

## LEARNING AGREEMENT INTERNATIONAL MOBILITY

### The Student

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

### The Sending Institution

<b>Name</b>	Università degli Studi di Siena		
<b>Department</b>			
<b>Address</b>	Via Banchi di Sotto, 55 53100 Siena	<b>Country, Country code</b>	Italia
<b>Contact person name</b>	Annalisa Poggialini	<b>Contact person e-mail / phone</b>	internazionale@unisi.it +39 0577 232416/ 232441/232456/232182 Fax +39 0577 232392

### The Receiving Institution

<b>Name</b>			
<b>Department</b>			
<b>Address</b>		<b>Country</b>	
<b>Contact person<sup>4</sup> name</b>		<b>Contact person e-mail / phone</b>	

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

## Section to be completed BEFORE THE MOBILITY

### I. PROPOSED MOBILITY PROGRAMME<sup>1</sup>

Planned period of the mobility: from [month/year] ..... till [month/year] .....

Table A: Study programme abroad<sup>2</sup>

Component <sup>5</sup> code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Semester [autumn / spring] [or term]	Number of credits to be awarded by the receiving institution upon successful completion
			Total: .....

*(Add rows if necessary)*

**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

NB no one to one match with Table A is required.

Component code (if any)	Component title (as indicated in the course catalogue) at the sending institution	Semester [autumn / spring] [or term]	Number of CFU credits
			Total: .....

*(Add rows if necessary)*

**If the student does not complete successfully some educational components, the following provisions will apply:**

<sup>1</sup> The student must attach to the present document the description of each course listed in Table A

<sup>2</sup> The component « Dissertation preparation » must be listed in Table A (when appropriate)

### Language competence of the student

The level of language competence<sup>6</sup> in *[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  TOEFL  IELTS  OTHER

## II. RESPONSIBLE PERSONS

### Responsible person<sup>7</sup> in the sending institution:

Name:

Function:

Phone number:

E-mail:

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

Name:

Function:

Phone number:

E-mail:

## III. COMMITMENT OF THE THREE PARTIES

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:

### FOR INTERNAL USE ONLY

The Board of education approved the proposed study programme on \_\_\_\_\_

Date:

Students' Office signature\_\_\_\_\_

## 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

Component code (if any) at the receiving institution	Component title (as indicated in the course catalogue) at the receiving institution	Deleted component  [tick if applicable]	Added component  [tick if applicable]	Reason for change <sup>9</sup>	Number of credits to be awarded by the receiving institution upon successful completion of the component
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
					Total: .....

(Add rows if necessary)

Table D: 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 exceptional changes to study programme abroad (if component added).

Component code (if any)	Component title (as indicated in the course catalogue) at the sending institution	Semester [autumn / spring] [or term]	Number of CFU credits
			Total: .....

(Add rows if necessary)

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

**The student**

Student's signature

Date:

**The sending institution (Board of education Head)**

Responsible person's signature

Date:

**The receiving institution**

Responsible person's signature

Date:

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

**New responsible person in the sending institution:**

Name:

Function:

Phone number:

E-mail:

**New responsible person in the receiving institution:**

Name:

Function:

Phone number:

E-mail:

**FOR INTERNAL USE ONLY**

The Board of education approved the changes to the study programme on \_\_\_\_\_

Date:

Students' Office signature\_\_\_\_\_

## Section to be completed AFTER THE MOBILITY

### RECOGNITION DOCUMENT

Start and end dates of the study period: from [day/month/year] till [day/month/year].

Table E: Transcript of Records

Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Was the component successfully completed by the student? [Yes/No]	Number of credits	Receiving institution grade
			Total:	

(Add rows if necessary)

[Signature of responsible person in receiving institution and date]

Table F: Recognition outcomes

Component code (if any)	Component title (as indicated in the course catalogue) at the sending institution	Number of credits	Sending institution grade, if applicable
		Total:	

(Add rows if necessary)

[Signature of responsible person in sending institution and date]

## Annex 1: Guidelines

This template of Learning Agreement requires the information that the student, the sending and receiving institutions need to agree on to carry out and ensure recognition of mobility study periods under Erasmus+.

If the sending or the receiving institutions need to introduce other specific requirements, these can be added in the box in the first page (e.g. in case other contact people should be mentioned, for example, in the coordinating institution of a consortium).

### PROPOSED MOBILITY PROGRAMME

The proposed mobility programme includes the indicative start and end months and the agreed study programme that the student will carry out during his mobility period and which the sending institution commits to give recognition upon successful completion by the student.

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 set of components to be replaced at sending institution upon successful completion by the student (in table B). Additional rows can be added as needed to tables A and B.

When there are mobility windows embedded in the curriculum, it will be enough to fill in table B in the following way:

Component code (if any)	Component title (as indicated in the course catalogue) at the sending institution	Semester [autumn / spring] [or term]	Number of credits
	<i>Mobility window</i>	...	<i>Total:</i>

Otherwise, the set of components will be included 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 credits
	<i>Course x</i>	...	<i>10</i>
	<i>Module y</i>	...	<i>10</i>
	<i>Laboratory work</i>	...	<i>10</i>
			<i>Total:</i>

The sending institution must **fully recognise the number of credits contained in table A** and any exception to this rule should be documented in an annex of the Learning Agreement and agreed by all parties (i.e. in case of additional educational components above the required number of credits needed for the degree curriculum).

The sending institution must foresee which provisions will apply in case some educational components would not be successfully completed by the student.

All parties must **sign the document**; however, there is no need to circulate papers with original signatures because scanned copies of signatures or digital signatures are recognised.

## CHANGES TO THE ORIGINAL LEARNING AGREEMENT

The section to be completed during the mobility is **only needed if it is necessary to introduce changes into the original Learning Agreement**. In that case, the section to be completed before the mobility should be kept unchanged, changes should be described in this section and both parts should remain together in a single document.

**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 as agreement of the proposed amendments by email is accepted.

## RECOGNITION DOCUMENT

For the Programme purposes, scanned copies of signatures or digital signatures are recognised as well to issue the Transcript of Records and the Recognition Document.

The receiving institution commits to provide the sending institution and the student with a **Transcript of Records** according to table E and containing all the educational components agreed in the table A (and table C in case there were changes to the study programme abroad). In addition, grading distribution information should be attached to the Transcript of Records (or a web link where this information can be found) in case it is different or more specific or it has been updated compared to the information provided in the Inter-institutional Agreement. This should be done 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.

Following the receipt of the Transcript of Records from the receiving institution, the sending institution commits to provide to the student a **Recognition Document** including table E and the completed table F with the recognition outcomes, without further requirements from the student, and within five weeks. The sending institution will translate the grades received by the student (when applicable) taking into account the grading distribution information from the receiving institution. In addition, all the educational components will appear as well in the student's Diploma Supplement with also the exact title that they had in the receiving institution.

The Recognition Document includes the actual start and end date of the study period, the transcript of records from the receiving institution and the recognition outcomes from the sending institution. 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.

The Recognition Document must be issued together with the section before mobility (and the section during mobility if there were changes to the original Learning Agreement) and it can additionally be issued independently.



## 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:** First cycle, second cycle, doctorate or equivalent third cycle.

<sup>3</sup> **Subject area:** Economics, Law, Political Sciences and Social Sciences, Cultural Heritage, Education, Literature, Languages, History and Philosophy, Biotechnologies, Medicine, Dentistry, Health professions, Environmental Sciences, Biology, Chemistry, Pharmacy, Geology, Physics, Engineering, Mathematics.

<sup>4</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>5</sup> An "**educational component**" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

<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:** "Presidente del Comitato per la didattica" 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)	