

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 the Study Certificate, the sending institution commits to issue a **Transcript of Records** if the study 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

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