**LEARNING AGREEMENT FOR STUDIES**

**Erasmus+ International**

**The Student**

|  |  |  |  |
| --- | --- | --- | --- |
| **Last name (s)** |  | **First name (s)** |  |
| **Date of birth** |  | **Nationality[[1]](#endnote-1)** |  |
| **Sex [*M/F*]** |  | **Academic year** | 2019/20 |
| **Study cycle[[2]](#endnote-2)** |  | **Subject area**  **Code[[3]](#endnote-3)** |  |
| **Phone** |  | **E-mail** |  |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | University of Tirana | **Faculty** |  |
| **Erasmus code[[4]](#endnote-4)**  **(if applicable)** | n/a | **Department** |  |
| **Address** | “Mother Teresa” Square | **Country** | Albania |
| **Contact person[[5]](#endnote-5)  name** | Elton Skendaj  Erasmus + Institutional Coordinator | **Contact person e-mail / phone** | [elton.skendaj@unitir.edu.al](mailto:elton.skendaj@unitir.edu.al)  +35542234663 |

**The Receiving Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | University of Graz | **Faculty** |  |
| **Erasmus code4**  **(if applicable)** | A GRAZ01 | **Department** |  |
| **Address** | Universitätsplatz 3, 8010 Graz | **Country** | Austria |
| **Contact person name** | Eva Matlschweiger | **Contact person e-mail / phone** | [erasmusplus.intl.incoming@uni-graz.at](mailto:erasmusplus.intl.incoming@uni-graz.at)  +43 316 380 1248 |

#### **Section to be completed BEFORE THE MOBILITY**

**I. Study Programme at the Receiving Institution**

Planned period of the mobility: from [month/year] \_\_\_\_\_\_\_\_\_ till [month/year] \_\_\_\_\_\_\_\_\_\_

Table A: Study programme abroad

|  |  |  |  |
| --- | --- | --- | --- |
| **Component***[[6]](#endnote-6)* **code (if any)** | **Component title at the Receiving Institution** (as indicated in the course catalogue) *[[7]](#endnote-7)* | **Semester [autumn / spring] [or term]** | **Number of ECTS credits (or equivalent)** *[[8]](#endnote-8)* **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(s) to be provided.]* |

Table B: Recognition at the Sending Institution

|  |  |  |  |
| --- | --- | --- | --- |
| **Component code (if any)** | **Component title at the Sending Institution** (as indicated in the course catalogue) | **Semester [autumn / spring] [or term]** | **Number of ECTS credits (or equivalent) to be recognised by the Sending Institution** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | Total: ………… |

**If the student does not successfully complete some educational components, the following provisions will apply:**

|  |
| --- |
| *Only successfully completed courses can be recognised.* |

|  |
| --- |
| **Language competence of the student**  The level of language competence[[9]](#endnote-9) in *[the main language of instruction at the Receiving Institution]* 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 🞏 |

**To be completed in case not all ECTS points are recognised:**

Due to the following reason(s) not all ECTS points achieved at the Receiving Institution can be recognized:

* The student follows additional educations components beyond those required for his/her programme.
* The courses do not meet the academic objectives of the study programme.
* The workload of the courses offered at the Receiving Institution is not equal to the workload of the courses recognized at the Sending Institution.
* Information about the course content has not been available
* Others (please specify):

**I. RESPONSIBLE PERSONS**

|  |
| --- |
| **Responsible person[[10]](#endnote-10) at the Sending Institution:**  *Erasmus + Institutional Coordinator*  Name: Elton Skendaj Function: Erasmus +Institutional Coordinator  Phone number: +35542234663 E-mail: elton.skendaj@unitir.edu.al  *Erasmus + Coordinator at Faculty level*  Name: Function:  Phone number: E-mail: |

|  |
| --- |
| **Responsible person[[11]](#endnote-11) at the Receiving Institution:**  Name: Function:  Phone number: E-mail: |

**III. COMMITMENT OF 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.

|  |
| --- |
| **The Student**  Student’s signature Date: |

|  |
| --- |
| **The Sending Institution**  Responsible person’s signature Date:  Elton Skedaj  *Erasmus + Coordinator at Faculty level name*  Date: |

|  |
| --- |
| **The Receiving Institution**  Responsible person’s signature Date: |

**Section to be completed DURING THE MOBILITY**

#### **CHANGES TO THE ORIGINAL LEARNING AGREEMENT**

**The Student**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |

#### **I. EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME**

#### Table C: Exceptional changes to table A or additional components in case of extension of stay abroad

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Component code (if any) at the receiving institution** | **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]](#endnote-12)** | **Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion** |
|  |  | □ | □ |  |  |
|  |  | □ | □ |  |  |
|  |  | □ | □ |  |  |
|  |  | □ | □ |  |  |
|  |  | □ | □ |  |  |

Table D: Exceptional changes to table B

|  |  |  |  |
| --- | --- | --- | --- |
| **Component code (if any)** | **Component title at the sending institution** (as indicated in the course catalogue) | **Semester [autumn / spring] [or term]** | **Number of ECTS credits (or equivalent) to be recognised by the Sending Institution** |
|  |  |  |  |
|  |  |  |  |

The Student, the Sending and the Receiving Institutions confirm that they approve the proposed amendments to the mobility programme.

