ERASMUS + International Credit Mobility

Declaration of Interest

Declaration of Interest for Staff Mobility for Teaching

I, the undersigned:

First Name *(as indicated in Passport)* :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surname *(as indicated in Passport)*  :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and place of birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Citizenship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Residence Address (*please indicate your full address: Address, Town, Post/Zip Code*):\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Cell) phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current position at the Home university :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject Area (only Teaching staff):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrative office (only for administrative staff):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicants must be active full-time staff of the University

I declare that I wish to participate in the Erasmus + mobility at the University of Pisa for the

 Spring semester 2022 (from Feb.2022 to Jul 2022)

My motivations for applying are the following (what you wish to Teach or in which kind of Training at the University of Pisa you are interested in and why):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My linguistic competences (foreign languages) are as follows (based on the CEFR levels):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Language | Levelwritten | Levelspeaking | Levelunderstanding | Certification (if any) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

I understand that if my candidature is selected, I will be asked to prepare a Full Application, including a complete Learning Agreement, which I must submit to the Erasmus Coordinator of my University. I understand that only if my learning profile is compatible with the offer of the University of Pisa, my mobility will be approved by the latter one.

I annex a copy of :

1. Either an internationally recognized English Language certificate (such as IELTS, TOEFL etc.) or a Italian language certificate (if you have one)

4) CV in English (Europass format)

5) Draft Mobility Agreement

7) A passport copy

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date (Day/Month/Year):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ERASMUS + International Credit Mobility**

**Declaration of Interest**

**I, the undersigned:**

Name *(as indicated in Passport):*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surname*(as indicated in Passport):*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and place of birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Citizenship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Residence Address ( *please indicate your full address: Address, Town, Post/Zip Code*):\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Cell) phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Degree Programme at the Home Institution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year (of the Degree programme in which you are enrolled now at the Home Institution, like 1st, 2nd, 3rd etc.):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General Subject area: ……………………………………………………………………………………………………………

Previous Erasmus mobility periods (from-to): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you require Disability Support? Yes ☐ No ☐

I declare that I wish to participate in the Erasmus + mobility at the University of Pisa for the

o Spring semester 2022 (from Feb.2022 to Jul 2022)

My motivations for applying are the following (what you wish to study at the University of Pisa and why):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My linguistic competences are as follows (based on the CEFR levels):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Language | Levelwritten | Levelspeaking | Levelunderstanding | Certification (if any) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

I understand that if my candidature is selected, I will be asked to prepare a Full Application, including a complete Learning Agreement, which I must submit to the Erasmus Coordinator of my University. I understand that only if my learning profile is compatible with the offer of the University of Pisa my mobility will be approved.

I annex a copy of:

1. . The Transcript of Records at the time of applying: it is an official list certified by the Sending Institution of all the exams that the student has taken until the moment of the application, including the grades received.
* For BA students (only students of the 2nd year are eligible for this mobility) we require the exams taken at BA level;
* for MA students the exams taken at BA and MA level;
* For PhD students all exams taken at BA , MA and also PhD level (if any).
1. For MA students we require: a certified copy of the Bachelor’s Degree and Certificate of enrollment in a MA Degree Programme at the sending Institution.

For PhD students we  require: a certified copy of the Master’s Degree and a Certificate of Enrolment in the PhD Degree Programme at the sending Institution.

1. An internationally recognized English Language certificate (such as IELTS, TOEFL etc.) or Italian language certificate (if you have one)

5) CV in English (Europass format)

6) Draft Learning agreement (section Before the Mobility)

