

How to deal with the Learning Agreement

before your study mobility

SECTION 1 - BEFORE THE MOBILITY

Step 1 Basic Information

Fill in **page 1** with details about yourself (Student) and the University where you'll do the student (Receiving Institution). Make sure to include contact information and any other required details.

Field of the education: choose from that list :

https://wsb.edu.pl/files/pages/6643/isced_2013_fields_of_education_code_list.pdf

Field of education - clarification - please indicate your specialization if applicable

Information about receiving institution should be obtained from Host University Coordinator or University website.

Below Please indicate the level of competence in **English**.

Agree on a recommended level of **language competence** with the Receiving Organisation. If you need support in reaching this level, WSB University may provide language courses or online resources (via the Erasmus+ OLS). Completing a language assessment on OLS before your traineeship is possible but not required. If you already possess a certificate, please specify your language level based on your score.

| | | | | | |
|---|---|------------------------------------|--------------------------------|---------------------------------|--|
| Student | Last name(s) | First name(s) | Date of birth | Nationality | Gender |
| | European Student Identifier (ESI) [Unique electronic identifier for mobile students] | | Level of education (EQF level) | Field of education (ISCED code) | <Field of education (clarification)> |
| | | | | | |
| | | | | | |
| Sending Institution | Name | Faculty/Department | Erasmus code | Country | Administrative contact person name; email |
| | WSB University | Faculty of Applied Sciences | PL DABROWA01 | Poland | Gabriela Węglarz Academic Mobility Coordinator gweglarz@wsb.edu.pl +48 32 295 93 16 |
| Receiving Institution | Name | <Faculty/Department> | Erasmus code | Country | Administrative contact person name; email |
| | | | | | |
| The level of language competence in <u>English</u> [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 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/> | | | | | |

Outgoing study mobility is a **Long term study mobility** (mark that option).

Duration: **It is indicated in the Letter of Acceptance or Academic Calendar of Host University**

Learning agreement type and mobility duration

| Learning agreement for studies type (select one) | Estimated duration (to be confirmed by the Receiving Institution) |
|--|--|
| <ul style="list-style-type: none"> Long-term mobility <input checked="" type="checkbox"/> / Virtual component (only if applicable) <input type="checkbox"/> Short-term mobility with a mandatory virtual component <input type="checkbox"/> Short-term doctoral mobility <input type="checkbox"/> / Virtual component (only if applicable) <input type="checkbox"/> | Planned period of the physical mobility: <ul style="list-style-type: none"> Academic year [year/year] from [<day>/month/year] to [<day>/month/year] |
| Based on the selected learning agreement for studies type, only the applicable learning agreement type below is visible to the student, sending and receiving institutions. | |

Step 2 Study Programme

Learning agreement for long-term mobility

Study Programme at the Receiving Institution

| Table A | Component code (if any) | Component title at the Receiving Institution (as indicated in the course catalogue) | Term [e.g. autumn/spring; term] | Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion |
|---|-------------------------|---|---------------------------------|--|
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| | | | | Total: ... |
| Web link to the course catalogue at the Receiving Institution describing the learning outcomes: <i>[web link to the relevant information]</i> | | | | |

Component code: usually 4 digits number: 0001 However not every University provides it as it is not mandatory.

Component title: Name of the course

Term: Indicate appropriate semester

Number of ECTS: Number of credits indicated in course catalogue

Recognition at the Sending Institution

| Table B | Component code (if any) | Component title at the Sending Institution (as indicated in the course catalogue) | Term [e.g. autumn/spring; term] | Number of ECTS credits (or equivalent) to be recognised by the Sending Institution | Automatic recognition [Yes/No] |
|--|-------------------------|---|---------------------------------|--|--------------------------------|
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| | | | | Total: ... | |
| Provisions applying if the student does not complete successfully some educational components: <i>[web link to the relevant information]</i> | | | | | |

Component code: WSB University doesn't have component codes

Component title: Name of the course from WSB University

Term: Indicate appropriate semester

Number of ECTS: Number of credits indicated in course catalogue

List of WSB University courses for particular semester should be obtained from your student advisor.

Step 3 Signatures

Commitment of the three parties

| <p>By digitally signing/approving, 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. The Beneficiary Institution and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise 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. 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.</p> | | | | | |
|---|------|-------|----------------|------|----------|
| Commitment | Name | Email | Position | Date | Approval |
| Student | | | <i>Student</i> | | |
| Responsible person at the Sending Institution | | | | | |
| Responsible person at the Receiving Institution | | | | | |

Once all sections are complete, ensure all three parties (you, WSB University as your Sending Institution, and the Receiving Organisation) sign the Learning Agreement **before** your traineeship starts. Electronic signatures or scanned copies are acceptable in WSB University's policy.

One format of signature can be used in one document (it is not allowed to mix wet signature with electronic signature).

**Responsible person
at the sending institution
(WSB University)**

Paweł Urgacz

Deputy Dean for Internationalization

E-mail: purgacz@wsb.edu.pl

tel: + 48 32 295 93 18

Very important information!

This section indicates the responsible person for your respective campus.

Please ensure to enter these individuals into the designated "Responsible person at the sending institution" field rather than, for example, the "contact person" field, as this is a common mistake that will need to be corrected later. Let's put the names once and correctly - it is a less work for us and less time for you so we would be thankful for it!

Exceptional changes to the learning agreement

Exceptional changes to the learning agreement

| Exceptional changes to Table A | | | | | | |
|--------------------------------|-------------------------|---|--|--------------------------------------|--|--|
| Table A2 | 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 [Add the applicable reason code or write other reason] | Number of ECTS credits (or equivalent) to be awarded |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | Choose an item. | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | Choose an item. | |

| Exceptional changes to Table B (if applicable) | | | | | | | |
|--|-------------------------|---|--|--------------------------------------|---------------------|--|--------------------------------|
| Table B2 | 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] | <Reason for change> | Number of ECTS credits (or equivalent) to be awarded | Automatic recognition [Yes/No] |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | |

Changes to the learning agreement can be done **up to 1 month after start of the mobility only**. If changes are done the Learning Agreement need to be signed by all 3 parties again.

Approval of exceptional changes to the learning agreement

By digitally signing/approving 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. The Beneficiary Institution and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise 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. 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 | Approval |
|---|-------------|--------------|-----------------|-------------|-----------------|
| Student | | | <i>Student</i> | | |
| Responsible person at the Sending Institution | | | | | |
| Responsible person at the Receiving Institution | | | | | |