



# About the Learning Agreement

## Aims and Content of the Learning Agreement/Study Plan

The Learning Agreement/Study Plan aims to make students' learning experiences during their Erasmus Mundus mobilities more transparent for all parties involved. A Learning Agreement is a document that allows for the transfer of learning experiences between the two institutions involved (also known as the Home and Host Institutions) in the mobility.

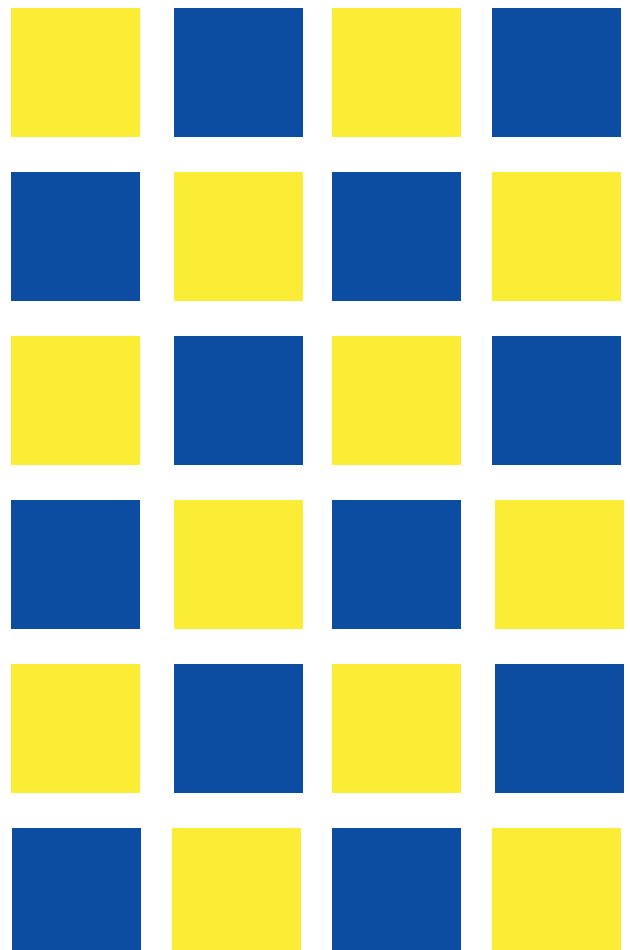
A Learning Agreement contains the list of course units, modules or other educational components that a student intends to enroll in at the Host University. It also contains the course code numbers and the number of ECTS credits allocated to the courses for which the student has registered.

The Learning Agreement/Study Plan is a binding document for both the Home and Host University. The Host University is required to register an incoming student for the selected courses/modules and provide the learning activities outlined in the Learning agreement. The Learning Agreement obliges the Home University to recognize the credits acquired by the student during his/her time at the Host University.

During the application phase, applicants will present a Draft Study Plan/Learning Agreement, which will be finalized if the applicant is selected as a scholarship recipient. The Home University, the Host University, and the scholarship recipient must sign the Final Study Plan/Learning Agreement. The draft version requires the signatures of the Home University and applicant.

## Aims and Content of the Learning Agreement/Study Plan Cont.

It is possible to modify a scholarship recipient's Study Plan/Learning Agreement upon or after his/her arrival at the Host University. If modifications are necessary, the Learning Agreement needs to be amended immediately and then endorsed by the three previously-mentioned parties: the Home University, Host University, and scholarship recipient. These processes are necessary to ensure that the scholarship recipient's study period is guaranteed and fully recognized by his/her Home University.



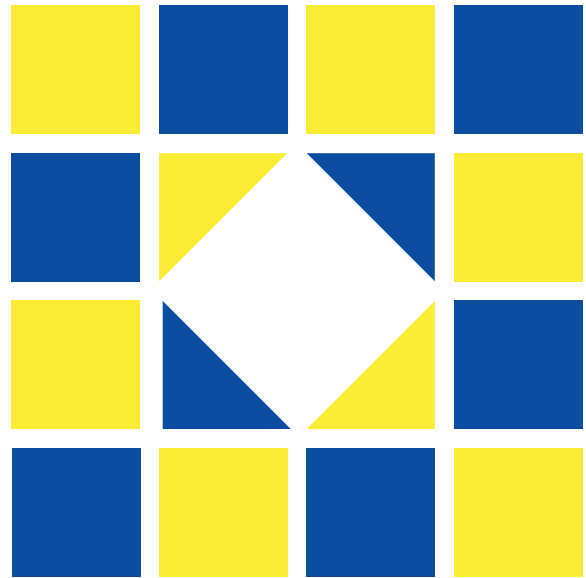
## The ECTS Credit System

ECTS is a learner-oriented credit system designed to ensure ease of transfer, as well as transparency of learning outcomes and processes. ECTS is used within the European Higher Education Area, and includes all countries engaged in the Bologna Process. One of the cornerstones of the Bologna Process was the development of ECTS, the purpose of which was to establish a credit system that would promote large-scale student mobility.

ECTS aims to facilitate planning, delivery, evaluation, recognition and validation of qualifications and units of learning, as well as student mobility.

ECTS credits are based on the workload students need in order to achieve expected learning outcomes. Learning outcomes describe what a learner is expected to know, understand and be able to do after successful completion of a process of learning. A workload indicates the time students typically need to complete all learning activities (such as lectures, seminars, projects, practical work, studies and examinations) required to achieve the expected learning outcomes.

60 ECTS credits are attached to the workload of a fulltime year of formal learning (academic year) and the associated learning outcomes. In most cases, student workloads range from 1,500 to 1,800 hours for an academic year, whereby one credit corresponds to 25 to 30 hours of work.



