



## LEARNING AGREEMENT FOR STUDIES

### The Student

Last name (s)		First name (s)	
Date of birth		Nationality <sup>1</sup>	
Sex	M <input type="checkbox"/> F <input type="checkbox"/>	Academic year	20 / 20
Study cycle <sup>2</sup>		Subject area, Code <sup>3</sup>	
Phone		E-mail	

### The Sending Institution

Name	<b>Univ. Complutense</b>	Faculty	<b>Philology</b>
Erasmus code (if applicable)	<b>MADRID03</b>	Department	-
Address	<b>Facultad de Filología, Ed. D Ciudad Universitaria s/n 28040 Madrid</b>	Country, Country code <sup>4</sup>	<b>ES</b>
Contact person <sup>5</sup> name	<b>Oficina Erasmus</b>	Contact person e-mail / phone	<b><a href="mailto:intfil@ucm.es">intfil@ucm.es</a> 0034913945400</b>

### The Receiving Institution

Name		Faculty	
Erasmus code (if applicable)		Department	
Address		Country, Country code	
Contact person name		Contact person e-mail / phone	

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For guidelines, please look at Annex 1, for end notes please look at Annex 2.





			Total:

If the student does not complete successfully some educational components, the following provisions will apply:

The student will be able to do an extraordinary exam in June/September.

**Language competence of the student**

The level of language competence<sup>8</sup> in *[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

Stamp:



## II. RESPONSIBLE PERSONS

**Responsible person<sup>9</sup> in the sending institution:**

Name:	Function: Dptal. Coordinator
Phone number:	E-mail:

**Responsible person<sup>10</sup> in the receiving institution:**

Name:	Function:
Phone number:	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, responsible persons and/or study period.

**The student**

Student's signature:	Date:
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**The sending institution**

Departmental Coordinator
Signature:
Date:

Erasmus Coordinator (Philology Faculty)
Signature:
Date:

**The receiving institution**

Responsible person's signature:	Date:
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Responsible person's signature

Date:

The student, the sending and the receiving institutions confirm that they approve the proposed amendments to the mobility programme. Approval by e-mail or signature of the student and of the sending and receiving institution responsible persons.

**II. CHANGES IN THE RESPONSIBLE PERSON(S), if any:**

**New responsible person in the sending institution:**

Name:

Function:

Phone number:

E-mail:

**New responsible person in the receiving institution:**

Name:

Function:

