

ERASMUS+/KA1 PROGRAMME

**LEARNING AGREEMENT**

*Student Mobility for Studies – Academic Year 2019/2020*

### **The Student**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name(s) |  | First name(s) |  |
| Date of birth |  | Nationality[[1]](#footnote-1) |  |
| Sex [M/F] |  | Academic year | **2019/2020** |
| Study cycle[[2]](#footnote-2) |  | Subject area,  Code[[3]](#footnote-3) | **0215** |
| Phone |  | E-mail |  |

### **The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **Conservatorio Vincenzo Bellini – Palermo** | Faculty / Department | **Music** |
| Erasmus code  (if applicable) | **I PALERMO04** | PIC | **945401868** |
| Address | **Via Squarcialupo, 45 90133 Palermo** | Country,  Country code[[4]](#footnote-4) | **Italy, IT** |
| Contact person[[5]](#footnote-5)  name | **prof. Giovanni D’Aquila, Erasmus Coordinator** | Contact person E-mail / phone | **erasmus@ conservatoriobellini.it** |

### **The Receiving Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Faculty / Department |  |
| Erasmus code  (if applicable) |  | PIC |  |
| Address |  | Country,  Country code4 |  |
| Contact person5 name |  | Contact person E-mail / phone |  |

For guidelines, please look at Annex 1.

# Section A. BEFORE THE MOBILITY

### **I. PROPOSED MOBILITY PROGRAMME**

|  |  |
| --- | --- |
| **Planned mobility period** | from \_\_\_\_\_\_\_\_\_\_\_\_\_ till \_\_\_\_\_\_\_\_\_\_\_\_\_ |

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**Table A: Study programme abroad**

|  |  |  |  |
| --- | --- | --- | --- |
| **Component**[[6]](#footnote-6)  **code** (if any) | **Component title at the receiving institution** (as indicated in the course catalogue) | **Semester or term** (autumn - spring) | **Number of ECTS credits to be awarded by the  receiving institution  upon successful completion** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | **Total:** |

|  |
| --- |
| **Weblink to the course catalogue at the receiving institution describing the learning outcomes:** |
|  |

**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 recognized 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).

|  |  |  |  |
| --- | --- | --- | --- |
| **Component**6 **code** (if any) | **Component title at the sending institution** (as indicated in the course catalogue) | **Semester or term** | **Number of ECTS credits** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | **Total:** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Language competence**[[7]](#footnote-7)that the student already has or agrees to acquire by the start of the mobility period | **A1** | **A2** | **B1** | **B2** | **C1** | **C2** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  *workplace main language* |  |  |  |  |  |  |

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### **II. RESPONSIBLE PERSONS**

**Responsible person[[8]](#footnote-8) in the sending institution**

|  |  |
| --- | --- |
| Name | **prof. Giovanni D’Aquila** |
| Function | **Erasmus Coordinator** |
| Phone number and E-mail | **+39 091 580 921** |

**Responsible person[[9]](#footnote-9) in the receiving institution**

|  |  |
| --- | --- |
| Name |  |
| Function |  |
| Phone number and 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 Tabel 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** |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *signature* |

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|  |
| --- |
| **The sending institution** |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Responsible person’s signature* |

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|  |
| --- |
| **The receiving institution** |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Responsible person’s signature* |

# Section B. DURING THE MOBILITY

**Major 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**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Comp.**  **code** (if any) | **Component title at the receiving institution** (as indicated in the course catalogue) | **Semester or term** (autumn - spring) | **Delete** (tick) | **Add** (tick) | **Reason for change**[[10]](#footnote-10) | **Number of ECTS credits to be awarded by the  receiving institution  upon successful completion** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  | **Total:** |

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

### **II. CHANGES IN THE RESPONSIBLE PERSONS, IF ANY**

**New responsible person in the sending institution**

|  |  |
| --- | --- |
| Name |  |
| Function |  |
| Phone number and E-mail |  |

**New responsible person in the receiving institution (supervisor)**

|  |  |
| --- | --- |
| Name |  |
| Function |  |
| Phone number and E-mail |  |

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# Section C. AFTER THE MOBILITY

**Recognition outcomes**

### **MINIMUM INFORMATION TO INCLUDE IN THE RECEIVING INSTITUTION’S TRANSCRIPT OF RECORDS**

|  |  |
| --- | --- |
| **Start and end dates of the study period** | from **month/year** till **month/year** |

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**Table E: Academic outcomes at the receiving institution**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Comp.**  **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 instituion grade** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | **Total:** |  |

|  |
| --- |
| **Approval by receiving Institution** |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Responsible person’s* *signature* |

### **MINIMUM INFORMATION TO INCLUDE IN THE SENDING INSTITUTION’S TRANSCRIPT OF RECORDS**

|  |  |
| --- | --- |
| **Start and end dates of the study period** | from **month/year** till **month/year** |

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**Table F: Recognition outcomes at the sending institution**

|  |  |  |  |
| --- | --- | --- | --- |
| **Comp.**  **code** (if any) | **Component title at the receiving institution** (as indicated in the course catalogue) | **Number of ECTS credits** | **Sending instituion grade** (if applicable) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | **Total:** |  |

|  |
| --- |
| **Approval by sending Institution** |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Responsible person’s* *signature* |

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# Annex 1: Guidelines

The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the mobility period abroad and to ensure that the student will receive recognition for the activities successfully completed abroad.

It is recommended to use this template. However, if the higher education institution already has an IT system in place to produce the Learning Agreement or the Transcript of Records, it can continue using it. The mobility Certificate that the receiving institution must issue may have a different format as well. What is important is that all the information requested in this template is provided, no matter in which format.

**HOW TO USE THIS LEARNING AGREEMENT**

**Before the mobility**, it is necessary to fill in page 1 with information on the student, the sending institution and the receiving institution and the three parties have to agree on the section to be completed before the mobility (pages 2, 3 and 4).

On page 1, all the information mentioned will have to be encoded in the Mobility Tool. The sending institution 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 sending institution and the receiving institute and names and contact details of the student, the persons of contact and the mentor in the receiving institute.

The section to be completed **during the mobility** (page 5) 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 5) should always be sent together in all communications.

**After the mobility**, the receiving institute should send a mobility Certificate to the student within a maximum of 5 weeks after successful completion of the mobility (page 6). Finally the sending institution should issue a Transcript of Records if the mobility is embedded in the curriculum or if it had committed to do so before the mobility (a record of the results in a database accessible to the student is also acceptable).

**PROPOSED MOBILITY PROGRAMME**

The proposed mobility programme includes the indicative start and end months of the agreed mobility that the student will carry out abroad.

The Learning Agreement must comprise the number of working hours per week and a detailed programme of the mobility period, including, tasks/deliverables and associated timing to be carried out by the student.

In addition, the proposed mobility programme must foresee the knowledge, skills (intellectual and practical) and competences to be acquired by the student at the end of the mobility (outcomes).

A monitoring plan will describe how and when the student will be monitored during the mobility by both the sending institution and the receiving institute. It must specify the number of supervision hours and whether a third party is also involved, such as a higher education institution in the receiving country. If it is the case, the monitoring plan will also specify the contact details of the person in charge responsible for the supervision of the student in that institution.

Finally, the proposed mobility programme must include an evaluation plan describing the assessment criteria to be used to evaluate the mobility period. Examples of assessment criteria: academic skills/expertise, analytical skills, initiative, adaptability, communication skills, teamwork skills, decision-making skills, ICT skills, innovative and creative skills, strategic-organisational skills, foreign language skills.

A recommended level of language competence in the main language of work should be agreed with the receiving institute to ensure a proper integration of the student in the institute. The student will then commit to reach this **level of** **language competence** 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 means to be decided by the sending institution. In case the student would not already have this level when signing the Training Agreement, he/she commits to reach it with the support to be provided by the sending institution (either with courses that can be funded by the organisational support grant or with the Erasmus+ online tutored courses).

The sending institution commits to recognise the outcomes of the mobility upon satisfactory completion of the mobility programme. There are different provisions for mobilities embedded in the curriculum (obligatory mobilities) and for voluntary mobilities.

In the case of mobilities embedded in the curriculum, the sending institution commits to record the mobility in the student's transcript of Records and Diploma Supplement. The sending institution has to specify the number of ECTS credits that will be granted and the modalities for setting the grade. These elements are optional for voluntary mobilities and, recording the grade in the student's Europass Mobility Document, is optional for both kinds of mobilities. However, in the case of voluntary mobilities carried out by recent graduates, recording the mobility in the student's Europass Mobility Document is highly recommended.

