|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student**  | **Last name (as in passport)** | **First name (as in passport)** | **Date of birth** | **Nationality**[[1]](#endnote-1) | **Sex [M/F]** | **DNI/NIE or passport number** | **Study cycle**[[2]](#endnote-2) | **Field of education** [[3]](#endnote-3) |
|  |  |  |  |  |  |  |  |
| **Sending Institution** | **Name** | **Faculty/Department** | **Erasmus code**[[4]](#endnote-4)  **(if applicable)** | **Address** | **Country** | **Contact person name**[[5]](#endnote-5); **email; phone** |
|  |  |  |  |  |  |
| **Receiving Institution**  | **Name** | **Faculty/ Department** | **Erasmus code (if applicable)** | **Address** | **Country** | **Contact person name; email; phone** |
|  |  |  |  |  |  |
| **Before the mobility** |
|  | ***Study Programme at the Receiving Institution*****Planned period of the mobility**[[6]](#endnote-6)**: from [month/year] ……………. to [month/year] ……………** |
| **Table A****Before the mobility** | **Component**[[7]](#endnote-7) **code**(if any) | **Component title at the Receiving Institution**(as indicated in the course catalogue[[8]](#endnote-8)) | **Semester**[[9]](#endnote-9)[e.g. autumn/spring; term]  | **Number of ECTS credits (or equivalent)**[[10]](#endnote-10) **to be awarded by the Receiving Institution upon successful completion** |
|   |   |  |  |  |
|   |   |  |  |  |
|   |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|   |  |  |  | **Total: …** |
| Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [*web link to the relevant information*][[11]](#endnote-11) |
|  |  |  |  |  |  |  |  |  |
| The level of language competence[[12]](#endnote-12) 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***[[13]](#endnote-13) |
| **Table B****Before the mobility** | **Component code**[[14]](#endnote-14)(if any) | **Component title at the Sending Institution**[[15]](#endnote-15)(as indicated in the course catalogue) | **Semester**[[16]](#endnote-16)[e.g. autumn/spring; term] | **Indicate the number of recognized credits using the credit system at the Sending institution** |
|   |   |  |  |  |
|   |   |  |  |  |
|   |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|   |  |  |  | **Total: …** |
| Provisions applying if the student does not complete successfully some educational components: *[web link to the relevant information]*[[17]](#endnote-17) |
|  |  |  |  |  |  |  |  |  |
| ***Commitment***[[18]](#endnote-18)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[[19]](#endnote-19) at theSending Institution |  |  |  |  |  |
| Responsible person at theReceiving Institution[[20]](#endnote-20) |  |  |  |  |  |

**During the Mobility**

|  |  |
| --- | --- |
|   | **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[[21]](#endnote-21)** | **Number of ECTS credits (or equivalent)** |
|   |   |  | [x]  | [ ]  | Choose an item. |  |
|   |   |  | [ ]  | [x]  | Choose an item. |  |

|  |  |
| --- | --- |
|   | **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)** |
|   |   |  | [ ]  | [ ]  |  |
|   |   |  | [ ]  | [ ]  |  |

**After the Mobility**

|  |  |
| --- | --- |
|  | ***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 Receiving Institution** (as indicated in the course catalogue)  | **Was the component successfully completed by the student?** [Yes/No] | **Number of ECTS credits** (or equivalent) | **Grades received at the Receiving Institution** |
|   |  |  |  |  |
|   |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | **Total: …** |  |
|  |  |  |  |  |  |  |  |  |  |
|   | ***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 catalogue)  | **Number of ECTS credits (or equivalent) recognised** | **Grades registered at the Sending Institution** (if applicable) |
|   |  |  |  |
|   |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | **Total: …** |  |

1. **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-1)
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). [↑](#endnote-ref-2)
3. Please use the codes listed in [**Fields of education codes**](http://alliance4universities.eu/wp-content/uploads/2017/03/ISCED-2013-Fields-of-education.pdf) document, published together with the Call. [↑](#endnote-ref-3)
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 (that is EU countries).

