

## ÖRNEK ÖĞRENİM ANLAŞMASI

Bu form öğrenim için yurtdışına gitmeye hak kazanan Erasmus öğrencilerine kılavuz olması amacıyla doldurulmuştur. Kılavuzu incelerken lütfen şu hususlara dikkat ediniz:

### 1. Renkler

Değişmemesi gereken kısımlar **mavi renkle** yazılmıştır

Değişmesi gereken yerler **kahverengi** ile yazılmıştır

Açıklamalar **yeşil** ile yazılmıştır

### 2. Form 3 aşamalıdır.

- Öğrenim Öncesi: İlk 4 sayfa. Başvuru sırasında doldurması gereken kısım
- Öğrenim Esnası: 5-6. Sayfalar. Öğrenim sırasında yapılan değişikliklerden ötürü doldurulması gereken kısım
- Öğrenim Sonrası: 7. Sayfa ve sonraki sayfalar. Öğrenim sonrası doldurulması gereken kısım

### 3. Öğrenci Öğrenim Anlaşmasını hangi üniversiteye başvurmak istiyorsa ilgili üniversitenin Erasmus sayfasından indirecektir. Genelde indirilen belgede ilgili üniversitenin Receiving Institution kısımları dolu gelir. İkili anlaşmalarımızın olduğu üniversitelerin bilgileri aşağıdadır. Tablodaki üniversitelerin Erasmus sayfaları için Önemli Linklere göz atınız.

| ÜNİVERSİTE  | ÜLKE     | ŞEHİR           |
|---|----------|-----------------|
| LODZ UNIVERSITY OF TECHNOLOGY   | POLONYA  | LODZ            |
| LUBLIN UNİVERSTY OF TECHNOLOGY  | POLONYA  | LUBLIN          |
| AGH UNİVERSTY OF SCİENCE AND TECHNOLOGY                               | POLONYA  | KRAKOW          |
| INSTITUTO POLÍTECNICO DE CASTELO BRANCO                               | PORTEKİZ | CASTELLO BRANCO |
| UNIVERSTY OF MARİBOR  | SLOVENYA | MARIBOR         |
| BRONISLAW MARKIEWICZ STATE HİGHER SCHOOL OF TECHONOLOGY AND ECONOMİCS | POLONYA  | JAROSLAW        |
| UTP UNIVERSITY OF SCIENCE AND TECHNOLOGY                              | POLONYA  | BYDGOSZCZ       |



## ÖĞRENİM ÖNCESİ BÖLÜMÜ

Bu bölüm toplamda 4 sayfadır. Öğrencinin ilk başvuru esnasında **sadece** bu kısmı doldurması yeterlidir. Öğrenci ilgili kısımları doldurduktan sonra Arş.Gör. H.Hüseyin Karaoğlu'na belgeyi kontrol ettirir. Belgede bir eksiklik yoksa gerekli imzalar atılır. Öğrenci Öğrenim Anlaşması (3 adet), Başvuru Formu ve Transkriptinin taralı halleri ile beraber gitmeyi düşündüğü üniversite Erasmus Koordinatörlüğü'ne başvuru süresi içinde çevrimiçi başvurur.

Üniversitemiz Erasmus Kodu : TR SANLIUR01

**LEARNING AGREEMENT FOR STUDIES****The Student [ÖĞRENCİNİN]**

|                          |                             |                                    |                          |
|--------------------------|-----------------------------|------------------------------------|--------------------------|
| Last name (s)            | AHMET HAMDİ                 | First name (s)                     | TANPINAR                 |
| Date of birth            | 29.05.1991                  | Nationality <sup>1</sup>           | TURKISH REPUBLIC         |
| Sex [M/F]                | Male                        | Academic year                      | 20.../20...              |
| Study cycle <sup>2</sup> | Bachelor/EQF level 6/Spring | Subject area,<br>Code <sup>3</sup> | 0714                     |
| Phone                    | +90 530 123 4567            | E-mail                             | tanpinarahamdi@gmail.com |

