**During Mobility**

|  |  |
| --- | --- |
|   | **Exceptional changes to Table A**(to be approved by e-mail or signature by the student, the responsible person in the sending institution and the responsible person in the receiving institution) |
| **Table A bis****During the mobility** | **Component code** (if any) | **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** | **Number of ECTS credits (or equivalent) to be awarded by the receiving institution upon successful completion of the component** |
|   |   |  | **□** | **□** |  |  |
|   |   |  | **□** | **□** |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |
| --- | --- |
|   | **Exceptional changes to Table B**(to be approved by e-mail or signature by the student and the responsible person in the sending institution) |
| **Table B bis****During the mobility** | **Component code** (if any) | **Component title**(as indicated in the course catalogue) at the **sending institution** | **Deleted component**[tick if applicable] | **Added component**[tick if applicable] | **Reason for change** | **Number of ECTS credits (or equivalent) for the 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** |
|   |   |  | **□** | **□** |  |  |
|   |   |  | **□** | **□** |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Trainee |   |  | *Trainee* |   |  |
| Departmental Coordinator at the Home Institution |   |   |   |   |  |
| Institutional Coordinator at the Home Institution |  |  |  |  |  |
| Departmental Coordinator at the Receiving Institution |   |   |   |   |  |
| Institutional Coordinator at the Receiving Institution |  |  |  |  |  |

**CHANGES TO THE ORIGINAL LEARNING AGREEMENT**

The section to be completed during the mobility (Tables Abis and Bbis) 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 (Tables A and B) 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. 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 Abis and, once they are agreed by all parties, the sending institution commits to fully recognise the number of ECTS credits (or equivalent) as presented in table Bbis. Any exception to this rule should be documented in an annex of the Learning Agreement and agreed by all parties. The total number of ECTS credits (or equivalent) indicated in table Abis should refer solely to the ECTS credits (or equivalent) inserted/removed in this table, and not to the total of ECTS (or equivalent) credits referring to table A. For example:

|  |  |
| --- | --- |
|   | Exceptional changes (to be approved by e-mail or signature by the student, the responsible person in the sending institution and the responsible person in the receiving institution) |
| **Table Abis****During the mobility** | **Component code (if any)**  | **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** | **Number of ECTS credits (or equivalent) to be awarded by the receiving institution upon successful completion of the component** |
|   |   | *XXX* | ⌧ | □ | *A3* | *5* |
|   |   | *YYY* | □ | ⌧ | *B1* | *8* |

Only if the changes described in table Abis 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, Table Bbis should be used. Additional rows and columns can be added as needed to tables Abis and Bbis.

|  |  |
| --- | --- |
|   | Exceptional changes (to be approved by e-mail or signature by the student and the responsible person in the sending institution) |
| **Table Bbis****During the mobility** | **Component code (if any)**  | **Component title (as indicated in the course catalogue) at the sending institution** | **Deleted component[tick if applicable]** | **Added component[tick if applicable]** | **Reason for change** | **Number of ECTS credits (or equivalent) for the 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** |
|   |   |  | **□** | **□** |  |  |
|   |   |  | **□** | **□** |  |  |

In case of changes in the responsible person(s), the information below should be inserted. Additional rows and columns can be added.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Changes in the responsible person(s), if needed** | **Name** | **Function** | **Phone number** | **Email** |
| New responsible person atthe Sending Institution |   |   |   |   |
| New responsible person at the Receiving Institution |   |   |   |   |

**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. It can be provided electronically or with other means accessible to the student.

The Transcript of Records from the receiving institution will contain at least the minimum information requested in this Learning Agreement template. Table C (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 Abis. 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, this could be the start date of the first course/first day at work, a welcoming event organised by the receiving institution, or language and intercultural courses; this may include attending language courses organised or provided by other organisations than the receiving institution if the sending institution considers it as a relevant part of the mobility period abroad.
* 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, or record the results in a database or other means accessible to the student.

The sending institution's Transcript of Records must include at least the information listed in table D (the recognition outcomes) and attach the receiving institution's Transcript of Record.

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

|  |  |
| --- | --- |
|   | ***Recognition Outcomes at Sending Institution*****Start and end dates of the study period: from [day/month/year] ……………. till [day/month/year] …………….** |
| **Table D****After the mobility** | **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 (for higher education institutions from Programme Countries, 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 (not applicable to mobility from Partner Countries). The exact titles from the receiving institution will also be included in the Transcript of Records that is attached to the Diploma Supplement.