timetable conflicts.

#### Other reasons for a change can be the request for **an extension of the** **duration** of the mobility programme abroad. Such a request can be made by the student at the latest one month before the foreseen end date.

#### These **changes to the mobility study programme should be agreed by all parties within four to seven weeks** (after the start of each semester). Any party can request changes within the first two to five-week period after regular classes/educational components have started for a given semester. The exact deadline has to be decided by the institutions. The shorter the planned mobility period, the shorter should be the window for changes. All these changes have to be agreed by the three parties within a two-week period following the request. In case of changes due to an extension of the duration of the mobility period, changes should be made as timely as possible as well.

Changes to the study programme abroad should be listed in table C and, once they are agreed by all parties, the sending institution commits to fully recognise the number of ECTS credits as presented in table C. Any exception to this rule should be documented in an annex of the Learning Agreement and agreed by all parties. Only if the changes described in table C affect the group of educational components in the student's degree (table B) that will be replaced at the sending institution upon successful completion of the study programme abroad, a revised version should be inserted and labelled as "Table D: Revised group of educational components in the student's degree that will be replaced at sending institution". Additional rows and columns can be added as needed to tables C and D.

#### **All parties must confirm that the proposed amendments to the Learning Agreement are approved**. For this specific section, original or scanned signatures are not mandatory and an approval by email may be enough. The procedure has to be decided by the sending institution, depending on the national legislation.

**RECOGNITION OUTCOMES**

The receiving institution commits to provide the sending institution and the student with a **Transcript of Records** within a period stipulated in the inter-institutional agreement and normally not longer than five weeks after publication/proclamation of the student’s results at the receiving institution.

The Transcript of Records from the receiving institution will contain at least the minimum information requested in this Learning Agreement template. Table E (or the representation that the institution makes of it) will include all the educational components agreed in table A and, if there were changes to the study programme abroad, in table C. In addition, grade distribution information should be included in the Transcript of Records or attached to it (a web link where this information can be found is enough). The actual start and end dates of the study period will be included according to the following definitions:

The **start date** of the study period is the first day the student has been present at the receiving institution, for example, for the first course, for a welcoming event organised by the host institution or for language and intercultural courses.

The **end date** of the study period is the last day the student has been present at the receiving institution and not his actual date of departure. This is, for example, the end of exams period, courses or mandatory sitting period.

Following the receipt of the Transcript of Records from the receiving institution, the sending institution commits to provide to the student a Transcript of Records, without further requirements from the student, and normally within five weeks. The sending institution's Transcript of Records must include at least the information listed in table F (the recognition outcomes) and attach the receiving institution's Transcript of Record.

In case of mobility windows, table F may be completed as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Component code (if any)** | **Title of recognised component (as indicated in the course catalogue) at the sending institution** | **Number of ECTS credits** | **Sending institution grade, if applicable** |
|  | *Mobility window* | *Total: 30* | *…..* |

Where applicable, the sending institution will translate the grades received by the student abroad, taking into account the grade distribution information from the receiving institution (see the methodology described in the ECTS Users' Guide). In addition, all the educational components will appear as well in the student's Diploma Supplement. The exact titles from the receiving institution will also be included in the Transcript of Records that is attached to the Diploma Supplement.

**Steps to fill in the Learning Agreement for Studies**

***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 has to be agreed by all parties concerned and annex*ed to the LA

Provide **mobility programme**

Identify **responsible persons**

**Commitment** of the three parties with original / scanned/ digital signatures.

**Before mobility**

***Provisions*** *for recognition* ***in case*** *some educational components are* ***not successfully complete****d are included*

***Exceptional changes*** *to mobility programme**should be agreed* ***within 4 to 7 weeks 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 are NOT needed

Modifications ARE needed

**During mobility**

*A party requests changes in the first* ***2 to 5-week period*** *after the start of regular classes/educational components (after the start of each semester)*

*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 institution in period stipulated in IIA (normally **max. 5 weeks** after results).

**After mobility**

Sending institution provides the **Recognition Document to the student** within **5 weeks.**

*It includes not only ECTS but also the grades provided by the sending HEI.*