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**Higher Education**

**Learning Agreement form**

**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)**  | **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** (see table of codes) | **ECTS credits Awarded**  |
|  |  | **□** | **□** |  |  |
|  |  | **□** | **□** |  |  |
|  |  | **□** | **□** |  |  |
|  |  | **□** | **□** |  |  |
|  |  | □ | □ |  |  |
|  |  | □ | □ |  |  |
|  |  | □ | □ |  |  |
| **TOTAL:** |  |

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

**Approval by e-mail or signature of the student and of the sending and receiving institution responsible persons.**

#### **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:  |

#### **III. Approval Signatures**

|  |  |  |  |
| --- | --- | --- | --- |
| **The student**Student’s signature |  Date:  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **The home institution**Responsible person’s signature |  Date:  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **The Host institution**Responsible person’s signature |  Date:  | Date |  |

#### **GUIDANCE: 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.

 **Reasons for exceptional changes to study programme abroad:**

|  |  |
| --- | --- |
| *Reasons for deleting a component* | *Reason 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) |  |