7) A passport copy

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date (Day/Month/Year):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Student**  | **Last name(s)** | **First name(s)****Learning Agreement** **Student Mobility for Studies** | **Date of birth** | **Nationality**[[1]](#endnote-2) | **Sex [M/F]** | **Study cycle**[[2]](#endnote-3) | **Field of education** [[3]](#endnote-4) |
|  |  |  |  |  | **3rd** |  |
| **Sending Institution** | **Name** | **Faculty/Department** | **Erasmus code**[[4]](#endnote-5)  **(if applicable)** | **Address** | **Country** | **Contact person name**[[5]](#endnote-6)**; email; phone** |
|  |  |  |  |  |  |
| **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-7) **code**(if any) | **Research title at the Receiving Institution**Tutor: | **Semester** [e.g. autumn/spring; term] | **Number of ECTS credits (or equivalent)**[[7]](#endnote-8) **to be awarded by the Receiving Institution upon successful completion** |
|   |    |  | **Spring semester 2020** |  |
|   |
|   |
|  |
|  |
|  |
|  |
|   | **Total equivalent to: ECTS** |
| 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[[8]](#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) | **Research activities 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[[9]](#endnote-10) at theSending Institution |  |  |  |  |  |
| Responsible person at theReceiving Institution[[10]](#endnote-11) |  |  |  |  |  |

**During the Mobility**

|  |  |
| --- | --- |
|   | **Exceptional changes to Table A**(to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution) |
| **Table A2****During the mobility** | **Component code** (if any) | **Component title at the** **Receiving Institution**(as indicated in the course catalogue)  | **Deleted component**[tick if applicable] | **Added component**[tick if applicable] | **Reason for change[[11]](#endnote-12)** | **Number of ECTS credits (or equivalent)** |
|   |   |  | [x]  | [ ]  | Choose an item. |  |
|   |   |  | [ ]  | [x]  | Choose an item. |  |

|  |  |
| --- | --- |
|   | **Exceptional changes to Table B (if applicable)**(to be approved by e-mail or signature by the student and the responsible person in the Sending Institution) |
| **Table B2****During the mobility** | **Component code** (if any) | **Component title at the** **Sending Institution**(as indicated in the course catalogue)  | **Deleted component**[tick if applicable] | **Added component**[tick if applicable] | **Number of ECTS credits (or equivalent)** |
|   |   |  | [ ]  | [ ]  |  |
|   |   |  | [ ]  | [ ]  |  |

|  |
| --- |
| ***Commitment*** |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Student |  |  | *Student* |  |  |
| Responsible person[[12]](#endnote-13) at theSending Institution |  |  |  |  |  |
| Responsible person at theReceiving Institution[[13]](#endnote-14) |  |  |  |  |  |

**After the Mobility**

|  |  |
| --- | --- |
|  | ***Transcript of Records at the Receiving Institution*** **Start and end dates of the study period: from [day/month/year] ……………. to [day/month/year] …………….** |
| **Table C****After the mobility** | **Component code** (if any) | **Research activities at the Receiving Institution** (as indicated in the course catalogue)  | **Was the component successfully completed by the student?** [Yes/No] | **Number of ECTS credits** (or equivalent) | **Grades received at the Receiving Institution** |
|   |  |  |  |  |
|   |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | **Total: …** |  |
|  |  |  |  |  |  |  |  |  |  |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Responsible person[[14]](#endnote-15) at theReceiving Institution |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|   | ***Transcript of Records and Recognition at the Sending Institution*****Start and end dates of the study period: from [day/month/year] ……………. to [day/month/year] …………….** |
| **Table D****After the mobility** | **Component code** (if any) | **Reaserch Activities Recognized** **at the Sending Institution** (as indicated in the course catalogue)  | **Number of ECTS credits** (or equivalent) **recognised** | **Grades registered at the Sending Institution** (if applicable) |
|   |  |  |  |
|   |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | **Total: …** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Responsible person[[15]](#endnote-16) at theSending Institution |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Student**  | **Last name(s)** | **First name(s)****Learning Agreement** **Student Mobility for Studies** | **Date of birth** | **Nationality**[[16]](#endnote-17) | **Sex [M/F]** | **Study cycle**[[17]](#endnote-18) | **Field of education** [[18]](#endnote-19) |
|  |  |  |  |  |  |  |
| **Sending Institution** | **Name** | **Faculty/Department** | **Erasmus code**[[19]](#endnote-20)  **(if applicable)** | **Address** | **Country** | **Contact person name**[[20]](#endnote-21)**; email; phone** |
|  |  |  |  |  |  |
| **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**[[21]](#endnote-22) **code**(if any) | **Component title at the Receiving Institution**(as indicated in the course catalogue[[22]](#endnote-23)) | **Semester** [e.g. autumn/spring; term] | **Number of ECTS credits (or equivalent)**[[23]](#endnote-24) **to be awarded by the Receiving Institution upon successful completion** |
|   |   |  |  |  |
|   |   |  |  |  |
|   |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|   |  |  |  | **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[[24]](#endnote-25) 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[[25]](#endnote-26) at theSending Institution |  |  |  |  |  |
| Responsible person at theReceiving Institution[[26]](#endnote-27) |  |  |  |  |  |

