

Dear Student,

Please read below instructions for filling in the Learning Agreement. Remember to upload a signed copy of the Learning agreement on your SoleMOVE application After exchange tab as part of the reporting of your Erasmus+ exchange. The Learning Agreement is used for the preparation of a study period abroad to ensure that students will receive full recognition in their degrees for the studies completed abroad. See below for more detailed information.

## Steps to fill in the Learning Agreement for Studies

### Before the mobility

Provide study programme.  
Identify Responsible persons.  
Commitment of the three parties with original / scanned / digital signatures.

### During the mobility

#### If modifications are needed:

A party requests changes within 5 weeks after the start of each semester. Agreement by the three parties has to be reached within 2 weeks after the request.

Request for extension of the duration has to be made at the latest one month before the foreseen end date.

An agreement by the three parties on the changes is possible via email/digital signatures.

### After the mobility

**The Receiving Institution** provides a Transcript of Records to the student and Sending Institution normally within 5 weeks after publication of the results.

**The Sending Institution** recognises the activities successfully completed by the student during the mobility, counts them towards the student's the degree and registers them in the student's Transcript of Records normally within 5 weeks.

**Before the mobility**

- Fill in the information on page 1 on the student, the Sending and the Receiving Institutions. The three parties have to agree on this section to be completed before the mobility.
- Fill in Table A on page 1 and list the courses you wish to complete during your Erasmus exchange studies
- On Table B the sending institution, ie. student's home university, should indicate the recognition of studies completed during study abroad
- Fill in the level of language competence on Page 1 of the language of instruction at receiving institution

**During mobility**

- If there are changes to the Learning Agreement, fill in Table A2 on Page 2 and have the changes approved by sending and receiving institutions

**After mobility**

- Page 3 needs not to be used, if the receiving institution has a transcript that includes the same information as the Table A on page 1.

**NOTE!**

- All parties must sign the LA (student, sending and receiving institution), but the signatures need not be original, ie. the document may be scanned or it may have electronic signatures.

**Start and end dates of the study period**

Before you return home, please make sure that you have an official certificate of the exact start and end dates of your study period.

1. From the same web page where you found this instruction, you can print a Letter of Confirmation form and ask the host institution to mark the start and end dates in it and sign it.
2. You can also use an Arrival Form/Letter of Confirmation provided by the host university.

**Reporting on your Erasmus exchange**

All students need to report on their Erasmus exchange. As part of the reporting, students should upload the following documents on their SoleMOVE application After exchange tab:

- Learning agreement signed by all three parties
- Letter of Confirmation
- Transcript issued by the host organization

Feedback is given on the Feedback tab.