**The Sending Institution [GÖNDERİCİ ÜNİVERSİTE]**

|                                     |   |                                       |  |
|-------------------------------------|---|---------------------------------------|--|
| Name                                | HARRAN UNIVERSTY  | Faculty                               | ENGINEERING FACULTY                            |
| Erasmus code<br>(if applicable)     | TR SANLIUR01  | Department                            | Electrical-Electronics Eng.                    |
| Address                             | Osman Bey Kampüsü Şanlıurfa<br>Mardin Yolu 18.Km Şanlıurfa<br>Türkiye | Country,<br>Country code <sup>4</sup> | TURKEY, TR                                     |
| Contact person <sup>5</sup><br>name | Asst. Prof. Hasan GÖKTAŞ  | Contact person<br>e-mail / phone      | hgoktas@harran.edu.tr<br>+90 414 318 3000-1435 |

**The Receiving Institution [ALICI ÜNİVERSİTE]**

|                                 |   |                                  |  |
|---------------------------------|---|----------------------------------|--|
| Name                            | UNIVERSITY OF FLORENCE                          | Faculty                          | ENGINEERING FACULTY                        |
| Erasmus code<br>(if applicable) | ÜNİVERSİTE ERASMUS KODU                         | Department                       | Electrical Engineering                     |
| Address                         | Via San Francisco Piazza Dei<br>Miracoli No: 45 | Country,<br>Country code         | ITALY<br>IT                                |
| Contact person<br>name          | STEPHEN DICKENS                                 | Contact person<br>e-mail / phone | +12 345 6789<br>dickensstephen@firenze.edu |

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

Planned period of the mobility: from [month/year] .../20... till [month/year] .../20...

[PLANLANAN ÖĞRENİM DÖNEMİ AY/YIL OLACAK ŞEKİLDE HANGİ AY/YIL'DAN HANGİ AY/YIL'A]

Table A: Study programme abroad [TABLOYA ALICI ÜNİVERSİTEDEKİ DERSLER YAZILIR]

| Component <sup>6</sup> code (if any) | Component title (as indicated in the course catalogue) at the receiving institution | Semester [autumn / spring] [or term] | Number of ECTS credits to be awarded by the receiving institution upon successful completion |
|--------------------------------------|---|--------------------------------------|--|
|                                      | DERSİN ADI  | DERS DÖNEMİ                          | AKTS SAYISI  |
|                                      | DERSİN ADI  | DERS DÖNEMİ                          | AKTS SAYISI  |
|                                      | DERSİN ADI  | DERS DÖNEMİ                          | AKTS SAYISI  |
|                                      | DERSİN ADI  | DERS DÖNEMİ                          | AKTS SAYISI  |
|                                      | DERSİN ADI  | DERS DÖNEMİ                          | AKTS SAYISI  |
|                                      | DERSİN ADI  | DERS DÖNEMİ                          | AKTS SAYISI  |
|                                      | DERSİN ADI  | DERS DÖNEMİ                          | AKTS SAYISI  |
|                                      | DERSİN ADI  | DERS DÖNEMİ                          | AKTS SAYISI  |
|                                      |   |                                      | Total: TOPLAM  |

Web link to the course catalogue at the receiving institution describing the learning outcomes:

[Web link(s) to be provided.]

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. Where all credits in Table A are recognised as forming part of the programme at the sending institution without any further conditions being applied, Table B may be completed with a reference to the mobility window (see guidelines).

[TABLOYA BÖLÜMÜMÜZDEKİ DERSLER YAZILIR]

| Component code (if any)      | Component title (as indicated in the course catalogue) at the sending institution | Semester [autumn / spring] [or term] | Number of ECTS credits |
|------------------------------|---|--------------------------------------|------------------------|
| BÖLÜMÜMÜZDEKİ DERS BİLGİLERİ |   |                                      |                        |
| 0507...                      | DERSİN ADI  | DERS DÖNEMİ                          | AKTS SAYISI            |
| 0507...                      | DERSİN ADI  | DERS DÖNEMİ                          | AKTS SAYISI            |
| 0507...                      | DERSİN ADI  | DERS DÖNEMİ                          | AKTS SAYISI            |



| 0507... | DERSİN ADI | DERS DÖNEMİ | AKTS SAYISI   |
|---------|------------|-------------|---------------|
| 0507... | DERSİN ADI | DERS DÖNEMİ | AKTS SAYISI   |
| 0507... | DERSİN ADI | DERS DÖNEMİ | AKTS SAYISI   |
| 0507... | DERSİN ADI | DERS DÖNEMİ | AKTS SAYISI   |
| 0507... | DERSİN ADI | DERS DÖNEMİ | AKTS SAYISI   |
| 0507... | DERSİN ADI | DERS DÖNEMİ | AKTS SAYISI   |
|         |            |             | Total: TOPLAM |

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

[Please, specify or provide a web link to the relevant information.]

