

Learning Agreement Student Mobility for Studies

General information

Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender [Male/Female]	Level of education (EQF level)	Field of education (ISCED code)
Sending Institution	Name		Faculty/Department	City	Country	Contact person name; position; email	
	Budapest University of Economics and Business			Budapest	Hungary	Bence Fazekas (fazekas.bence@uni-bge.hu)	
Receiving Institution	Name		Faculty/Department	City	Country	Contact person name; position; email	
The level of language competence in _____ [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"/>							

Mobility type and duration

Learning Agreement for Studies type (select one)	Estimated duration (to be confirmed by the Receiving Institution)
Mobility type: <ul style="list-style-type: none"> • Long-term student mobility for studies <input type="checkbox"/> • Short-term student mobility for studies <input type="checkbox"/> • Excellence Programme <input type="checkbox"/> / Excellence Programme with virtual component <input type="checkbox"/> 	Planned period of the physical mobility: <ul style="list-style-type: none"> • Academic year [year/year] • Starting date [<day>/month/year] • End date: [<day>/month/year]

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
Total: ...				
Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [<i>web link to the relevant information</i>]				
Activities carried out during short-term mobility for studies (if the table above is not applicable):				

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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
				Total: ...
Provisions applying if the student does not complete successfully some educational components: <i>[web link to the relevant information]</i>				
Recognition of the results of short-term mobility for learning (if the above table is not applicable - e.g. partial completion of a course, recognition as one of the measurement points of a course, etc.)				

Description of a virtual component at Receiving Institution and recognition at the Sending Institution

[Applicable only for mobilities within the Excellence Programme - If the option of virtual component was selected the table below must be filled in]

Table C	Component code (if any)	Component title or description of the study programme at the Receiving Institution	Short description of the virtual component	Term [e.g. autumn/ spring; term]	Number of ECTS credits to be awarded	Automatic recognition [Yes/No]
					Total: ...	

Commitment of the three parties

By signing 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. 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 (signature)
Student			<i>Student</i>		
Responsible person at the Sending Institution	Dalma Horváth-Ibolya	horvath-ibolya.dalma@uni-bge.hu	Deputy Director of International Affairs		
Responsible person at the Receiving Institution					

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	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.	
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
Changes to the activities carried out during short-term mobility for studies (if the table above is not applicable):						

Exceptional changes to Table B (if applicable)						
Table B2	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	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.	
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
Changes in the recognition of the results of short-term mobility for learning (if the above table is not applicable):						

Exceptional changes to Table C (if applicable)					
Table C2	Component code (if any)	Component title or description of the study programme at the Receiving Institution	Short description of the virtual component	Reason for change	Number of ECTS credits (or equivalent) to be awarded
				Choose an item.	
				Choose an item.	

Approval of exceptional changes to the learning agreement

By signing 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. 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					

Glossary

Term	Definition/Explanation
Nationality	Country to which the person belongs administratively and that issues the ID card and/or passport.
Level of education	Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8). EQF level codes 6 to 8 are equivalent to the ISCED levels 6 to 8.
Field of education	The ISCED-F 2013 search tool available at http://ec.europa.eu/education/international-standard-classification-of-education-isced_en 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.
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 works at the international relations office or equivalent body within the institution.
Long-term mobility	A physical study period abroad lasting from 2 to 12 months.
Short-term mobility	A physical study period abroad lasting from 2 to 30 days.
Excellence Programme	A physical study period abroad lasting from 1 to 6 months and taking place at the top 250 universities in the world (Times Higher Education, Quacquarelli Symonds).
Excellence Programme with virtual component	A combination of a physical and a virtual study period abroad lasting from 1 to 6 months and taking place at the top 250 universities in the world (Times Higher Education, Quacquarelli Symonds).
ECTS credits (or equivalent)	In countries where the ECTS system is not in place, in particular for institutions located in third countries not associated to the programme not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.
Level of language competence	A description of the European Language Levels (CEFR) is available at: https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr
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.
Responsible person	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 and automatic recognition of the study programme described in the learning agreement on behalf of the responsible academic body. 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.
Reasons for deleting a component	<ol style="list-style-type: none"> 1. Previously selected educational component is not available at the Receiving Institution 2. Component is in a different language than previously specified in the course catalogue 3. Timetable conflict 4. Other (please specify)
Reason for adding a component	<ol style="list-style-type: none"> 5. Substituting a deleted component 6. Extending the mobility period 7. Adding a virtual component (only in case of the Excellence Programme) 8. Other (please specify)