Section to be completed DURING THE MOBILITY

CHANGES TO THE ORIGINAL LEARNING AGREEMENT

[The section to be completed before the mobility should be kept unchanged, and changes should be decribed in this section only.]

I. EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME

[Exceptional changes should be made within a month. Only if absolutely necessary, any party can request changes within the first two-week period after regular classes/educational components have started. All these changes have to be agreed by the three parties within a two-week period after the request.]

Table C: Exceptional changes to study programme abroad

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Component code (if any) at the receiving institution | Component title (as indicated in the course catalogue)at the receiving institution | Deleted component[tick if applicable] | Added component[tick if applicable] | Reason for change 14 | Number of ECTS credits to be awarded by the receiving institution upon successful completion of the component15 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  | Total: ………… |

[Only if changes affect table B, please insert a revised version below and label the table as "Table D: Exceptional changes to set of components to be replaced at sending institution".]

14 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).

Reason for adding a component: B1) Substituting a deleted component, B2) Extending the mobility period, B3) Other (please specify).

15 The sending institution should fully recognise this number of ECTS credits and any exception to this rule should be documented in an annex of the Learning Agreement and agreed by all parties.

II. CHANGES IN THE RESPONSIBLE PERSON(S), if any:

New responsible person in the sending institution:

Name: Function: Phone number: E-mail:

New responsible person in the receiving institution:

Name: Function: Phone number: E-mail:

III. COMMITMENT OF THE THREE PARTIES

The student, the sending institution and the receiving institution confirm that the proposed amendments to the Learning Agreement are approved.

[Agreement of the proposed amendments by email is accepted. Original or scanned signatures are not mandatory for this specific section.]

The student

Student’s signature or approval by e-mail Date:

The sending institution

Responsible person’s signature or approval by e-mail Date:

The receiving institution

Responsible person’s signature or approval by e-mail Date:

Section to be completed AFTER THE MOBILITY

RECOGNITION DOCUMENT

[This Recognition Document must be issued together with the sections before and during mobility and it can additionally be issued indepently].

Actual dates of the start16 and the end17 of the study period:

from [day/month/year] ……………. till [day/month/year] …………….

[The receiving institution commits to provide the sending institution and the student with a Transcript of Records18 according to Table E below and containing all the educational components agreed in the above sections. This should be done within a period stipulated in the inter-institutional agreement and normally not longer than five weeks after publication/proclamation of the student’s results at the receiving institution.]

Table E: Transcript of Records

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Compon ent code (if any) | Component title (as indicated in the course catalogue) at the receiving institution | Was the component successfully completed by the student? [Yes/No] | Number of ECTScredits | Receiving institution grade |
|  |  |  |  |  |
|  |  |  |  | … |
|  |  |  |  | … |
|  |  |  |  | … |
|  |  |  | Total: |  |

[Following the receipt of the Transcript of Records from the receiving institution, the sending institution commits to provide to the student a Recognition Document including Table E above and the completed Table F below, without further requirements from the student, and within five weeks.]

16 First day the student has been present at the receiving organisation for academic reasons (e.g. first course, welcoming event organised by the host institution, language and intercultural training etc…)

17 The end of the study period is the last day the student has been present at the receiving organisation for academic reasons (e.g. end of exam period/course/work/mandatory sitting period...)

18 Grading distribution information should be attached to the Transcript of Records (or a web link where this information can be found).

Table F: Recognition outcomes

|  |  |  |  |
| --- | --- | --- | --- |
| Compon entcode(if any) | Component title (as indicated in the course catalogue) at the sending institution | Number of ECTScredits | Sending institution grade, if applicable |
|  |  |  |  |
|  |  |  |  |
|  |  | Total: |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | Total: |  |

All the above educational components will appear as well in the student's Diploma

Supplement with also the exact title that they had in the receiving institution.