Erasmus codes for A4U universities are: UAB: EBARCELO02, UAM: EMADRID04, UC3M: EMADRID14, UPF: EBARCELO15.

Non-European partner universities do not have an Erasmus code, so leave this field blank. [↑](#endnote-ref-4)
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.

Contact persons for A4U universities:

Universitat Autònoma de Barcelona: Isabel Boncompte Erasmus.ka107@uab.cat / +34 93 586 8499

Universidad Autónoma de Madrid: Sandra Martín erasmus.ka107.em@uam.es / +34 91 497 2935

Universidad Carlos III de Madrid: Elisa Huete proyectos\_internacionales@uc3m.es / +34 91 624 9596

Universidad Pompeu Fabra: oma.incoming@upf.edu  / +34 935 422 405

Universities from non-European countries: indicate your **academic tutor** and/or **International Office representative**. [↑](#endnote-ref-5)
6. Indicate the beginning and end of your mobility in months and year. It´s not necessary to indicate the exact dates as these might vary depending on the travel arrangements. [↑](#endnote-ref-6)
7. 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.

In this field, indicate **course code** at **RECEIVING** institution. [↑](#endnote-ref-7)
8. **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.

In this field, indicate **course title** at **RECEIVING** institution. [↑](#endnote-ref-8)
9. Indicate the semester in which the course will be taken. [↑](#endnote-ref-9)
10. **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.

Indicate the **number of ECTS credits** that will be obtained as a result of the course. [↑](#endnote-ref-10)
11. It is not necessary to fill in this field. If you need to check the Bachelor and Master course offer at A4U universities, check the following links:

UAB: Bachelor courses https://www.uab.cat/web/study/undergraduate/undergraduate-offer/all-bachelor-s-degrees-1345667078809.html

All Master courses:  <https://www.uab.cat/web/study/graduate-1345666803994.html>

Master courses taught in English: <https://www.uab.cat/web/study/graduate/master-s-degrees-and-graduate-diplomas-in-english-1345671925069.html>

UAM: https://www.uam.es/ss/Satellite/en/1242668835949/contenidoFinal/Study\_Programs\_in\_English.htm

UC3M Bachelor courses https://www.uc3m.es/ss/Satellite/Grado/en/ListadoGrados/1371212987094/Oferta\_de\_titulaciones

UC3M Master courses https://www.uc3m.es/ss/Satellite/Postgrado/en/ListadoMasteres/1371219633369/Programs

UPF Bachelor courses https://www.upf.edu/web/incoming/exchange-students-academic-information

For course offer at non-European partner universities, check the factsheets on <http://alliance4universities.eu/en/mobility-scholarships/> [↑](#endnote-ref-11)
12. **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>

In this field, indicate language of instruction and your level. Please note that B2 is the minimum level required. [↑](#endnote-ref-12)
13. Consult your academic tutor when filling table B. The mobility cannot be undertaken unless courses studied during mobility will be recognized by the sending institution**.** [↑](#endnote-ref-13)
14. Indicate course code at SENDING institution. [↑](#endnote-ref-14)
15. Indicate course title at SENDINGinstitution**.** [↑](#endnote-ref-15)
16. Indicate the **semester** in which the course will be **recognized**. [↑](#endnote-ref-16)
17. It is not necessary to fill in this field. It is up to the **SENDING** institution to **apply penalty**, if any, for **not completing the courses** during the mobility. [↑](#endnote-ref-17)
18. It is very important to have the “Commitment” table signed by the student and a responsible person at the sending institution. **Students who apply for mobility from Spain to Russia should have the three signatures: the applicant, sending and receiving institutions.** [↑](#endnote-ref-18)
19. **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.

For A4U universities: contact with the A4U University of your choice using the contact details in footnote 5. They will forward your application to the relevant faculty/department, and if accepted, they will fill it in and sign.

For non-European partner universities: your academic tutor (e.g. Director of Bachelor Programme) should sign in this field. The International Office can also sign on their behalf, provided they have the agreement of the academic tutor. [↑](#endnote-ref-19)
20. **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. [↑](#endnote-ref-20)
21. **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) |  |

 [↑](#endnote-ref-21)