Form 09-2024/CTTĐ

LEARNING AGREEMENT FOR EXCHANGE STUDIES
(Bachelor Level)

This Learning Agreement is used for the student exchange program between Foreign Trade University and partner universities. The purpose of this Learning Agreement is to provide sufficient preparation before going abroad and to ensure that the student will receive recognition in his/her degree for the semester abroad at the partner universities.

THE STUDENT

Full name		**Gender**	Female/ Male
Date of birth		**Student ID (at FTU)**	
Class/Cohort		**Major**	
Faculty		**Period of exchange:** (Ex: Spring 2027)	
Email		**Tel**	

THE SENDING INSTITUTION

Name	Foreign Trade University	**Department**	Office of International Affairs
Address	91 Chua Lang street, Lang ward, Hanoi	**Country**	Vietnam
Contact person	Dao Thi Thu Ha	**Position**	Deputy Director in charge
Email	outbound@ftu.edu.vn	**Tel**	+84-24-3259-5161 ext 6200

Name	Foreign Trade University	**Department**	Department of Undergraduate Studies
Address	91 Chua Lang street, Lang ward, Hanoi	**Country**	Vietnam
Contact person	Pham Thanh Ha	**Position**	Deputy Head in charge
Email	qldt@ftu.edu.vn	**Tel**	+84-04 32 595 158 (ext 202, 205, 207)

THE RECEIVING INSTITUTION

Name		**Department**	
Address		**Country**	
Contact person		**Position**	
Email		**Tel**	

Section to be completed BEFORE THE MOBILITY

Planned period of the mobility: from……to……..

Courses to be attended at the Receiving Institution		**Courses to be recognized at Foreign Trade University**	
Course name and course code	ECTS/ credits	Course name and course code	Credits

Place, date:
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 upon by all parties.

The Receiving Institution confirms that the educational components listed in the above table are in line with its course catalog.

The Sending Institution commits to recognize 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 the above table.

The student and the Receiving Institution will inform the Sending Institution of any problems or changes regarding the proposed program, responsible person, and/or study period.

The Student Signature of the student:	Date:
The Sending Institution Signature of the person-in-charge: **Office of International Affairs** **Department of Undergraduate Studies** **Ms. Dao Thi Thu Ha** **Ms. Pham Thanh Ha**	Date:
The Receiving Institution Signature of the person-in-charge:	Date:

Revision of Pre-Mobility Learning Agreement Due to COURSE REGISTRATION CHANGES

Period of mobility: from……to……..

Reasons for course registration changes:.....

……...

The student's actual registered courses are therefore updated as follows:

Courses to be attended at the Receiving Institution		**Courses to be recognized at Foreign Trade University**	
Course name and course code	ECTS/ credits	Course name and course code	Credits

Place, date:
By signing this document, the student, the Sending Institution, and the Receiving Institution confirm that they approve the adjustment of the Learning Agreement and that they will comply with all the arrangements agreed upon by all parties.

The Receiving Institution confirms that the educational components listed in the above table are in line with its course catalog.

The Sending Institution commits to recognize 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 the above table.

The Student Signature of the student:	Date:
The Sending Institution	Date:

Signature of the person-in-charge: **Office of International Affairs** **Department of Undergraduate Studies** **Ms. Dao Thi Thu Ha** **Ms. Pham Thanh Ha**	
The Receiving Institution Signature of the person-in-charge:	Date: