

## Steps to fill in the Learning Agreement for Studies

Page 1 – Information on the student and the sending and receiving institution Additional educational components above the number of ECTS credits required in his/her curriculum are listed in the LA and if Provide mobility programme the sending institution will not recognise them as counting towards their degree, this has to be agreed by all parties concerned Identify responsible persons and annexed to the LA **Commitment** of the three parties with **Before mobility** original / scanned/ digital signatures. **Provisions** for recognition in case some educational components Pages 1-3 successfully completed are included **Exceptional changes** to mobility programme should be agreed within 4 to 7 weeks after the start date of the studies (request for extension of the duration to be made up to one month before the foreseen end date) Modifications Modifications **During mobility** are NOT needed ARE needed A party requests changes in the first 2 to 5-Page 4 week period after the start of regular classes/educational components (after the start of each semester) Agreement by email by the three parties within a **two-week period** after the request Receiving institution provides Transcript of **Records** to student and sending institution in period stipulated in IIA (normally max. 5 After mobility weeks after results). Page 5 It includes not only ECTS but Sending institution provides the Recognition also the grades provided by the Document to the student within 5 weeks. sending HEI.