**During the Mobility**

|  |  |
| --- | --- |
|   | **Exceptional changes to Table A**(to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution) |
| **Table A2****During the mobility** | **Component code** (if any) | **Component title at the** **Receiving Institution**(as indicated in the course catalogue)  | **Deleted component**[tick if applicable] | **Added component**[tick if applicable] | **Reason for change[[27]](#endnote-28)** | **Number of ECTS credits (or equivalent)** |
|   |   |  | [x]  | [ ]  | Choose an item. |  |
|   |   |  | [ ]  | [x]  | Choose an item. |  |

|  |  |
| --- | --- |
|   | **Exceptional changes to Table B (if applicable)**(to be approved by e-mail or signature by the student and the responsible person in the Sending Institution) |
| **Table B2****During the mobility** | **Component code** (if any) | **Component title at the** **Sending Institution**(as indicated in the course catalogue)  | **Deleted component**[tick if applicable] | **Added component**[tick if applicable] | **Number of ECTS credits (or equivalent)** |
|   |   |  | [ ]  | [ ]  |  |
|   |   |  | [ ]  | [ ]  |  |

**After the Mobility**

|  |  |
| --- | --- |
|  | ***Transcript of Records at the Receiving Institution*** **Start and end dates of the study period: from [day/month/year] ……………. to [day/month/year] …………….** |
| **Table C****After the mobility** | **Component code** (if any) | **Component title at the Receiving Institution** (as indicated in the course catalogue)  | **Was the component successfully completed by the student?** [Yes/No] | **Number of ECTS credits** (or equivalent) | **Grades received at the Receiving Institution** |
|   |  |  |  |  |
|   |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | **Total: …** |  |
|  |  |  |  |  |  |  |  |  |  |
|   | ***Transcript of Records and Recognition at the Sending Institution*****Start and end dates of the study period: from [day/month/year] ……………. to [day/month/year] …………….** |
| **Table D****After the mobility** | **Component code** (if any) | **Title of recognised component** **at the Sending Institution** (as indicated in the course catalogue)  | **Number of ECTS credits** (or equivalent) **recognised** | **Grades registered at the Sending Institution** (if applicable) |
|   |  |  |  |
|   |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | **Total: …** |  |

**Mobility Agreement**

**Staff Mobility For Teaching[[28]](#endnote-29)**

Planned period of the teaching activity: from *[day/month/year]* till *[day/month/year]*

Duration (days) – excluding travel days: ………………….

**The teaching staff member**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |
| Seniority[[29]](#endnote-30) |  | Nationality[[30]](#endnote-31) |  |
| Sex [*M/F*] |  | Academic year | 20../20.. |
| E-mail |  |

**The Sending Institution/Enterprise[[31]](#endnote-32)**

|  |  |
| --- | --- |
| Name  |  |
| Erasmus code[[32]](#endnote-33) (if applicable) |  | Faculty/Department |  |
| Address |  | Country/Country code[[33]](#endnote-34) |  |
| Contact person name and position |  | Contact persone-mail / phone |  |
| Type of enterprise: |  | Size of enterprise(if applicable) | [ ] <250 employees[ ] >250 employees |

**The Receiving Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Faculty/Department |  |
| Erasmus code(if applicable) |  |
| Address |  | Country/Country code |  |
| Contact personname and position |  | Contact persone-mail / phone |  |

#### For guidelines, please look at the end notes on page 3.

 **Section to be completed BEFORE THE MOBILITY**

#### **I. PROPOSED MOBILITY PROGRAMME**

Main subject field[[34]](#endnote-35): ………………….

