**LEARNING AGREEMENT FOR STUDIES**

**The Student**

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| --- | --- | --- | --- |
| Last name(s) |  | First name(s) |  |
| Date of birth |  | Nationality[[1]](#endnote-1) |  |
| Gender [*M/F*] |  | Academic year | 20 /20 |
| Study cycle[[2]](#endnote-2) |  | Subject area,  Code[[3]](#endnote-3) |  |
| Phone |  | E-mail |  |
| The home address: |  | | |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **Wrocław University of Economics** | Faculty |  |
| Erasmus code  (if applicable) | **PL WROCLAW03** | Study major |  |
| Address | ul. Komandorska 118/120 53-345 Wrocław  International Co-operation Office, Building A room 27 | Country,  Country code[[4]](#endnote-4) | Poland |
| Contact person’s[[5]](#endnote-5) name | **Iwona Przyłęcka** | Contact person’s e-mail / phone | [iwona.przylecka@ue.wroc.pl](mailto:iwona.przylecka@ue.wroc.pl)  0048 71 3680151 |

**The Receiving Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Faculty |  |
| Erasmus code  (if applicable) |  | Department |  |
| Address |  | Country,  Country code |  |
| Contact person’s name |  | Contact person’s e-mail / phone |  |

#### **Section to be completed BEFORE THE MOBILITY**

**I. PROPOSED MOBILITY PROGRAMME**

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

Table A: Study programme abroad*[[6]](#endnote-6)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Component code**  (if any) | **Component title at the Receiving Institution**  (as indicated in the course catalogue) | **Semester**  (autumn / spring) | **Number of ECTS credits**  (to be awarded by the Receiving Institution upon successful completion) |
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|  | | | Total: ………… |

**Web link to the course catalogue at the Receiving Institution:**

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Table B: Set of components to be replaced at Sending Institution

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| **Component code**  (if any) | **Component title at the Sending Institution**  (as indicated in the course catalogue) | **Semester**  (autumn / spring) | **Number of ECTS credits**  (to be awarded by the Sending Institution upon successful completion) |
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|  | | | Total: ………… |

**Provisions that will apply if some educational components are not successfully completed:**

|  |
| --- |
| *If a course is not completed at the Receiving Institution, the conditions for completion of a semester at the Sending Institution will be determined by the ECTS Coordinator.* |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Language competence of the student**  The level of language competence[[7]](#endnote-7) that the student already has or agrees to acquire by the start of the study period:  (indicate language(s) relevant to the country of your mobility) | | | | | | |
|  | A1 🞏 | A2 🞏 | B1 🞏 | B2 🞏 | C1 🞏 | C2 🞏 |
|  | A1 🞏 | A2 🞏 | B1 🞏 | B2 🞏 | C1 🞏 | C2 🞏 |
|  | A1 🞏 | A2 🞏 | B1 🞏 | B2 🞏 | C1 🞏 | C2 🞏 |

**II. RESPONSIBLE PERSONS**

|  |  |
| --- | --- |
| **Responsible person[[8]](#endnote-8) in the Sending Institution:** | |
| Name: Iwona Przyłęcka | Function: Institutional Coordinator |
| Phone number: 0048 71 3680131 | E-mail: erasmus@ue.wroc.pl |
| Name: | Function: ECTS Coordinator |
| Phone number: | E-mail: |

|  |  |
| --- | --- |
| **Responsible person[[9]](#endnote-9) in the Receiving Institution:** | |
| Name: | Function: |
| Phone number: | E-mail: |

**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.

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

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| **The Sending Institution** | | |
| Responsible person’s signature: | The stamp of the Sending Institution: | Date: |

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| **The Receiving Institution** | | |
| Responsible person’s signature: | The stamp of the Receiving Institution: | Date: |

**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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Compo-nent code**  (if any) | **Component title at the Receiving Institution**  (as indicated in the course catalogue) | **Deleted compo-nent**  (tick if applicable) | **Added compo-nent**  (tick if applicable) | **Reason for change**[[10]](#endnote-10) | **Change in ECTS credits**  (to be awarded by the Receiving Institution upon successful completion) |
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**II. CHANGES IN THE RESPONSIBLE PERSON(S), if any:**

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| **New responsible person in the Sending Institution:** | |
| Name: | Function: |
| Phone number: | E-mail: |

|  |  |
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| **New responsible person in the Receiving Institution:** | |
| Name: | Function: |
| Phone number: | E-mail: |

**III. COMMITMENT OF THE THREE PARTIES**

The student, the Sending Institution and the Receiving Institution confirm that the proposed amendments to the Learning Agreement are approved.

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

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| **The Sending Institution** | | |
| Responsible person’s signature: | The stamp of the Sending Institution: | Date: |

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| **The Receiving Institution** | | |
| Responsible person’s signature: | The stamp of the Receiving Institution: | Date: |

**Section to be completed AFTER THE MOBILITY**

**RECOGNITION DOCUMENT**

Start/end dates of the study period: from [month/year] \_\_\_\_\_\_\_\_\_\_\_\_\_ till [month/year] \_\_\_\_\_\_\_\_\_\_\_\_

Table E: Transcript of Records

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Compo-nent code**  (if any) | **Component title at the Receiving Institution**  (as indicated in the course catalogue) | **Was the component successfully completed by the student?**  (Yes/No) | **Number of ECTS credits** | **Receiving Institution’s grade** |
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| **The Receiving Institution** | | |
| Responsible person’s signature: | The stamp of the Receiving Institution: | Date: |

Table F: Recognition outcomes

|  |  |  |  |
| --- | --- | --- | --- |
| **Compo-nent code**  (if any) | **Component title at the Sending Institution**  (as indicated in the course catalogue) | **Number of ECTS credits** | **Sending institution’s grade** |
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|  | | Total: ………… |  |

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| --- | --- | --- |
| **The Sending Institution** | | |
| Responsible person’s signature: | The stamp of the Sending Institution: | Date: |

1. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-1)
2. **Study cycle:** Short cycle (EQF level 5) / bachelor or equivalent first cycle (EQF level 6) / master or equivalent second cycle (EQF level 7) / doctorate or equivalent third cycle (EQF level 8). [↑](#endnote-ref-2)
3. The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at <http://ec.europa.eu/education/tools/isced-f_en.htm> should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the sending institution. [↑](#endnote-ref-3)
4. **Country code**: ISO 3166-2 country codes available at: https://www.iso.org/obp/ui/#search. [↑](#endnote-ref-4)
5. **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. [↑](#endnote-ref-5)
6. 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. [↑](#endnote-ref-6)
7. For the Common European Framework of Reference for Languages (**CEFR**) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> [↑](#endnote-ref-7)
8. **Responsible person in the sending institution**: 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. [↑](#endnote-ref-8)
9. **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. [↑](#endnote-ref-9)
10. **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) |  |

    [↑](#endnote-ref-10)