The student must be covered at least by an accident insurance (at least for damages caused to the student at the workplace) and by a liability insurance at work (for damages caused by the student at the workplace). The receiving institute will commit to grant the student a minimum insurance coverage, unless he or she is insured by the sending institution or himself.

The receiving institute will ensure that appropriate equipment and support are available to the student and it will specify whether the student will receive a financial support and/or a contribution in kind for the mobility, which are compatible and the Erasmus+ grant.

Finally, upon completion of the mobility, the institute undertakes to issue a mobility Certificate corresponding to the section After the Mobility. This document should be provided within a maximum of 5 weeks after the mobility to the student and to the sending institution.

All parties must **sign the section before the mobility**; 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.

**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.

When changes to the **mobility** **programme** arise, they should be agreed as soon as possible with the sending institution.

In case the change concerns **an extension of the** **duration** of the mobility programme abroad, the request can be made by the student at the latest one month before the foreseen end date.

**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.

**STUDY CERTIFICATE**

Upon completion of the mobility, the receiving institute commits to provide to the sending institution and to the student a **mobility Certificate** within a period agreed in the section before the mobility, which will be of a maximum 5 weeks after completion of the mobility.

The mobility Certificate will contain all the elements that are requested in page 5. The actual start and end dates of the mobility programme must be included according to the following definitions:

* The **start date** of the mobility period is the first day the student has been present at the enterprise to carry out his/her mobility. It can be the first day of work, or of a welcoming event organised by the receiving institute or of language and intercultural courses.
* The **end date** of the mobility period is the last day the student has been present at the receiving enterprise to carry out his/her mobility (and not his actual date of departure).

Following the receipt of theStudy Certificate**,** the sending institution commits to issue a **Transcript of Records** if the studey was embedded in the curriculum or if it had committed to do so before the mobility. The sending institution will provide to the student the Transcript of Records normally within five weeks and without further requirements than those agreed upon before the mobility. Therefore, when it was foreseen to recognise the mobility with a certain number of ECTS, there should not be further requirements in this regard; however, the student may have to write a final report or undergo an interview only for the purposes of setting a grade (if it was initially requested in the Training Agreement).

The Transcript of Records will contain at least the information that the sending institution committed to provide before the mobility in the Training Agreement (a record of it in a database accessible to the student is also acceptable).

In addition, the mobility will be recorded in the student's Diploma Supplement, except when the student is a recent graduate. In that case, it is recommended to record the mobility in the student's Europass Mobility Document and it should in every case be done if the sending institution committed to do so before the mobility.**Annex 2: Steps to fill in the Learning Agreement**

**Information on the student and sending and receiving institutions**Page 1







**Before mobility** 

Pages 2-3-4







**During mobility**

Page 5







**After mobility**

Page 6



1. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#footnote-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) – for recent graduates, specify latest study cycle. [↑](#footnote-ref-2)
3. The **ISCED-F 2013 Search Tool** available at [**http://ec.europa.eu/education/tools/isced-f\_en.htm**](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. [↑](#footnote-ref-3)
4. **Country code**: ISO 3166-2 country codes available at: [**https://www.iso.org/obp/ui/#search**](https://www.iso.org/obp/ui/#search). [↑](#footnote-ref-4)
5. **Contact person**: a person who can provide 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. [↑](#footnote-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. HYPERLINK "http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr" [↑](#footnote-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**](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr) [↑](#footnote-ref-7)
8. **Responsible person in the sending organisation**: this person is responsible for signing the Training Agreement, amending it if needed and recognising the credits and associated outcomes on behalf of the responsible academic body as set out in the Training Agreement. [↑](#footnote-ref-8)
9. **Responsible person in the receiving organisation (supervisor)**: this person is responsible for signing the Training Agreement, amending it if needed, supervising the student during the mobility and signing the mobility Certificate. [↑](#footnote-ref-9)
10. *Reasons for deleting a component:*

    A1 – Previously selected educational component is not available at receiving institution

    A2 – Component is in a different language than previously specified in the course catalogue

    A3 – Timetable conflict

    A4 – Other (please specify)

    *Reasons for adding a component*

    B1 – Substituting a deleted component

    B2 – Extending the mobility period

    B3 – Other (please specify)

    HYPERLINK "http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr" [↑](#footnote-ref-10)