Language competence of the student (İNGİLİZCE SEVİYENİZ)

The level of language competence<sup>7</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

İNGİLİZCE SEVİYENİZİ DOLDURURKEN TABLODAKİ GİBİ SEVİYENİZİ TAMAMEN SİYAH BİR RENKLE İŞARETLEYİN



## II. RESPONSIBLE PERSONS [SORUMLU KİŞİLER]

|  |   |
|--|---|
| Responsible person <sup>8</sup> in the sending institution: [GÖNDEREN KURUMDAKİ SORUMLU KİŞİLER] |   |
| Name: Asst. Prof. Hasan GOKTAŞ   | Function: Departmental Coordinator          |
| Phone number: +90 414 318 3000-1435  | E-mail: hgoktas@harran.edu.tr               |
| Name: Asst. Assoc Dr. Fred Barış ERNST   | Function: Institutional Erasmus Coordinator |
| Phone number: +90 414 318 23 02  | E-mail: f.b.ernst@harran.edu.tr             |

|   |   |
|---|---|
| Responsible person <sup>9</sup> in the receiving institution: [ALICI KURUMDAKİ SORUMLU KİŞİLER] |   |
| Name: ALICI KURUMDAKİ SORUMLU KİŞİNİN ADI/SOYADI  | Function: Institutional Erasmus Coordinator |
| 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.

|  |                   |
|--|-------------------|
| The student                                    |                   |
| Student's signature: ÖĞRENCİ ADI/SOYADI İMZASI | Date: İMZA TARİHİ |

|   |                   |
|---|-------------------|
| The sending institution                                     |                   |
| Responsible person's signature:                             |                   |
| Departmental Coordinator: Asst. Prof. Hasan GOKTAS          | Date: İMZA TARİHİ |
| Institutional Coordinator: Asst. Assoc Dr. Fred Barış ERNST | Date: İMZA TARİHİ |

|   |                   |
|---|-------------------|
| The receiving institution   |                   |
| Responsible person's signature ALICI KURUM SORUMLU KİŞİ ADI/SOYADI İMZASI | Date: İMZA TARİHİ |



### **ÖĞRENİM ESNASI BÖLÜMÜ**

Bu bölüm toplamda 2 sayfadır. Öğrencinin öğrenimi esnasında yaptığı ders ve her iki üniversitenin Erasmus sorumluları değişiklikleri için bu kısmı doldurması gerekir. Öğrenci bu kısmı doldurduktan sonra alıcı üniversitedeki Erasmus sorumlusuna imzalatır ve taralı bir halde belgeyi Harran Üniversitesi Erasmus komisyonuna elektronik postayla gönderir. İlgili kısımlar imzalandıktan sonra öğrenciye belge elektronik postayla gönderilecektir.



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<br>[tick if applicable] | Added component<br>[tick if applicable] | Reason for change <sup>10</sup> | Number of ECTS credits to be awarded by the receiving institution upon successful completion of the component |
|--|---|---|---|---------------------------------|---|
|  | DERSİN ADI  |   |   | DEĞİŞİKLİK SEBEBİ               | AKTS SAYISI   |
|  | DERSİN ADI  |   |   | DEĞİŞİKLİK SEBEBİ               | AKTS SAYISI   |
|  | DERSİN ADI  |   |   | DEĞİŞİKLİK SEBEBİ               | AKTS SAYISI   |
|  |   |   |   |                                 |   |
|  |   |   |   |                                 |   |
|  |   |   |   |                                 |   |
|  |   |   |   |                                 | Total: <b>TOPLAM</b>  |

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

New responsible person in the sending institution:  
Name: GÖNDEREN KURUM SORUMLU KİŞİ ADI/SOYADI İMZASI Function: ...  
Phone number: TELEFON NUMARASI E-mail: E-POSTA

New responsible person in the receiving institution:  
Name: ALICI KURUM SORUMLU KİŞİ ADI/SOYADI İMZASI Function: ...  
Phone number: TELEFON NUMARASI E-mail: E-POSTA

