Completing the Erasmus+ Learning Agreement

For all Erasmus+ documentation, please complete all fields on the form using Microsoft Word. Electronic signatures are acceptable.

**Before the Mobility – Parts 1-3**

This document must be completed **before your placement begins**.

Please complete this document in the following way:

1. Complete all sections using Microsoft Word. Save and email or print and bring the completed document to your **UCL Department contact person** for signature and module approval.
2. Once approved and signed at your department, sign yourself the Learning Agreement, scan and e-mail it to your host university.
3. Ask them to complete the relevant fields and sign the document. They should return it to you **before your placement begins**.
4. Submit your completed learning agreement (signed by your UCL department, you and your host university) to the UCL Study Abroad Team via studyabroad@ucl.ac.uk.

If your host university cannot or will not sign it before your placement, you will then need to obtain the final signature from your host university **within one week of arriving at your host institution. If your Learning Agreement is late, your Erasmus+ mobility may be deemed ineligible and you will not receive a grant.**

**Please complete all of the details in Part 1:**

- **The Student:** These are your personal details
- **The Sending Institution:** the majority of these details have been completed for you – they shouldn’t need to change. You will need to complete: Faculty (Choose from dropdown), Department (Choose from dropdown), UCL Department contact person name, e-mail/phone. Please [click here](#) to find your UCL Department contact person.
- **The Receiving Institution:** You should do your best to complete these with the information you have about your host university. If you cannot complete them entirely, please ask your host university to fill in anything missing.

**Part 2a (Table A) Proposed mobility programme:**

- **Planned period of the Mobility:** Your intended start and end date (DD/MM/YYYY). The dates should match those recorded on your Erasmus+ Grant Agreement. The minimum duration of your placement must be 3 months or the length of one whole term. **If your actual mobility is less than the minimum required by Erasmus+ regulations, your placement will be deemed**
ineligible and your grant will be recovered.

[If universities provide a range of dates for exams, choose the latest possible date and please be aware that there may be a slight reduction in Erasmus mobility payment if the final date is earlier than first stated.]

- **Component code (if any):** The unit code from the course catalogue at your host university, if there is one
- **Component title:** The title of the unit/module, taken from the course catalogue at your host university
- **Semester:** Term/semester in which the unit will take place
- **Number of ECTS credits to be awarded:** Number of ECTS credits awarded for each unit by the host university. You should select modules equivalent to 30 ECTS for Term 1 or Term 2 only, 60 ECTS for a full year placement
- **Web link to the course catalogue at the receiving institution:** please provide the link to the online unit/course/module catalogue

**Part 2b (Table B):**

- **Component code:** Enter the unit code for any ‘year abroad’ module you are registered for on Portico. If you are not sure what this is, please contact the UCL Study Abroad Team.
- **Component title (as indicated in the course catalogue):** Enter the unit titles for any ‘year abroad’ modules you are registered for on Portico. If you are not sure what this is, please contact the UCL Study Abroad Team.
- **Number of ECTS credits:** Select 30 ECTS for Term 1 or Term 2 only, 60 for a full year placement. The total number of ECTS credits (or equivalent) should correspond to the total number of ECTS in Table A
- **Language competence:** This is pre-selected at B2 level. If you think your linguistic competence is at a higher or lower level, please use the following resource to self-assess the correct level: [https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr](https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr)

**Part 3**

- **Responsible person in the sending institution:** The name of UCL Department contact person
- **Responsible person in the receiving intuitions:** This section is completed with the information of the signatory, usually the coordinator at your host university. Please leave blank if you are not sure and ask your host university to fill in anything missing.

**Part 4**

*(Table A2) Changes to your programme of study*

This form should be completed *during your placement* in the event that there are changes to your original study plan, which we expect there will be.
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- **Planned period of the mobility**: Please re-enter the dates of your placement, even if they are staying the same.

- **Enter your personal details**: Last name (s); First name (s); Department; Term abroad

- **Deleted components**: Component code (if any) at the receiving institution; Component title (as indicated in the course catalogue) at the receiving institution; Number of ECTS credits to be awarded by the receiving institution upon successful completion – complete as in Part 2a, indicating the units from your original plan which will be removed. Choose a ‘Reason for change’ from the dropdown box.

- **Added components**: Component code (if any) at the receiving institution; Component title (as indicated in the course catalogue) at the receiving institution; Number of ECTS credits to be awarded by the receiving institution upon successful completion – complete as in Part 2a, indicating the new units which will be added to your study plan. Choose a ‘Reason for change’ from the dropdown box.

Use your original Learning Agreement as a basis. All the required details should be filled in, even if they are not changing from the original document. Once completed, e-mail it to your UCL Department contact person for module approval and signature.

Once your learning agreement Part 4 is approved, signed and returned to you by your UCL department, ask your host university to sign it, then scan and e-mail it to UCL Study Abroad Team via studyabroad@ucl.ac.uk.

UCL STUDY ABROAD TEAM
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