Approval by e-mail or signature of the Student and of the Sending and Receiving Institution responsible persons.

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

|  |
| --- |
| **New responsible person at 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.

|  |
| --- |
| **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 OUTCOMES**

**The Student**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |

#### **I. MINIMUM INFORMATION TO INCLUDE IN THE RECEIVING INSTITUTION'S TRANSCRIPT OF RECORDS**

Start and end dates of the study period: from *[day/month/year]* till *[day/month/year]*.

Table E: academic outcomes at receiving institution

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** | **Receiving Institution grade** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | *Total:* |  |

|  |
| --- |
| *[Signature of responsible person in Receiving Institution and date]* |

#### **II. MINIMUM INFORMATION TO INCLUDE IN THE SENDING INSTITUTION'S TRANSCRIPT OF RECORDS**

Start and end dates of the study period: from *[day/month/year]* till *[day/month/year]*.

Table F: recognition outcomes at the sending institution

|  |  |  |  |
| --- | --- | --- | --- |
| **Component code (if any)** | **Component title at the sending institution** (as indicated in the course catalogue) | **Number of ECTS credits** | **Sending Institution grade, if applicable** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | *Total:* |  |

|  |
| --- |
| *[Signature of responsible person in Sending Institution and date]* |

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. **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. [↑](#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. [↑](#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 will work at the international relations office or equivalent body within the institution. [↑](#endnote-ref-5)
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. [↑](#endnote-ref-6)
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 qualification 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. [↑](#endnote-ref-7)
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. [↑](#endnote-ref-8)
9. **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> [↑](#endnote-ref-9)
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. [↑](#endnote-ref-10)
11. **Responsible person in the Receiving Institution**: an academic who has the authority to approve the mobility programme of incoming students and is committed to give them academic support in the course of their studies 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-11)
12. **Reasons for exceptional changes to study programme abroad:**

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

    **Overview ISCED Codes:**

    |  |  |
    | --- | --- |
    | **ISCED Code** | **Degree Programmes at Uni Graz** |
    | 0110: Education, not further defined (05.0, 05.1 - 1, 14, 140) | Pedagogy, Social Pedagogy, Continuing Education, Inclusive Education |
    | 0215: Music and performing arts (03.2, 03.3 - 212) | Musicology |
    | 0220: Humanities (except languages), not further defined (08.0 - 2, 22, 220) | Jewish Studies |
    | 0221: Religion and theology (08.2 - 221) | Theology |
    | 0222: History and archaeology (03.6, 08.3, 08.4 - 225) | (Ancient) History, Archeology, Art History, EUROMACHS, History of the South-Eastern Europe, South Eastern European Studies |
    | 0223: Philosophy and ethics (08.1 - 226) | Philosophy |
    | 0229: Humanities (except languages), not elsewhere classified (08.9 - 229) | Europ. Ethnology |
    | 0231: Language acquisition (09.0, 09.2, 09.5, 09.6 - 222) | English and American Studies, Bosnian/Serbian/ Croatian, German Language and Literature, Romance Studies, Russian, Slovenian |
    | 0232: Literature and linguistics (09.1, 09.3, 09.4, 09.7 - 223) | Interpreting, Linguistics, Translation |
    | 0310: Social and behavioural sciences, not further defined (14.0 - 3, 31, 310) | Gender Studies, Interdisciplinary Gender Studies |
    | 0311: Economics (14.3 - 314) | Economics, Environmental System Sciences Economics |
    | 0313: Psychology (14.4 - 311) | Psychology |
    | 0314: Sociology and cultural studies (14.2, 14.7, 14.8 - 312) | Sociology, Cultural Sociology |
    | 0410: Business and administration, not further defined (04.0, 04.1, 04.2 - 3, 34, 340) | Business Administration, Business Education and Development, Environmental System Sciences Business Administration |
    | 0421: Law (10.0, 10.1, 10.2, 10.3 - 3, 38, 380) | Law |
    | 0511: Biology (13.0, 13.1, 13.4, 13.6 - 421) | Biology, Molecular Biology, Molecular Microbiology, Ecology and Evolutionary Biology, Plant Sciences, Behavioural Physiology |
    | 0512: Biochemistry (13.0, 13.1, 13.4, 13.6 - 421) | Biochemistry |
    | 0521: Environmental sciences (422) | Environmental System Sciences |
    | 0531: Chemistry (13.3 - 442) | Chemistry, Technical Chemistry |
    | 0532: Earth sciences (07.0, 07.1, 07.2, 07.3 - 443) | Earth Sciences, Geography, Mountain Geography and Climatology, Sustainable Urban and Regional Development, Sustainable Development, Environmental System Sciences Geography |
    | 0533: Physics (13.2, 13.5, 13.7 - 441) | Physics |
    | 0541: Mathematics (11.1 - 461) | Mathematics |
    | 0916: Pharmacy (12.5 - 727) | Pharmaceutical Sciences |
    | 1014: Sports (16.1 - 813) | Sports Science and Kinesiology |

    [↑](#endnote-ref-12)