LEARNING AGREEMENT FOR STUDIES

For guidelines, please look at Annex 1, for end notes please look at Annex 2

Last name(s)		**First name(s)**	
Date of birth		**Nationality**[1]	
Sex		**Academic year**	
Study Cycle[2]		**Subject area, Code**[3]	0215: Music and Performing Arts (03.2, 03.3 – 212)
Phone		**Email**	

The Sending Institution

Name		**Faculty**	
Erasmus code (if applicable)		**Department**	
Address		**Country, Country code**[4]	
Contact person name[5]		**Contact person email & phone**	

The Receiving Institution

Name	Birmingham City University	**Faculty**	Arts, Design & Media (ADM)
Erasmus code (if applicable)	UK BIRMING 03	**Department**	Royal Birmingham Conservatoire
Address	200 Jennens Road, B4 7XG	**Country, Country code**	United Kingdom, GB
Contact person name	Ruth Wootton	**Contact person email & phone**	conservatoiremobility@bcu.ac.uk (+44) 0121 331 5901

[Additional contact person that the sending or the receiving institution wants to introduce can be added in this box]

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Planned period of the mobility: from …. till ….

Table A: Study programme abroad[6]

Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Semester [autumn/spring]	Number of ECTS credits to be awarded by the receiving institution upon successful completion
	Principal Study	Autumn	15 (Negotiable)
	Professional Development Option 1	Autumn	5
	Professional Development Option 2	Autumn	5
	Either Professional Development Option 3 or Career Development Option 3	Autumn	5
			Total: 30

Web link to the course catalogue at the receiving institution:

[Web link(s) to be provided]

Table B: Set of components to be replaced at sending institution

Component code (if any)	Component title (as indicated in the course catalogue) at the sending institution	Semester [autumn/spring]	Number of ECTS credits
			Total:

Provisions that will apply if some educational components would not be successfully completed:

[Please, specify or provide a web link to the relevant information.]

Language competence of the student

The level of language competence[7] in *[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 ☐

[Other specific requirements that the sending or the receiving institution need to introduce can be added in this box.]

II. RESPONSIBLE PERSONS

Responsible person[8] in the sending institution:

Name		**Function**	
Phone		**Email**	

Responsible person[9] in the receiving institution:

Name	Ruth Wootton	**Function**	International Relations Manager
Phone	(+44) 0121 331 5901	**Email**	conservatoiremobility@bcu.ac.uk

III. COMMITMENT OF THE THREE PARTIES

By signing this document, the student, the sending institution and the receiving institution confirm that they approve the proposed 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 receiving institution confirms that the educational components listed in Table A are in line with its course catalogue.

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 receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

The Student

Students Signature		**Date**	

The Sending Institution

Responsible Person's Signature		**Date**	

The Receiving Institution

Responsible Person's Signature		**Date**	

Section to be completed DURING THE MOBILITY

CHANGES TO THE ORIGINAL LEARNING AGREEMENT

I. EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME

Table C: Exceptional changes to study programme abroad

Component code (if any) at the receiving institution	Component title (as indicated in the course catalogue) at the receiving institution	Deleted component *[tick if applicable]*	Added component *[tick if applicable]*	Reason for change[10]	Number of ECTS credits to be awarded by the receiving institution upon successful completion of the component
		☐	☐		
		☐	☐		
					Total:

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

New Responsible Person in the Sending Institution

Name		**Function**	
Phone		**Email**	

New Responsible Person in the Receiving Institution

Name		**Function**	
Phone		**Email**	

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

Students Signature (or approval by email)		**Date**	

The Sending Institution

Responsible Person's Signature (or approval by email)		**Date**	

The Receiving Institution

Responsible Person's Signature (or approval by email)		**Date**	

Section to be completed AFTER THE MOBILITY

RECOGNITION DOCUMENT

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

Table E: Transcript of Records

Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Was the component successfully completed by the student? [Yes/No]	Number of ECTS credits	Receiving institution grade
			Total:	

The Receiving Institution

Responsible Person's Signature (or approval by email)		Date	

Table F: Recognition outcomes

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

The Sending Institution

Responsible Person's Signature (or approval by email)		Date	

Annex 1: Guidelines

This template of Learning Agreement requires the information that the student, the sending and receiving institutions need to agree on to carry out and ensure recognition of mobility study periods under Erasmus+.

