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Learning Agreement

Student Mobility for Studies

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Student** | **Last Name(s)** | **First Name(s)** | **Date of Birth** | **Nationality[[1]](#footnote-1)** | **Gender** | **Study Cycle** | **Field of Education[[2]](#footnote-2)** |
|  |  | Click or tap to enter a date. |  |  | Choose an item. |  |
| **Sending Institution** | **Name** | **Faculty/ Department** | **Address** | **Country** | **Contact Person name[[3]](#footnote-3); email** | | |
| Bournemouth University | Global Engagement Hub | Fern Barrow, Poole, BH12 5BB | UK | Jana Kuncova, Head of International Mobility and Experience  [internationalgrants@bournemouth.ac.uk](mailto:internationalgrants@bournemouth.ac.uk) | | |
| **Receiving Institution** | **Name** | **Faculty/ Department** | **Address** | **Country** | **Contact Person name; email** | | |
|  |  |  |  |  | | |

**Before the Mobility**

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| ***Study Programme at the Receiving Organisation***  **Planned period of the mobility: from [month/year] \_\_\_\_\_\_\_\_\_\_ to [month/year]\_\_\_\_\_\_\_\_\_\_\_** | |
| **Table A Before the Mobility** | |  |  |  |  | | --- | --- | --- | --- | | **Component Code**[[4]](#footnote-4)  (if any) | **Component Title at the Receiving Institution**  (as indicated in the course catalog[[5]](#footnote-5)) | **Semester** | **Number of CATS credits[[6]](#footnote-6) (or equivalent) to be awarded by the Receiving Institution upon successful completion** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  | Total: \_\_\_\_\_\_\_\_ | |
| Weblink to course catalogue of the Receiving Institution describing the learning outcomes: ***[web link to the relevant information]*** | |
| The level of language competence[[7]](#footnote-7) in \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [indicated here 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* | | |

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| Recognition at the Sending Institution | |
| **Table B Before the Mobility** | |  |  |  |  | | --- | --- | --- | --- | | **Component Code**  (if any) | **Component Title at the Sending Institution**  (as indicated in the course catalog) | **Semester** | **Number of CATS credits (or equivalent) to be recognised by the Sending Institution** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  | Total: \_\_\_\_\_\_\_ | |

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| ***Commitment***  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 agreed in the Inter-Institutional Agreement/Student Exchange Agreement (as applicable). 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. |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** | | Student |  |  | Student | Click or tap to enter a date. |  | | Responsible person at the Sending Institution[[8]](#footnote-8) |  |  | Study Abroad Academic Coordinator | Click or tap to enter a date. |  | | Responsible person at the Sending Institution | Jana Kuncova | internationalgrants@  bournemouth.ac.uk | Head of International Mobility and Experience | Click or tap to enter a date. |  | | Responsible person at the Receiving Institution[[9]](#footnote-9) |  |  |  | Click or tap to enter a date. |  | |

**During the Mobility**

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| **Exceptional Changes to Table A**  (to be approved by email or signature by the student, the responsible person in the Sending Insitution and the responsible person at the Receiving Institution) | |
| **Table A2 During the Mobility** | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Component Code**  (if any) | **Component Title at the Receiving Institution**  (as indicated in the course catalog) | **Deleted component**  [tick if applicable] | **Added component**  [tick if applicable] | **Reason for Change[[10]](#footnote-10)** | **Number of CATS credits**  (or equivalent) | |  |  |  |  | Choose an item. |  | |  |  |  |  | Choose an item. |  | |

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| **Exceptional Changes to Table B (if applicable)**  (to be approved by email or signature by the student and the responsible person in the Sending Insitution) | |
| **Table B2 During the Mobility** | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Component Code**  (if any) | **Component Title at the Sending Institution**  (as indicated in the course catalog) | **Deleted component**  [tick if applicable] | **Added component**  [tick if applicable] | **Number of CATS credits**  (or equivalent) | |  |  |  |  |  | |  |  |  |  |  | |

**After Mobility**

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| **Transcript of Records at the Receiving Institution**  **Start and end dates of the study period: from [day/month/year] \_\_\_\_\_\_\_\_\_\_ to [day/month/year]\_\_\_\_\_\_\_\_\_\_\_** | |
| **Table C After the Mobility** | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Component Code**  (if any) | **Component Title at the Sending Institution**  (as indicated in the course catalog) | **Was the component succsessfully completed by the student** [yes/no] | **Number of CATS credits**  (or equivalent) | **Grades Received at the Receiving Insitution** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  | Total: \_\_\_\_\_\_ |  | |

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| **Transcript of Records and Recognition at the Sending Institution**  **Start and end dates of the study period: from [day/month/year] \_\_\_\_\_\_\_\_\_\_ to [day/month/year]\_\_\_\_\_\_\_\_\_\_\_** | |
| **Table D After the Mobility** | |  |  |  |  | | --- | --- | --- | --- | | **Component Code**  (if any) | **Title of Recognised Component at the Sending Institution**  (as indicated in the course catalog) | **Number of CATS credits**  (or equivalent)  **recognised** | **Grades Registered at the Sending Insitution**  (if applicable) | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  | Total: \_\_\_\_\_\_ |  | |

1. **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#footnote-ref-1)
2. **Field of education**: Detailed field of the subject of the degree to be awarded to the student by the Sending Institution. [↑](#footnote-ref-2)
3. **Contact person**: 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 works at the international relations office or equivalent body within the institution. [↑](#footnote-ref-3)
4. 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. [↑](#footnote-ref-4)
5. **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. [↑](#footnote-ref-5)
6. **CATS**: CATS refers to the Credit Accumulation and Transfer Scheme where 1 credit equates to 10 notional learning hours. 2 CATS credits are equal to 1 ECTS credit. [↑](#footnote-ref-6)
7. **Level of language competence**: a description of the Common European Framework of Reference for Language Levels (CEFR) is available at: <https://www.examenglish.com/CEFR/cefr.php> [↑](#footnote-ref-7)
8. **Responsible person at the Sending Institution**: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document. [↑](#footnote-ref-8)
9. **Responsible person at the Receiving Institution**: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document. [↑](#footnote-ref-9)
10. |  |  |
    | --- | --- |
    | ***Reasons for deleting a component*** | ***Reasons for adding a component*** |
    | Previously selected educational component is not available at the Receiving Institution.  Component is in a different language than previously specified in the course catalogue  Timetable conflicts  Other (please specify) | Substituting a deleted component  Extending the mobility period  Other (please specify) |

    [↑](#footnote-ref-10)