Level (select the main one): Short cycle (EQF level 5) [ ] ; Bachelor or equivalent first cycle (EQF level 6) [ ] ; Master or equivalent second cycle (EQF level 7) [ ] ; Doctoral or equivalent third cycle (EQF level 8) [ ]

Number of students at the receiving institution benefiting from the teaching programme: ………………

Number of teaching hours: …………………

Language of instruction: ………………………………………

|  |
| --- |
| **Overall objectives of the mobility:** |

|  |
| --- |
| **Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):** |

|  |
| --- |
| **Content of the teaching programme:** |

|  |
| --- |
| **Expected outcomes and impact (e.g. on the professional development of the teaching staff member and on the competences of students at both institutions):** |

 **II. COMMITMENT OF THE THREE PARTIES**

By signing[[35]](#endnote-36) this document, the teaching staff member, the sending institution/enterprise and the receiving institution confirm that they approve the proposed mobility agreement.

The sending higher education institution supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the teaching staff member.

The teaching staff member will share his/her experience, in particular its impact on his/her professional development and on the sending higher education institution, as a source of inspiration to others.

The teaching staff member and the beneficiary institution commit to the requirements set out in the grant agreement signed between them.

The teaching staff member and the receiving institution will communicate to the sending institution/enterprise any problems or changes regarding the proposed mobility programme or mobility period.

|  |
| --- |
| **The teaching staff member**Name:Signature: Date:  |

|  |
| --- |
| **The sending institution/enterprise**Name of the responsible person:Signature: Date:  |

|  |
| --- |
| **The receiving institution**Name of the responsible person:Signature: Date:  |

|  |  |
| --- | --- |
| PERSONAL INFORMATION | Replace with First name(s) Surname(s) |
| [All CV headings are optional. Remove any empty headings.] |
|   |  Replace with house number, street name, city, postcode, country  |
|  Replace with telephone number Replace with mobile number  |
|  State e-mail address  |
| State personal website(s)  |
| Replace with type of IM service Replace with messaging account(s)  |
| Sex Enter sex | Date of birth dd/mm/yyyy | Nationality Enter nationality/-ies  |

|  |  |
| --- | --- |
| JOB APPLIED FORPOSITIONPREFERRED JOBSTUDIES APPLIED FORpersonal statement | Replace with job applied for / position / preferred job / studies applied for / personal statement (delete non relevant headings in left column) |

|  |  |
| --- | --- |
| WORK EXPERIENCE |   |

[Add separate entries for each experience. Start from the most recent.]

|  |  |
| --- | --- |
| Replace with dates (from - to) | Replace with occupation or position held |
| Replace with employer’s name and locality (if relevant, full address and website) |
| * Replace with main activities and responsibilities
 |
| Business or sector Replace with type of business or sector  |

|  |  |
| --- | --- |
| EDUCATION AND TRAINING |   |

[Add separate entries for each course. Start from the most recent.]

|  |  |  |
| --- | --- | --- |
| Replace with dates (from - to) | Replace with qualification awarded | Replace with EQF (or other) level if relevant |
| Replace with education or training organisation’s name and locality (if relevant, country)  |
| * Replace with a list of principal subjects covered or skills acquired
 |

|  |  |
| --- | --- |
| PERSONAL SKILLS |   |

[Remove any headings left empty.]

|  |  |
| --- | --- |
| Mother tongue(s) | Replace with mother tongue(s) |
|  |  |
| Other language(s) | UNDERSTANDING  | SPEAKING  | WRITING  |
| Listening  | Reading  | Spoken interaction  | Spoken production  |  |
| Replace with language | Enter level | Enter level | Enter level | Enter level | Enter level |
|  | Replace with name of language certificate. Enter level if known. |
| Replace with language | Enter level | Enter level | Enter level | Enter level | Enter level |
|  | Replace with name of language certificate. Enter level if known. |
|  | Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user[Common European Framework of Reference for Languages](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr) |

|  |  |
| --- | --- |
| Communication skills | Replace with your communication skills. Specify in what context they were acquired. Example:* good communication skills gained through my experience as sales manager
 |

|  |  |
| --- | --- |
| Organisational / managerial skills | Replace with your organisational / managerial skills. Specify in what context they were acquired. Example: * leadership (currently responsible for a team of 10 people)
 |

