

# Learning Agreement: Step-by-step Guidance



## Higher Education Learning Agreement for Studies

University of Leeds  
Student's name: \_\_\_\_\_  
Academic Year \_\_\_\_\_

This section has been pre-filled for you but you must complete the **“Nationality”**, **“Faculty/Department”** and **“Contact person name; email; phone”** box yourself.

Student	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Sex [M/F]	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
	First						
Sending Institution	Name	Faculty/Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; email; phone Find your School Study Abroad Coordinator at: <a href="http://students.leeds.ac.uk/studyabroadcoordinators">http://students.leeds.ac.uk/studyabroadcoordinators</a>	
	University of Leeds		UK LEEDS01	Woodhouse Lane, Leeds, LS2 9JT	England	Lucia Fiordelmondo/Clara Middleton <a href="mailto:putzoingstudyabroad@leeds.ac.uk">putzoingstudyabroad@leeds.ac.uk</a> /0113 343 7900	
Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	

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

### Before the mobility

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

If you have already enrolled on courses during application time, please list the modules you enrolled onto here.

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

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 competence<sup>9</sup> 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

Complete this section with the total number of credits you are taking on your year abroad (usually 60ECTS for the full year). For more information on credit workload refer to **“Application guidelines and checklist”** you were sent earlier in the year.

#### 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
				<b>Total: ...</b>

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

Complete this section with the total number of credits your parent School requires you to take in order to pass your year abroad. 1 ECTS credit is equivalent to 2 Leeds credits.

**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.

Commitment	Name	Email	Position	Date	Signature
Student			Student		
Responsible person <sup>10</sup> at the Sending Institution			School Study Abroad Coordinator		
Responsible person at the Receiving Institution <sup>11</sup>					

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.

**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 [studyabroad@leeds.ac.uk](mailto:studyabroad@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 <sup>12</sup>	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			Student		
Responsible person <sup>13</sup> at the Sending Institution			School Study Abroad Coordinator		
Responsible person at the Receiving Institution <sup>14</sup>					