## How to Prepare Your Tentative Study Plan/Learning Agreement

The Learning Agreement is a mandatory document for undergraduate, master, and PhD mobility applications. A mobility application without this document will not be eligible. Moreover, the Learning Agreement is an essential document in the evaluation and selection process. Submitting a clear and well-defined Learning Agreement will improve an applicant's eligibility for selection.

**STEP 1:** Check the academic offers available at the Host Universities of your choice.

**STEP 2:** Select course units (teaching activities/ subjects) relevant to your home study programme.

**STEP 3:** Input the chosen course units offered at your Host University in the Draft Study Plan template with the following information:

-**Course unit code:** a code identifying a precise course unit.

-**Course unit name:** type the exact name of the course unit in which you would like to enroll.

-**Number of ECTS credits:** input the number of ECTS assigned to the chosen course unit.

**Example:**

08949 - Constitutional Law - 10 ECTS

08949 - **Course unit code**

Constitutional Law - **Course unit name**

10 ECTS - **Number of ECTS credits**

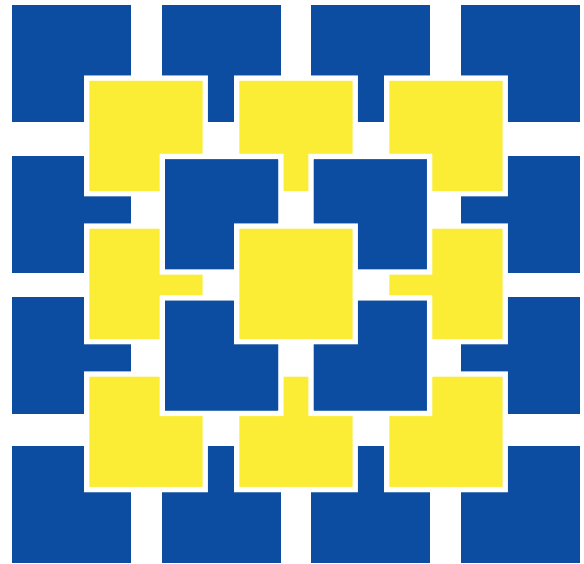
## How to Prepare Your Tentative Study Plan/Learning Agreement Cont.

**THESIS RESEARCH:** if you want to do research activities for your thesis, please type in the course unit name column: "Research for thesis, see attachment." Additionally, you must enclose a short description of your planned research activities as a separate MS Word file. It is also essential that you contact your Host University/ies before applying to determine if it will actually be possible for you to conduct your intended research activities.

**STEP 4:** Sign your Draft Study Plan/Learning Agreement.

**STEP 5:** Acquire the signatures of the Academic Coordinator at the faculty/department level (Target Group 1, 2, 3 applicants) and EMA2 contact person at your Home University (only for Target Group 1 applicants).

**STEP 6:** Scan the document and upload it as a part of your application form.



### Important Reminders:

1. You must plan to earn **at least 3 ECTS for each month** of your mobility. This is the **minimum** amount of ECTS.
2. If you apply for two Host Universities, you will need to fill in and upload **two separate and different** learning agreements
3. **No signatures** are required from the Host Universities for Draft Study Plans/Learning Agreements.

# Visual Guide

The highlighted areas represent the fields that need to be filled out in a standard Learning Agreement.

### LEARNING AGREEMENT for Undergraduates and Masters

ACADEMIC YEAR 20<sup>13</sup> /20<sup>14</sup> - FIELD OF STUDY: Sociology

Name of student: John Doe	Country: Georgia
Home institution: Ivane Javakishvili Tbilisi State University	

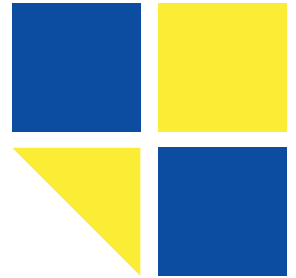
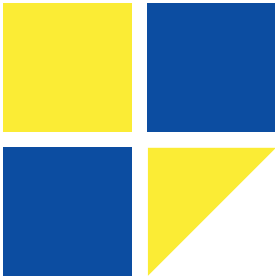
#### DETAILS OF THE PROPOSED PROGRAMME OF STUDY/LEARNING AGREEMENT

Host institution: University of Seville
Country: Spain

COURSES AT HOST INSTITUTION			COURSE EQUIVALENCE AT HOME INSTITUTION		
Course unit title	Course unit code (if any)	Number of ECTS credits	Course unit title	Course unit code (if any)	Number of ECTS credits
Quantitative Research Methods	123456	6	Research Methodology	654321	4

Student's signature: John Doe
Date: 1/2/14

# Visual Guide Cont.



## SENDING INSTITUTION

We confirm that the proposed programme of study/learning agreement is approved.

Coordinator at Faculty/Department Level:

Jane Doe

Signature: *Jane Doe*

Date: 1/2/14

Contact Person for Erasmus Mundus – Al Idrisi:

Tom Wilkons

Signature: *Tom Wilkons*

Date: 1/2/14

## RECEIVING INSTITUTION

We confirm that this proposed programme of study/learning agreement is approved.

Coordinator at Faculty/Department Level:

Robert Sinclair

Signature: *Robert Sinclair*

Date: 1/2/14

Contact Person for Erasmus Mundus – Al Idrisi:

Samantha Boswin

Signature: *Samantha Boswin*

Date: 1/2/14

Name of student: John Doe

Sending institution: Ivane Javakhishvili Tbilisi State University

Country: Georgia