If the sending or the receiving institutions need to introduce other specific requirements, these can be added in the box in the first page (e.g. in case other contact people should be mentioned, for example, in the coordinating institution of a consortium).

PROPOSED MOBILITY PROGRAMME

The proposed mobility programme includes the indicative start and end months and the agreed study programme that the student will carry out during his mobility period and which the sending institution commits to give recognition upon successful completion by the student.

The Learning Agreement must include **all the educational components to be carried out by the student** at the receiving institution (in table A) and it must contain as well the set of components to be replaced at sending institution upon successful completion by the student (in table B). Additional rows can be added as needed to tables A and B.

The student is recommended to take educational components totalling a minimum of 30 ECTS credits per semester or 15 ECTS credits per trimester. In case the student would follow additional educational components above the required number of ECTS credits needed for his/her degree curriculum, these additional credits must also be contained in the study programme outlined in table A.

When there are mobility windows embedded in the curriculum, it will be enough to fill in table B in the following way:

Component code (if any)	**Component title (as indicated in the course catalogue) at the sending institution**	**Semester [autumn / spring] [or term]**	**Number of ECTS credits**
	Mobility window	*…*	*Total: 30*

Otherwise, the set of components will be included as follows:

Component code (if any)	**Component title (as indicated in the course catalogue) at the sending institution**	**Semester [autumn / spring] [or term]**	**Number of ECTS credits**
	Course x	*…*	*10*
	Module y	*…*	*10*
	Laboratory work	*…*	*10*
			Total: 30

The sending institution must **fully recognise the number of ECTS credits contained in table A** and any exception to this rule should be documented in an annex of the Learning Agreement and agreed by all parties (i.e. in case of additional educational components above the required number of ECTS credits needed for the degree curriculum).

The sending institution must foresee which provisions will apply in case some educational components would not be successfully completed by the student.

All parties must **sign the document**; however, there is no need to circulate papers with original signatures because scanned copies of signatures or digital signatures are recognised.

* In countries where the "ECTS" system it is not in place, in particular for institutions located in partner countries not participating in the Bologna process, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used.

CHANGES TO THE ORIGINAL LEARNING AGREEMENT

The section to be completed during the mobility is **only needed if it is necessary to introduce changes into the original Learning Agreement.** In that case, the section to be completed before the mobility should be kept unchanged, changes should be described in this section and both parts should remain together in a single document.

Requests for extension of the **duration** of the mobility programme should be made up to one month before the foreseen end date.

Changes to the mobility **study programme** should be exceptional, as the three parties have already agreed on a set of educational components to be taken abroad and how to recognise them on the light of the course catalogues that the sending and receiving institutions have committed to publish well in advance of the mobility periods and update regularly as ECHE holders. However, introducing changes may be unavoidable due to, for example, timetable conflicts or because the previously selected educational component is not available at receiving institution or it is in a different language than previously specified in the course catalogue.

These exceptional **changes to the mobility study programme should be made within a month**. Any party can request changes within the first two-week period after regular classes/educational components have started. All these changes have to be agreed by the three parties within a two-week period after the request. In the case of changes due to an extension of the duration of the mobility period, changes should be made as well as timely as possible.

Changes to the study programme abroad should be added in table C and, once they are agreed by all parties, the sending institution should fully recognise the number of ECTS credits present in table C. Any exception to this rule should be documented in an annex of the Learning Agreement and agreed by all parties as in the section before mobility. Only if the changes described in table C affect the set of components to be replaced at the sending institution upon successful completion by the student of the study programme abroad (table B), a revised version should be inserted and labelled as "Table D: Exceptional changes to set of components to be replaced at sending institution". Additional rows can be added as needed to tables C and D.

