

LEARNING AGREEMENT STUDENT MOBILITY FOR STUDIES

The Student

Last name(s)		First name(s)	
Date of birth		Nationality ¹	
Sex [M/F]		Academic year	2018/2019
Study cycle ²		Field of education ³	
Phone		E-mail	

The Sending Institution

Name	Lublin University of Technology	Faculty/	
Erasmus code ⁴ (if applicable)	PL LUBLIN03	Department	
Address	ul. Nadbystrzycka 38D 20 – 618 Lublin	Country	Poland
Contact person ⁵ name	Dorota Tylus, MPhil	Contact person e-mail / phone	d.tylus@pollub.pl +48 81 538 47 91

The Receiving Institution

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

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

BEFORE THE MOBILITY

I. STUDY PROGRAMME AT THE RECEIVING INSTITUTION

Planned period of the mobility:

 from *(day/month/year)* till *(day/month/year)*

Table A: Study programme abroad

Component ⁶ code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue ⁷)	Semester (autumn/ spring or term)	Number of ECTS credits ⁸ (or equivalent) to be awarded by the Receiving Institution upon successful completion
			Total:

Web link to the course catalogue at the Receiving Institution describing the learning outcomes:

[web link to the relevant information]

Language competence of the student

 The level of language competence⁹ 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 Native speaker

Table B: Recognition at the Sending Institution - 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.

Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester (autumn/ spring or term)	Number of ECTS credits (or equivalent) to be recog- nised by the Sending Institu- tion
			Total:

Provisions applying if the student does not complete successfully some educational components:

1. If possible the student resits the educational component at the Receiving Institution.
2. The student may take an equivalent examination assigned by the Vice/Dean at the Sending Institution

<http://www.pollub.pl/pl/uczelnia/wewnetrzne-akty-prawne/dokumenty-wewnetrzne/regulamin-studiow>

II. RESPONSIBLE PERSONS

Responsible person¹⁰ at the Sending Institution:

Name:	Position: Vice dean
Phone number:	E-mail:

Responsible person¹¹ at the Receiving Institution:

Name:	Position:
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 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 Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units 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 the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

The student

Student's signature	Date:
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The Sending Institution

Responsible persons' signatures:

Faculty coordinator

Vice Dean

Date:

Date:

The Receiving Institution

Responsible person's signature

Date:

DURING THE MOBILITY

I. EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME

Table A2: 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)

Component code at the Receiving Institution (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component (tick if applicable)	Added component (tick if applicable)	Reason for change ¹²	Number of ECTS credits (or equivalent)
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

Table B2: Exceptional changes to Table B (if applicable) (to be approved by e-mail or signature by the student and the responsible person in the Sending Institution) (see instructions for Table B).

Component code at the Sending Institution (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component (tick if applicable)	Added component (tick if applicable)	Number of ECTS credits (or equivalent)
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	



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

Responsible persons' signatures:

Faculty coordinator

Vice Dean

Date:

Date:

The Receiving Institution

Responsible person's signature

Date:

AFTER THE MOBILITY

I. TRANSCRIPT OF RECORDS AT THE RECEIVING INSTITUTION

Start and end dates of the study period:

from *(day/month/year)* till *(day/month/year)*.

Table C: Academic outcomes at the Receiving Institution

Component 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 (or equivalent)	Grades received at the Receiving Institution (if applicable)
			<i>Total:</i>	

[Signature of responsible person at the Receiving Institution and date]

II. TRANSCRIPT OF RECORDS AND RECOGNITION AT THE SENDING INSTITUTION

THE SENDING INSTITUTION'S TRANSCRIPT OF RECORDS

STUDENT'S NAME:

FACULTY AT THE SENDING INSTITUTION:

SENDING INSTITUTION: POLITECHNIKA LUBELSKA

Start and end dates of the study period:

from *(day/month/year)* till *(day/month/year)*.

Table D: Academic outcomes at the Sending Institution

Component code (if any)	Title of recognised component at the Sending Institution (as indicated in the course catalogue)	Number of ECTS credits (or equivalent) recognised	Grades registered at the Sending Institution (if applicable)
		<i>Total:</i>	

Signature of responsible person at the Sending Institution and date

Vice Dean

Date:

Annex 2: End notes

¹ **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

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).

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.

⁴ **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.

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.

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.

⁷ **Course catalogue:** detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.

⁸ **ECTS credits (or equivalent):** in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

⁹ For the Common European Framework of Reference for Languages (**CEFR**) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

¹⁰ **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.

¹¹ **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.

¹² **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)	