|  |  |
| --- | --- |
| Job-related skills | Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired. Example: * good command of quality control processes (currently responsible for quality audit)
 |

|  |  |
| --- | --- |
| Digital competence | SELF-ASSESSMENT |
| Information processing | Communication | Content creation | Safety | Problem solving |
|  | Enter level | Enter level | Enter level | Enter level | Enter level |
|  | Levels: Basic user - Independent user - Proficient user[Digital competences - Self-assessment grid](http://europass.cedefop.europa.eu/en/resources/digital-competences)  |
|  | Replace with name of ICT-certificate(s) |
|  | Replace with your other computer skills. Specify in what context they were acquired. Example:* good command of office suite (word processor, spread sheet, presentation software)
* good command of photo editing software gained as an amateur photographer
 |

|  |  |
| --- | --- |
| Other skills | Replace with other relevant skills not already mentioned. Specify in what context they were acquired. Example:* carpentry
 |

|  |  |
| --- | --- |
| Driving licence | Replace with driving licence category/-ies. Example:B |

|  |  |
| --- | --- |
| ADDITIONAL INFORMATION |   |

|  |  |
| --- | --- |
| PublicationsPresentationsProjectsConferencesSeminarsHonours and awardsMembershipsReferencesCitationsCoursesCertifications | Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column.Example of publication:* How to write a successful CV, New Associated Publishers, London, 2002.

Example of project:* Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012).
 |

|  |  |
| --- | --- |
| ANNEXES |   |

|  |  |
| --- | --- |
|  | Replace with list of documents annexed to your CV. Examples:* copies of degrees and qualifications;
* testimonial of employment or work placement;
* publications or research.
 |

|  |  |
| --- | --- |
| PERSONAL INFORMATION | Replace with First name(s) Surname(s) |
| [All CV headings are optional. Remove any empty headings.] |
|   |  Replace with house number, street name, city, postcode, country  |
|  Replace with telephone number Replace with mobile number  |
|  State e-mail address  |
| State personal website(s)  |
| Replace with type of IM service Replace with messaging account(s)  |
| Sex Enter sex | Date of birth dd/mm/yyyy | Nationality Enter nationality/-ies  |

|  |  |
| --- | --- |
| JOB APPLIED FORPOSITIONPREFERRED JOBSTUDIES APPLIED FORpersonal statement | Replace with job applied for / position / preferred job / studies applied for / personal statement (delete non relevant headings in left column) |

|  |  |
| --- | --- |
| WORK EXPERIENCE |   |

[Add separate entries for each experience. Start from the most recent.]

|  |  |
| --- | --- |
| Replace with dates (from - to) | Replace with occupation or position held |
| Replace with employer’s name and locality (if relevant, full address and website) |
| * Replace with main activities and responsibilities
 |
| Business or sector Replace with type of business or sector  |

|  |  |
| --- | --- |
| EDUCATION AND TRAINING |   |

[Add separate entries for each course. Start from the most recent.]

|  |  |  |
| --- | --- | --- |
| Replace with dates (from - to) | Replace with qualification awarded | Replace with EQF (or other) level if relevant |
| Replace with education or training organisation’s name and locality (if relevant, country)  |
| * Replace with a list of principal subjects covered or skills acquired
 |

|  |  |
| --- | --- |
| PERSONAL SKILLS |   |

[Remove any headings left empty.]

|  |  |
| --- | --- |
| Mother tongue(s) | Replace with mother tongue(s) |
|  |  |
| Other language(s) | UNDERSTANDING  | SPEAKING  | WRITING  |
| Listening  | Reading  | Spoken interaction  | Spoken production  |  |
| Replace with language | Enter level | Enter level | Enter level | Enter level | Enter level |
|  | Replace with name of language certificate. Enter level if known. |
| Replace with language | Enter level | Enter level | Enter level | Enter level | Enter level |
|  | Replace with name of language certificate. Enter level if known. |
|  | Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user[Common European Framework of Reference for Languages](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr) |

|  |  |
| --- | --- |
| Communication skills | Replace with your communication skills. Specify in what context they were acquired. Example:* good communication skills gained through my experience as sales manager
 |

