

Student/ Lecturer/ Researcher	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle <i>(applicable for students)²</i>	Field of education <i>(applicable for students)³</i>
Sending Institution	Name	Faculty/ Department	Address	Country	Contact person name ⁴ ; email; phone		
Receiving Institution	Name	Faculty/ Department	Address	Country	Contact person name; email; phone		

THE SENDING INSTITUTION

- The sending institution clarifies that Mr./Ms. **[NAME (S), LAST NAME (S)]** is **[STUDENT/LECTURER/RESEARCHER]** in **[study cycle: BA, MA, Phd]** study programme **[NAME OF THE STUDY PROGRAMME]** at the **[full official name of the sending institution]**.
- The sending institution is aware of the student's/lecturer's/researcher's study programme at the receiving institution.
- The sending institution approves that the **student** has achieved all the set intended learning outcomes of the last two semesters of studies and has no academic debts *(applicable for students)*.

THE RECEIVING INSTITUTION

- The receiving institution accepts Mr./Ms. **[NAME (S), LAST NAME (S)]** as an exchange **[STUDENT/LECTURER/RESEARCHER]** at **[full official name of the receiving institution]** to study the agreed programme.

Study Programme at the Receiving Institution [NAME OF THE STUDY PROGRAMME] at the [full official name of the receiving institution] Planned period of the mobility (please, indicate exact date of the mobility period): from [day/month/year] to [day/month/year]		
Subject title/module and code at the Receiving Institution (as indicated in the course catalogue ⁵)	Semester [e.g. autumn/spring; term]	Number of ECTS credits to be awarded by the Receiving Institution upon successful completion <i>[at least 30 ECTS, exceptions apply to PhD students]</i>

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 **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/iscsed-f_en.htm) available at http://ec.europa.eu/education/tools/iscsed-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 **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.

⁵ **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.

[illegible]

Commitment

By signing this document, the student/lecturer/researcher, the Sending Institution and the Receiving Institution confirm that they approve this Agreement and that they will comply with all the arrangements agreed by all parties. The Receiving Institution confirms that the educational components listed in the programme should be available to the student. 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 (s), Last name (s)	Email	Position	Date	Signature
Student/ Lecturer/ Researcher					
Responsible person ⁶ at the Sending Institution					
Responsible person at the Receiving Institution ⁷					

⁶ **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 (e.g. dean, vice-dean or other). 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.

⁷ **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.