LEARNING AGREEMENT FOR STUDIES

Student

Last name (s)		**First name (s)**	
Date of birth		**Nationality1**	
E-mail		**Phone**	
Sex [*M/F*]		**Academic year**	
Study cycle2		**Field of education3**	
Current study programme		**Main instrument (if applicable)**	
Duration of study programme		**Current study year**	

Sending Institution

Name			
Erasmus code (if applicable)		**Faculty / Department**	
Address		**Country**	
Contact person4 name		**E-mail / phone**	
Responsible person name5		**E-mail / phone**	

Receiving Institution

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

BEFORE THE MOBILITY

Proposed mobility programme

Planned period of the mobility: from ……. to ……..…

Table A: Study programme at Receiving Institution

Component[6] code (if any)	Component title (as indicated in the course catalogue) at Receiving institution	Semester [autumn / spring] or term	Assessment mode [e.g. exam, pass/fail test]	Number of ECTS credits (or equivalent) to be awarded by Receiving Institution upon successful completion
				Total: ……

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

Web link(s) to be provided.

Table B: Recognition at Sending Institution

Group of educational components in the student's degree that would normally be completed at 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 Sending institution without any further conditions being applied, Table B may be completed with a reference to the mobility window (see guidelines).

Component code (if any)	Component title (as indicated in the course catalogue) at the sending institution	Semester [autumn / spring] or term	Assessment mode (e.g. exam, pass/fail test)	Number of ECTS* credits(or equivalent)

If 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 Student

The level of language competence7 in *[the main language of instruction]* that Student already has or agrees to acquire by the start of the study period is:
A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 ☐ Native speaker ☐

COMMITMENT OF THE THREE PARTIES

By signing this document, the Student, the Sending Institution and 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 Sending 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 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.

Student

Student's signature

Date:

Sending Institution

Responsible person's signature

Date:

Receiving Institution

Responsible person's signature

Date:

DURING THE MOBILITY

CHANGES TO THE ORIGINAL LEARNING AGREEMENT

Exceptional changes to the proposed mobility programme

Table A2: Exceptional changes to study programme at Receiving Institution or additional components in case of extension of stay abroad (changes of Table A)

Component code (if any) at Receiving Institution	Component title (as indicated in the course catalogue) at Receiving Institution	Deleted component *[tick if applicable]*	Added component *[tick if applicable]*	Reason for change*	Number of ECTS credits or equivalent to be awarded by Receiving Institution upon successful completion of the component
		□	□		
		□	□		
		□	□		
		□	□		
		□	□		
					Total: .....

Table B2: Exceptional changes to Recognition at Sending Institution (changes of Table B)

Component code (if any) at Sending Institution	Component title (as indicated in the course catalogue) at Sending Institution	Deleted component *[tick if applicable]*	Added component *[tick if applicable]*	Number of ECTS credits or equivalent

		□	□	
		□	□	
		□	□	
		□	□	
		□	□	
				Total: .....

The student, the Sending and the Receiving Institutions confirm by e-mail or signature that they approve the proposed amendments to the mobility programme.

Student	
Student's signature	Date:

Sending Institution Conservatorio Statale di Musica "G: Puccini"	
Responsible person's signature	Date:

Receiving Institution	
Responsible person's signature	Date:

Changes of responsible person(s), if any:

New Responsible person in Sending Institution:	
Name:	Function:
Phone number:	E-mail:

New Responsible person in Receiving Institution:	
Name:	Function:
Phone number:	E-mail:

* Reasons for exceptional changes to study programme abroad:

Reasons for deleting a component	*Reason for adding a component*
1) Previously selected educational component is not available at receiving institution	5) Substituting a deleted component
2) Component is in a different language than previously specified in the course catalogue	6) Extending the mobility period
3) Timetable conflict	7) Other (please specify)
4) Other (please specify)	

AFTER THE MOBILITY

The Student

Last name (s)		**First name (s)**	
Sending Institution		**Receiving Institution**	

Confirmation of the study period at receiving institution

From (day/month/year)		**Till (day/month/year)**	

Transcript of records at receiving institution

Table C: academic outcomes at Receiving Institution

Component code (if any)	Component title (as indicated in the course catalogue) at Receiving Institution	Was the component successfully completed by the student? [Yes/No]		Number of ECTS credits or equivalent	Receiving institution grade
		Yes □	No □		
		Yes □	No □		
		Yes □	No □		
		Yes □	No □		
		Yes □	No □		
		Yes □	No □		
		Yes □	No □		
				Total:	

Information about grade distribution at Receiving institution:8

Name, surname and signature of Responsible person in **Receiving Institution** and date

Name, surname: Signature:

Date:

COMMITMENT

Transcript of records and recognition by sending institution
Table D: recognition of academic outcomes at Sending Institution

Component code (if any)	Title of recognised component (as indicated in the course catalogue) at Sending institution	Number of ECTS credits or equivalent	Grades registered at Sending institution (if applicable)[9]
		Total:	

Name, surname and signature of Responsible person in **Sending Institution** and date

Name, surname: Signature:

Date:

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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 **Field of education**: the ISCED-F 2013 search tool 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 **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.

5 **Responsible Person**: a person at academic department (faculty dean, head of department, head of studies, etc.) who is responsibility for approval of the student's Learning Agreement and Recognition.

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

8 It is recommended to institutions to give a web link to grade distribution, or attach information to the Transcript of Records

9 It is recommended to institutions, which make grade conversion, to use **Egracons** (European Grade Conversion System), http://egracons.eu/document/grading-table-instructions-and-template