

Complete this section with your personal details.

Double click on the header and write your name here.

You should insert a code here.

- To find your ISCED- code go to:
http://ec.europa.eu/education/tools/isced-f_en.htm
 - Type in your degree subject (i.e. History) in the "Find a code" box.



Higher Education Learning Agreement for Studies

University of Leeds
 Student's name: _____
 Academic Year 2016/2017

Your Leeds parent school.

Student	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³
						First	
Sending Institution		Name	Faculty/Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone
		University of Leeds		UK LEEDS01	Woodhouse Lane, Leeds, LS2 9JT	England	Lucia Fiordelmondo/Ashleigh Walsh outgoingstudyabroad@leeds.ac.uk /0113 343 7900
Receiving Institution		Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone

This section is pre-filled by the Study Abroad Office.

Before the mobility

Check the term dates on your host university academic calendar when completing this.

Study Programme at the Receiving Institution

Planned period of the mobility: from [month/year] to [month/year]

University of Leeds students are advised to refer to their Departmental Learning Contract provided by their parent school regarding the number of credits expected whilst studying abroad. If a Learning Contract hasn't been provided, students are expected to seek advice from their School Study Abroad coordinator.

Table A Before the mobility

Component code (if any) ⁶	Component title at the Receiving Institution (as indicated in the course catalogue ⁷)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) ⁸ to be awarded by the Receiving Institution upon successful completion
Total: ...			

Research modules on your host institution course catalogue then list the modules you would like to take here.

Complete this section with the total number of credits you are taking on your year abroad.

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information]

This is the language of instruction. Remember to tick the level.

The level of language competence⁹ in _____ [indicate 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

Recognition at the Sending Institution

University of Leeds students studying abroad for the full academic year should enter the year abroad module code and title (your parent school 9001 module code) within this section.

University of Leeds students studying abroad for less than a full year should enter the relevant Leeds module code which they are enrolled onto for their duration abroad.

Table B Before the mobility

Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; semester/ full-academic year]	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
Total: ...			

Enter the Leeds module you will be enrolled on during your year abroad (eg xxxx9001 Study Abroad Year).

- Search in the Leeds module catalogue:
<http://webprod3.leeds.ac.uk/catalogue/modulesearch.asp?T=S&L=UG>
- Complete this section accordingly.
- Contact your School Study Abroad Coordinator for any queries on credit workload required by your parent school.

Commitment (signatures from the three parties)

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 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.

Complete this section with **your** details and signature.

Ask your **Study Abroad Coordinator** in your parent school to complete this section with the required details and signature.

Ask a **Study Abroad Adviser/Academic Adviser at your host institution** to complete this section with the required details and signature upon arrival. This will probably be the contact person detailed at the top of this form.

To be completed after the start of your year abroad and only if applicable.

During the Mobility

University of Leeds students should check changes to their proposed study programme with their School Study Abroad Coordinator by email prior to completing this section and returning a copy by email to both studvabroad@leeds.ac.uk and the School Study Abroad Coordinator.

Exceptional changes to Table A

(to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)

Table A2 During the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change ¹²	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		

Exceptional changes to Table B (if applicable)

(to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)

Table B2 During the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

Changes authorised	Name	Email	Position	Date	Signature
Student			<i>Student</i>		
Responsible person ¹³ at the Sending Institution			School Study Abroad Coordinator		
Responsible person at the Receiving Institution ¹⁴					

- 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](http://ec.europa.eu/education/tools/isced-f_en.htm) 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 **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.
- ⁵ **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.
- 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 **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.
- ⁸ **ECTS credits (or equivalent):** in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.
- ⁹ **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>
- ¹⁰ **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.
- ¹¹ **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.
- ¹² **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

Reasons for deleting a component	Reason for adding a component
1. Previously selected educational component is not available at the 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)	

- ¹³ **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.
- ¹⁴ **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.