|  |  |
| --- | --- |
| Organisational / managerial skills | Replace with your organisational / managerial skills. Specify in what context they were acquired. Example: * leadership (currently responsible for a team of 10 people)
 |

|  |  |
| --- | --- |
| Job-related skills | Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired. Example: * good command of quality control processes (currently responsible for quality audit)
 |

|  |  |
| --- | --- |
| Digital competence | SELF-ASSESSMENT |
| Information processing | Communication | Content creation | Safety | Problem solving |
|  | Enter level | Enter level | Enter level | Enter level | Enter level |
|  | Levels: Basic user - Independent user - Proficient user[Digital competences - Self-assessment grid](http://europass.cedefop.europa.eu/en/resources/digital-competences)  |
|  | Replace with name of ICT-certificate(s) |
|  | Replace with your other computer skills. Specify in what context they were acquired. Example:* good command of office suite (word processor, spread sheet, presentation software)
* good command of photo editing software gained as an amateur photographer
 |

|  |  |
| --- | --- |
| Other skills | Replace with other relevant skills not already mentioned. Specify in what context they were acquired. Example:* carpentry
 |

|  |  |
| --- | --- |
| Driving licence | Replace with driving licence category/-ies. Example:B |

|  |  |
| --- | --- |
| ADDITIONAL INFORMATION |   |

|  |  |
| --- | --- |
| PublicationsPresentationsProjectsConferencesSeminarsHonours and awardsMembershipsReferencesCitationsCoursesCertifications | Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column.Example of publication:* How to write a successful CV, New Associated Publishers, London, 2002.

Example of project:* Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012).
 |

|  |  |
| --- | --- |
| ANNEXES |   |

|  |  |
| --- | --- |
|  | Replace with list of documents annexed to your CV. Examples:* copies of degrees and qualifications;
* testimonial of employment or work placement;
* publications or research.
 |

1. **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-2)
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-3)
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-4)
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-5)
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-6)
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-7)
7. **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)
8. **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)
9. **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)
10. **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. [↑](#endnote-ref-11)
11. **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

|  |  |
| --- | --- |
| ***Reasons for deleting a component*** | ***Reason for adding a component*** |
| 1. Previously selected educational component is not available at the Receiving Institution | 5. Substituting a deleted component |
| 2. Component is in a different language than previously specified in the course catalogue | 6. Extending the mobility period |
| 3. Timetable conflict | 7. Other (please specify) |
| 4. Other (please specify) |  |

 [↑](#endnote-ref-12)
12. **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-13)
13. **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. [↑](#endnote-ref-14)
14. **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-15)
15. **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-16)
16. **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-17)
17. **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-18)
18. **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-19)
19. **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-20)
20. **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-21)
21. 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-22)
22. **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-23)
23. **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-24)
24. **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-25)
25. **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-26)
26. **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. [↑](#endnote-ref-27)
27. **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

|  |  |
| --- | --- |
| ***Reasons for deleting a component*** | ***Reason for adding a component*** |
| 1. Previously selected educational component is not available at the Receiving Institution | 5. Substituting a deleted component |
| 2. Component is in a different language than previously specified in the course catalogue | 6. Extending the mobility period |
| 3. Timetable conflict | 7. Other (please specify) |
| 4. Other (please specify) |  |

 [↑](#endnote-ref-28)
28. In case the mobility combines teaching and training activities, **this template** should be used and adjusted to fit both activity types. [↑](#endnote-ref-29)
29. **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience). [↑](#endnote-ref-30)
30. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-31)
31. All refererences to "**enterprise**" are only applicable to mobility for staff between Programme Countries or within Capacity Building projects. [↑](#endnote-ref-32)
32. **Erasmus Code:** A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education receives. It is only applicable to higher education institutions located in Programme Countries. [↑](#endnote-ref-33)
33. **Country code**: ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>. [↑](#endnote-ref-34)
34. 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. [↑](#endnote-ref-35)
35. Circulating papers with original signatures is not compulsory. Scanned copies of signatures or electronic signatures may be accepted, depending on the national legislation of the country of the sending institution (in the case of mobility with Partner Countries: the national legislation of the Programme Country). Certificates of attendance can be provided electronically or through any other means accessible to the staff member and the sending institution. [↑](#endnote-ref-36)