**20\_\_/20\_\_ LEARNING AGREEMENT FOR STUDIES**

*Explanatory endnotes are included; for further guidance, please see flow chart.*

|  |  |
| --- | --- |
| **the student** | |
| **Surname** | **First name** |
| **E-mail** | **Field of Study[[1]](#endnote-1)** |
| **the sending institution: University of galway (Erasmus code irlgalway01)** | |
| **Contact Person[[2]](#endnote-2):** Kim O’Flynn-Kelly, Erasmus Executive ([kim.oflynnkelly@universityofgalway.ie](mailto:kim.oflynnkelly@universityofgalway.ie)) | |
| **University of Galway Academic Coordinator[[3]](#endnote-3):**  ***\*\*\*This is the University of Galway academic staff member who should review and sign your learning agreement. \*\*\**** | |
| **E-mail address of the academic coordinator:** | |
| **the receiving institution** | |
| **Name of institution:** | |
| **Academic coordinator (or other competent person)[[4]](#endnote-4):** | |
| **E-mail address:** | |

**Section to be completed before the mobility period**

**Planned period of mobility:** from *(dd/mm/yy)* to *(dd/mm/yy)*

**Table A: Proposed study programme abroad**

|  |  |  |  |
| --- | --- | --- | --- |
| **Component*[[5]](#endnote-5)* [course] code**  **(if there is one)** | **Component title (as indicated in the course catalogue) at the receiving institution** | **Sem. 1 (Semester 1), Sem. 2 or FY?** | **Number of ECTS credits to be awarded by the receiving institution upon successful completion** |
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|  |  |  |  |
|  | *(further rows may be added as necessary)* |  | **TOTAL:** |

|  |
| --- |
| **Please provide here a web link to the course catalogue at the receiving institution describing the learning outcomes:** |

**Table B: Group of educational components in the student's degree which will be replaced by, or correspond to, the study period abroad.** A one-to-one match with Table A is not required. Where all credits in Table A are recognised as forming part of the programme at the University of Galway without any further conditions being applied, Table B should show the name of the study abroad module if it has a specific title, and the number of credits that the University of Galway will award if it is completed successfully. Otherwise the term “Mobility Window” may be used, and the appropriate number of credits should be shown.[[6]](#endnote-6)

|  |  |  |  |
| --- | --- | --- | --- |
| **Component (course) code (if any)** | **Component title (as indicated in the course catalogue) at the University of Galway** | **S1 (Semester 1), S2 or FY (full year)?** | **Number of ECTS credits to be awarded by University of Galway** |
|  |  |  |  |
|  |  |  | **TOTAL:** |

|  |
| --- |
| **In the case of some educational components not being successfully completed by the student, the following provisions will apply:** [*http://www.universityofgalway.ie/erasmus/outgoing/academic\_planning.html*](http://www.universityofgalway.ie/erasmus/outgoing/academic_planning.html) |

|  |
| --- |
| **Language competence of the student**  The level of language competence[[7]](#endnote-7) in *[enter the main language of instruction here]* 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 🞏  *(Tick the appropriate box or delete what does not apply.)* |

**II. Coordinators**

|  |
| --- |
| **Academic Coordinator in the sending institution:**  Name and function:  E-mail: |

|  |
| --- |
| **Academic Coordinator in the receiving institution:**  Name and function:  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 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, coordinators and/or study period.

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

|  |
| --- |
| **The sending institution**  Academic Coordinator’s signature Date: |

|  |
| --- |
| **The receiving institution**  Academic Coordinator’s signature Date: |

**Section to be completed, if necessary, during the mobility period:**

**Changes to the original learning agreement**

#### **I. CHANGES TO THE PROPOSED STUDY PROGRAMME ABROAD**

#### **Table C: Courses added to or deleted from the original study programme:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course code (if any) at the receiving institution** | **Course title (as indicated in the course catalogue) at the receiving institution** | **Course deleted**  ***[tick if applicable]*** | **Course added**  ***[tick if applicable]*** | **Reason for change[[8]](#endnote-8)** | **Number of ECTS credits to be awarded by the receiving institution upon successful completion of the component** |
|  |  | □ | □ |  |  |
|  |  | □ | □ |  |  |
|  |  | □ | □ |  |  |
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|  |  | □ | □ |  |  |
|  |  | □ | □ |  |  |
|  |  | □ | □ |  |  |
|  | *(further rows may be added as necessary)* | □ | □ |  |  |
|  | | | | | **TOTAL:** |

The student, the sending and the receiving institutions confirm that they approve the proposed amendments to the mobility programme.

Approval may be granted by e-mail, or denoted by the signature on this page of the student and of the sending and receiving institution coordinators.

#### **II. CHANGES OF COORDINATOR: section to be completed only where a new coordinator takes over during the mobility period:**

|  |
| --- |
| **New coordinator in the sending institution:**  Name and function:  E-mail: |

|  |
| --- |
| **New coordinator in the receiving institution:**  Name and function:  E-mail: |

**Endnotes**

1. Write in the full name of your degree programme. If you are a BA student, give your two subjects. [↑](#endnote-ref-1)
2. Contact point for administrative information. *Only 3BA4 students who are not taking a continental language* should send the learning agreement to the International Office (which will liaise with the two sending disciplines re. review and signature); *all other students* should send it directly to their academic coordinator at University of Galway. [↑](#endnote-ref-2)
3. The academic at University of Galway who has the authority  to approve the  outbound student’s mobility programme (Learning Agreement) and any amendments to it, as well as to guarantee full recognition of this programme on behalf of the University. This is the person to whom most students should send the learning agreement for signature (see note 2 above). [↑](#endnote-ref-3)
4. The academic or other competent person at the host institution abroad who has the authority to approve the mobility programme of incoming students and who commits to giving them academic support in the course of their studies there. [↑](#endnote-ref-4)
5. 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-5)
6. Some University of Galway degree programmes have a designated module to denote the period of study abroad, for instance, Irish Studies has IS301, Irish Studies Abroad. However, many programmes do not give a specific module title to the study abroad component, and in this case it will suffice to write “Mobility Window”, or if you are a BA International student, you could write “Year Abroad”, with the course code 3BA4. Your academic coordinator should be able to advise you. If you are studying abroad for a full year, this will correspond to 60 ECTS at University of Galway, and if you are studying abroad for a semester, it will usually, though not always, correspond to 30 ECTS. Your coordinator can advise you as to (i) how many credits you must secure while abroad in order to meet the requirements and pass the relevant study abroad component at University of Galway, and (ii) how many credits this will then equate to in the framework of your degree. [↑](#endnote-ref-6)
7. For the Common European Framework of Reference for Languages (**CEFR**) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> [↑](#endnote-ref-7)
8. Reasons for changes to study programme abroad – please use the codes indicated below:

   |  |  |
   | --- | --- |
   | *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) Choosing courses for the second semester of a full-year study visit. |
   | A3) Timetable conflict | B3) Other (please specify) |
   | A4) Other (please specify) |  |

   [↑](#endnote-ref-8)