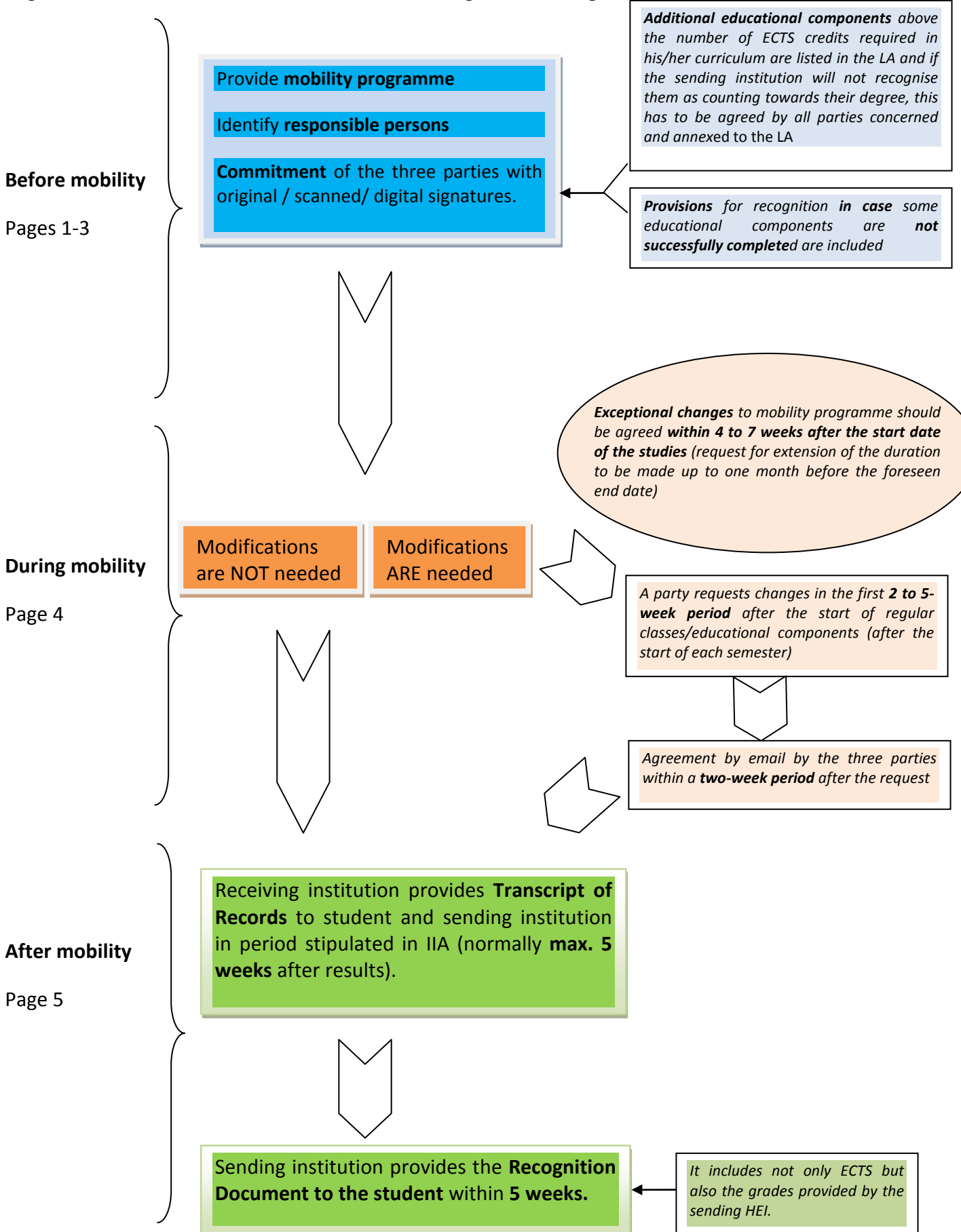
Phone number:

E-mail:



## Steps to fill in the Learning Agreement for Studies

Page 1 – Information on the student and the sending and receiving institution





## End notes

<sup>1</sup> **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

<sup>2</sup> **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).

<sup>3</sup> 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](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.

<sup>4</sup> **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

<sup>5</sup> **Contact person:** a 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 will work at the international relations office or equivalent body within the institution.

<sup>6</sup> 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.

<sup>7</sup> 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.

<sup>8</sup> For the Common European Framework of Reference for Languages (**CEFR**) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

<sup>9</sup> **Responsible person in the sending institution:** an academic who has the authority to approve the mobility programme of outbound students (Learning Agreements), to exceptionally amend them when it is needed, as well as to guarantee full recognition of such programmes on behalf of the responsible academic body.

<sup>10</sup> **Responsible person in the receiving institution:** an academic who has the authority to approve the mobility programme of incoming students and is committed to give them academic support in the course of their studies at the receiving institution.

<sup>11</sup> **Reasons for exceptional changes to study programme abroad/ Motivos para cambios**

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) Extending the mobility period
A3) Timetable conflict	B3) Other (please specify)
A4) Other (please specify)	

Razones para borrar asignaturas	Razones para añadir asignaturas
A1) Asignatura preseleccionada no está disponible en la universidad de destino.	B1) Sustituir una asignatura borrada
A2) Asignatura impartida en una lengua diferente a la especificada en el programa	B2) Ampliar el periodo de movilidad
A3) Conflicto con el horario	B3) Otras (especificar)
A4) Otras (especificar)	

**Plazos para cambiar asignaturas:** La solicitud de cambios debe realizarse entre 2 y 5 semanas tras el comienzo de las clases, en la universidad de destino. La autorización de los cambios se acordará, como máximo, 2 semanas después de la solicitud.