III. COMMITMENT OF THE THREE PARTIES

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

The student  
Student's signature ÖĞRENCİ İMZASI Date: TARİH





Erasmus+

Higher Education  
Learning Agreement form  
Student's name

The sending institution

Responsible person's signature:

Departmental Coordinator: HARRAN ÜNİ. ERASMUS KOMİSYON BŞK. ADI, İMZASI Date: TARİH

Institutional Coordinator: HARRAN ÜNİ. ERASMUS KOORDİNATÖR ADI, İMZASI Date: TARİH

The receiving institution

Responsible person's signature

ALICI KURUM SORUMLU KİŞİ ADI/SOYADI İMZASI

Date: TARİH



### **ÖĞRENİM SONRASI BÖLÜMÜ**

Bu bölüm öğrencinin Harran Üniversitesine dönerken yanında getireceği kısım olup toplam 2 sayfadan ibarettir. Öğrenim Sonrası bölümünde öğrencinin aldığı dersler, AKTS sayıları, notları bulunmaktadır.



Section to be completed AFTER THE MOBILITY  
RECOGNITION OUTCOMES

I. MINIMUM INFORMATION TO INCLUDE IN THE RECEIVING INSTITUTION'S TRANSCRIPT OF RECORDS  
[ALICI ÜNİVERSİTENİN TRANSKRİPTİNDE YER ALACAK ASGARİ BİLGİ]

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

[ÖĞRENİM SÜRENİZİN BAŞLANGIÇ VE BİTİŞ TARİHLERİNİ GÜN/AY/YIL OLARAK GİRİNİZ]

Table E: academic outcomes at receiving institution

| 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 ECTS credits | Receiving institution grade |
|-------------------------|---|---|------------------------|-----------------------------|
|                         | DERSİN ADI  | BAŞARILI MI DEĞİL Mİ  | AKTS SAYISI            | NOTU                        |
|                         | DERSİN ADI  | BAŞARILI MI DEĞİL Mİ  | AKTS SAYISI            | NOTU                        |
|                         | DERSİN ADI  | BAŞARILI MI DEĞİL Mİ  | AKTS SAYISI            | NOTU                        |
|                         |   |   |                        |                             |
|                         |   |   |                        |                             |
|                         |   |   |                        |                             |
|                         |   |   |                        |                             |
|                         |   |   |                        |                             |
|                         |   |   |                        |                             |
|                         |   |   | Total: TOPLAM          |                             |

[Signature of responsible person in receiving institution and date]



II. MINIMUM INFORMATION TO INCLUDE IN THE SENDING INSTITUTION'S TRANSCRIPT OF RECORDS  
[GÖNDEREN ÜNİVERSİTENİN TRANSKRİPTİNDE YER ALACAK ASGARİ BİLGİ]

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

[ÖĞRENİM SÜRENİZİN BAŞLANGIÇ VE BİTİŞ TARİHLERİNİ GÜN/AY/YIL OLARAK GİRİNİZ]

Table F: recognition outcomes at the sending institution

| 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 |
|-------------------------|---|------------------------|--|
| 0507...                 | DERSİN ADI  | AKTS SAYISI            | NOTU                                     |
| 0507...                 | DERSİN ADI  | AKTS SAYISI            | NOTU                                     |
| 0507...                 | DERSİN ADI  | AKTS SAYISI            | NOTU                                     |
|                         |   |                        |  |
|                         |   |                        |  |
|                         |   |                        |  |
|                         |   | Total: TOPLAM          |  |

Signature of responsible person in sending institution and date:

|  |
|--|
| <br><br><br><br><br><br><br><br><br><br> |
|--|



Erasmus+

Higher Education  
Learning Agreement form  
*Student's name*

---

Formu doldurmada genel **EKLER** bilgilerin ve kuralların verildiği bölümdür.

### Annex 1: Guidelines

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.

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. What is important is that all the information requested in this template is provided, no matter in which format, provided that it respects certain requirements outlined in the sections below.

How to use the Learning Agreement:

Before the mobility, it is necessary to fill in page 1 with information on the student, the sending and the receiving institutions and the three parties have to agree on the section to be completed before the mobility (pages 2 and 3). On page 1, all the information mentioned will have to be encoded in the Mobility Tool. Institutions can decide to add more information (e.g. additional contact person in the coordinating institution of a consortium) or to request less in case some of the information is already provided in other documents internal to the institution. However, it should at least include the names of the two institutions, and names and contact details of the student and persons of contact in both the sending and receiving institutions.

The section to be completed during the mobility (page 4) should only be used if there are changes in the responsible persons or in case it is necessary to introduce changes to the original mobility programme. This section and the section before mobility (pages 1 to 4) should always be kept together in all communications.

After the mobility, the receiving institution should send a Transcript of Records to the student and the sending institution (page 5). Finally the sending institution should issue a Transcript of Records (page 5) to the student or record the results in a database accessible to the student.

### PROPOSED MOBILITY PROGRAMME

The proposed mobility 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. Additional rows can be added as needed to tables A and B. Additional columns can also be added, for example, to specify the study cycle-level of the educational component. The presentation of this document may also be adapted by the institutions according to their specific needs. However, in every case, the two tables A and B must be kept separated, i.e. they cannot be merged. The objective is to make clear that there needs to be no one to one correspondence between the courses followed abroad and the ones replaced at the sending institutions. The aim is rather that a group of learning outcomes achieved abroad replaces a group of learning outcomes at the sending institution, without having a one to one correspondence between particular modules or courses.

A normal academic year of full-time study is normally made up of educational components totalling 60 ECTS\* credits. 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. In case the student follows additional educational components beyond those required for his/her degree programme, these additional credits must also be listed in the study programme outlined in table A.

When mobility windows are embedded in the curriculum, it will be enough to fill in table B with a single line as described below:

| Component code (if any) | Component title (as indicated in the course catalogue) at the sending institution | Semester [autumn / spring] [or term] | Number of ECTS* credits |
|-------------------------|---|--------------------------------------|-------------------------|
|                         | Mobility window   | ...                                  | Total: 30               |



Otherwise, the group of components will be included in Table B 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 ECTS* credits |
|-------------------------|---|--------------------------------------|-------------------------|
|                         | Course x  | ...                                  | 10                      |
|                         | Module y  | ...                                  | 10                      |
|                         | Laboratory work   | ...                                  | 10                      |
|                         |   |                                      | Total: 30               |

The sending institution must fully recognise the number of ECTS\* credits contained in table A if there are no changes to the study programme abroad and the student successfully completes it. Any exception to this rule should be clearly stated in an annex of the Learning Agreement and agreed by all parties. Example of justification for non-recognition: the student has already accumulated the number of credits required for his/her degree and does not need some of the credits gained abroad.

Since the recognition will be granted to a group of components and it does not need to be based on a one to one correspondence between single educational components, the sending institution must foresee which provisions will apply if the student does not successfully complete some of the educational components from his study programme abroad. A web link towards these provisions should be provided in the Learning Agreement.

The student will commit to reach a certain level of language competence in the main language of instruction by the start of the study period. The level of the student will be assessed after his/her selection with the Erasmus+ online assessment tool when available (the results will be sent to the sending institution) or else by any other mean to be decided by the sending institution. A recommended level has been agreed between the sending and receiving institutions in the inter-institutional agreement. In case the student would not already have this level when he/she signs the Learning Agreement, he/she commits to reach it with the support to be provided by the sending or receiving institution (either with courses that can be funded by the organisational support grant or with the Erasmus+ online tutored courses).

All parties must sign the document; however, it is not compulsory to circulate papers with original signatures, scanned copies of signatures or digital signatures may be accepted, depending on the national legislation.

\* In countries where the "ECTS" system it is not in place, in particular for institutions located in partner countries not participating in the Bologna process, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a weblink to an explanation to the system should be added.

#### 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.

### 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.

The Transcript of Records from the receiving institution will contain at least the minimum information requested in this Learning Agreement template. Table E (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 C. 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, 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.

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

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

| 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 (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. The exact titles from the receiving institution will also be included in the Transcript of Records that is attached to the Diploma Supplement.



---

 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:** 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).

<sup>3</sup> The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/iscsed-f_en.htm) available at [http://ec.europa.eu/education/tools/iscsed-f\\_en.htm](http://ec.europa.eu/education/tools/iscsed-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.

<sup>4</sup> **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

<sup>5</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>6</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>7</sup> For the Common European Framework of Reference for Languages (**CEFR**) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

<sup>8</sup> **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.

<sup>9</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>10</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)   |                                      |