All parties must confirm that the proposed amendments to the Learning Agreement are approved. For this specific section, original or scanned signatures are not mandatory as agreement of the proposed amendments by email is accepted.

RECOGNITION DOCUMENT

For the Programme purposes, scanned copies of signatures or digital signatures are recognised as well to issue the Transcript of Records and the Recognition Document.

The receiving institution commits to provide the sending institution and the student with a **Transcript of Records** according to table E and containing all the educational components agreed in the table A (and table C in case there were changes to the study programme abroad). In addition, grading distribution information should be attached to the Transcript of Records (or a web link where this information can be found) in case it is different or more specific or it has been updated compared to the information provided in the Inter-institutional Agreement. This should be done within a period stipulated in the inter-institutional agreement and normally not longer than five weeks after publication/proclamation of the student's results at the receiving institution.

Following the receipt of the Transcript of Records from the receiving institution, the sending institution commits to provide to the student a **Recognition Document** including table E and the completed table F with the recognition outcomes, without further requirements from the student, and within five weeks. The sending institution will translate the grades received by the student (when applicable) taking into account the grading distribution information from the receiving institution. In addition, all the educational components will appear as well in the student's Diploma Supplement with also the exact title that they had in the receiving institution.

The Recognition Document includes the actual start and end date of the study period, the transcript of records from the receiving institution and the recognition outcomes from the sending institution. The **start date** of the study period is the first day the student has been present at the receiving institution, for example, for the first course, for a welcoming event organised by the host institution or for language and intercultural courses. The **end date** of the study period is the last day the student has been present at the receiving institution and not his actual date of departure. This is, for example, the end of exams period, courses or mandatory sitting period.

The Recognition Document must be issued together with the section before mobility (and the section during mobility if there were changes to the original Learning Agreement) and it can additionally be issued independently.

Steps to fill in the Learning Agreement for Studies

Page 1 – Information on the student and the sending and receiving institution

Before mobility

Pages 1-3

Provide **mobility programme**

Identify **responsible persons**

Commitment of the three parties with original / scanned/ digital signatures.

Additional educational components *above the number of ECTS credits required in his/her curriculum are listed in the LA and if the sending institution will not recognise them as counting towards their degree this is agreed by all parties and annexed to the LA*

Provisions *for recognition* ***in case*** *some educational components are* ***not successfully completed*** *are included*

During mobility

Page 4

Exceptional changes *to mobility programme should be made* ***within one month 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 are NOT needed

Modifications ARE needed

A party requests changes in the first ***two-week period*** *after the start of regular classes/educational components*

Agreement by email by the three parties within a ***two-week period*** *after the request*

After mobility

Page 5

Receiving institution provides **Transcript of Records** to student and sending institution in period stipulated in IIA (normally **max. 5 weeks** after results).

Sending institution provides the **Recognition Document to the student** within **5 weeks.**

It includes not only ECTS but also the grades provided by the sending HEIs.

Annex 2: End notes

[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] The ISCED-F 2013 search tool 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] **Country code**: ISO 3166-2 country codes available at: https://www.iso.org/obp/ui/#search.

[5] **Contact person**: a 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.

[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] For the Common European Framework of Reference for Languages (**CEFR**) see http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr

[8] **Responsible person in the sending institution**: an academic who has the authority to approve the mobility programme of outbound students (Learning Agreements), to exceptionally amend them when it is needed, as well as to guarantee full recognition of such programmes on behalf of the responsible academic body.

[9] **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.

[10] **Reasons for exceptional changes to study programme abroad:**

Reasons for deleting a component	***Reason for adding a component***
A1) Previously selected educational component is not available at receiving institution	B1) Substituting a deleted component
A2) Component is in a different language than previously specified in the course catalogue	B2) Extending the mobility period
A3) Timetable conflict	B3) Other (please specify)
A4) Other (please specify)	