

## Guidelines on how to use the Learning Agreement for Studies

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.

This template is applicable to Erasmus+ mobility for studies between Programme Countries (KA1), between Programme and Partner Countries (KA1), and for Higher Education Capacity Building projects involving Partner Countries (KA2). 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, provided that all the minimum requirements listed in this document are made available. Further fields can be added, if needed (e.g. information on the coordinator of a consortium), and the format (e.g. font size and colours) can be adapted.

### BEFORE THE MOBILITY

#### Administrative data

Before the mobility, it is necessary to fill in page 1 with information on the student, the Sending and the Receiving Institutions. The three parties have to agree on this section to be completed before the mobility

In case some administrative data is already available to the three parties, there is no need to repeat it in this template

On page 1, most of the information related to the student, Sending and Receiving Institutions

#### Educational components (Tables A and B)

The study 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. It is necessary to fill in Tables A and B thoroughly before the mobility. Additional rows and columns can be added as needed. However, the two Tables A and B must be kept separated.

The group of components can be included in Table A as follows:

<b>Study Programme at the receiving Institution</b> <b>Planned period of the mobility : from [month/year].....to [month/year].....</b>				
Table A Before the mobility	Component code	Component title at the Receiving Institution	Semester (e.g. Autumn/spring term) or (1st semester / 2 <sup>nd</sup> semester)	Number of ECTS Credits
	GBX7MO02	<i>Software engineering</i>	<b>Autumn or 1<sup>st</sup> semester</b>	3
	GBX9MO27	<i>Multi-agent systems</i>	<b>1<sup>st</sup> semester</b>	3
	GBRIFLE1	<i>French course</i>	<b>1<sup>st</sup> semester</b>	3
	UHWAL002	<i>Sport</i>	<b>1<sup>st</sup> semester</b>	3
	...	...	...	...
				<b>Total :</b>

Please respect :

- ✓ Component code
- ✓ Component title at the receiving institution.
- ✓ (semesters should not be mixed or non-existent)
- ✓ Credit number of ECTS

In the countries of the European Higher Education Area (EHEA), an academic semester is normally **30 ECTS credits in total and 60 ECTS for full-year**. 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 (or equivalent units in countries outside the EHEA). In case the student follows additional educational components beyond those required for his/her degree programme, these additional credits (or equivalent) must also be listed in the study programme outlined in Table A.

For any questions : please contact [berengere.duc@univ-grenoble-alpes.fr](mailto:berengere.duc@univ-grenoble-alpes.fr) or via discord