|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Student**  | **Last name(s)** | **First name(s)****Learning Agreement** **Student Mobility for Studies** | **Date of birth** | **Nationality**[[1]](#endnote-1) | **Sex [M/F]** | **Study cycle**[[2]](#endnote-2) | **Field of education** [[3]](#endnote-3) |
|  |  |  |  |  |  |  |
| **Sending Institution** | **Name** | **Faculty/Department** | **Erasmus code**[[4]](#endnote-4)  **(if applicable)** | **Address** | **Country** | **Contact person name**[[5]](#endnote-5)**; email; phone** |
| University of Pavia |  | I PAVIA01 | C.so Strada Nuova, 65 – 27100 Pavia | Italy |  |
| **Receiving Institution**  | **Name** | **Faculty/ Department** | **Erasmus code (if applicable)** | **Address** | **Country** | **Contact person name; email; phone** |
|  |  |  |  |  |  |
| **Before the mobility** |
|  | ***Study Programme at the Receiving Institution*****Planned period of the mobility: from [month/year] ……………. to [month/year] ……………** |
| **Table A****Before the mobility** | **Component**[[6]](#endnote-6) **code**(if any) | **Component title at the Receiving Institution**(as indicated in the course catalogue[[7]](#endnote-7)) | **Semester** [e.g. autumn/spring; term] | **Number of ECTS credits (or equivalent)**[[8]](#endnote-8) **to be awarded by the Receiving Institution upon successful completion** |
|   |   |  |  |  |
|   |   |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|   |  |  |  | **Total: …** |
| Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [*web link to the relevant information*] |
|  |  |  |  |  |  |  |  |  |
| The level of language competence[[9]](#endnote-9) in \_\_\_\_\_\_\_\_ [*indicate here the main 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* [ ]  *Native speaker* [ ]  |

|  |  |
| --- | --- |
|   | ***Recognition at the Sending Institution*** |
| **Table B****Before the mobility** | **Component code** (if any) | **Component title at the Sending Institution**(as indicated in the course catalogue) | **Semester** [e.g. autumn/spring; term] | **Number of ECTS credits (or equivalent) to be recognised by the Sending Institution** |
|   |   |  |  |  |
|   |   |  |  |  |
|   |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|   |  |  |  | **Total: …** |
| Provisions applying if the student does not complete successfully some educational components: *[web link to the relevant information]* |
|  |  |  |  |  |  |  |  |  |
| ***Commitment*** 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 Beneficiary 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 or equivalent units 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. |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Student |  |  | *Student* |  |  |
| Responsible person[[10]](#endnote-10) at theSending Institution |  |  |  |  |  |
| Responsible person at theReceiving Institution[[11]](#endnote-11) |  |  |  |  |  |

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 works 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 qualifications 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: https://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. 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-10)
11. **Responsible person 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.

**COS’È IL LEARNING AGREEMENT?**

Il learning agreement è **un contratto di studio** tra studente, Università di appartenenza e Università ospitante.

Consiste nell'elenco delle attività formative che verranno svolte all'estero durante il periodo di studio Erasmus e nell'elenco delle corrispondenti attività che verranno riconosciute al termine del periodo.

Il learning agreement è un documento **fondamentale e obbligatorio**, previsto dal programma Erasmus a tutela del diritto dello studente al pieno riconoscimento del periodo di studio svolto all'estero.

Il learning agreement deve essere concordato e firmato dalle tre parti **prima della partenza**.

**ISTRUZIONI PER LA COMPILAZIONE DEL LEARNING AGREEMENT**

	1. Le attività formative da svolgere all’estero e quelle di cui ottenere il riconoscimento a Pavia devono essere concordate con il Delegato Erasmus prima di compilare il learning agreement.
	2. Lo studente potrà partire solo prevedendo nel learning agreement **almeno 20 crediti** di attività da riconoscere per semestre, salvo in caso di preparazione della tesi (o preparazione della tesi + esami) e salvo casi particolari, da valutare individualmente.
	3. La corrispondenza tra attività estere e attività italiane non deve necessariamente essere di 1:1 (es. un esame estero corrispondente ad un esame italiano e viceversa). Si deve invece ragionare per “pacchetto”, considerando il numero di crediti complessivo (es. 7 esami esteri per un totale di 30 crediti ECTS corrispondenti a 5 esami italiani per un totale di 30 crediti CFU).
	4. Il learning agreement deve essere **compilato obbligatoriamente tramite computer** come segue:**Table A – Study programme at the Receiving Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| **Component code(if any)** | **Component title (as indicated in the course catalogue) at the receiving institution** | **Semester [autumn / spring][or term]** | **Number of ECTS credits to be awarded by the receiving institution upon successful completion** |
| Inserire il codice del corso offerto dall’Università ospitante (se disponibile) | Inserire in lingua originale o in inglese il nome del corso o la descrizione di altra attività formativa offerta dall’Università ospitante.In caso di **attività in preparazione tesi**, inserire una breve descrizione dell’attività in inglese o nella lingua del paese ospitante. Specificare il tipo di attività, precisare che sarà svolta in preparazione della tesi e inserire ogni altro particolare utile (argomento tesi, tutor all’estero, laboratorio o altra struttura in cui verrà svolta l’attività …).   | Inserire il semestre in cui si terrà il corso/si svolgerà l’attività.  | Inserire i crediti ECTS previsti dall’Università ospitante. Alcune università non utilizzano crediti ECTS. In tal caso, indicare il numero di crediti locali, e annullare la dicitura ECTS barrandola a penna. |

**Table B – Recognition at the Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| **Component code(if any)** | **Component title (as indicated in the course catalogue) at the receiving institution** | **Semester [autumn / spring][or term]** | **Number of ECTS credits to be awarded by the receiving institution upon successful completion** |
| Inserire il codice dell’esame offerto dall’Università di Pavia del quale si intende chiedere il riconoscimento | Inserire il nome dell’esame offerto dall’Università di Pavia del quale si intende chiedere il riconoscimento.In caso di **attività in preparazione tesi**, inserire una breve descrizione delle altre attività delle quali si intende richiedere riconoscimento. Nel caso si tratti di attività in preparazione della tesi, specificarlo ed indicare titolo, argomento e relatore nello spazio sottostante. | Inserire il semestre in cui si terrà il corso/si svolgerà l’attività.  | Inserire il numero di crediti previsti dall’esame offerto dall’Università di Pavia del quale si intende richiedere il riconoscimento. Inserire il numero di crediti previsti dall’attività della quale si intende richiedere il riconoscimento. |

**ALTRE AVVERTENZE E SCADENZE**

	* Compilare il learning agreement, stamparlo e firmarlo.
	* Far firmare e timbrare il learning agreement dal Delegato Erasmus.
	* **Inviare il learning agreement all’Università ospitante secondo i tempi e le modalità indicate dall’Università stessa.**
	* **Consegnare o inviare per email il learning agreement** **all’Ufficio Mobilità internazionale entro:**
		+ il **3 luglio 2020** per chi parte per il primo semestre/intero anno accademico
		+ il **20 novembre 2020** per chi parte per il secondo semestre**Il learning agreement sarà considerato approvato una volta che l’Università ospitante lo avrà restituito firmato.** [↑](#endnote-ref-11)