

Anexo I. LEARNING AGREEMENT FOR Phd Students

Importante: Deberá ser cumplimentado en inglés o en el idioma oficial del país de destino.

The Student

Last name (s)		First name (s)	
Date of birth		Nationality ¹	
Sex [M/F]		Academic year	2017/2018
Study cycle ²	EQF level 8	Subject area, Code ³	
Phone		E-mail	

The Sending Institution

Name	Universidad Nebrija	Faculty	
Erasmus code (if applicable)	E MADRID 12	Department	
Address		Country, Country code ⁴	Spain, ES
Academic Responsible		Academic Responsible E-mail/ Phone	
Contact person name		Contact person E-mail / phone	

The Receiving Institution

Name Sector ⁵		Faculty	
Erasmus code (if applicable)		Department	
Address, website		Country	
Contact person ⁶ name / position		Contact person e-mail / phone	
Mentor name/ position		Mentor e-mail / phone	

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

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Planned period of the mobility: from [day/month/year] till [day/month/year]
Number of working hours per week: ...
PhD title: ...
Detailed programme of the PhD period...
Knowledge, skills and competences to be acquired by the PhD Student at the end of the mobility: ...
Monitoring plan ...
Evaluation plan academic skills/expertise, analytical skills, researching skills, initiative, adaptability, communication skills, teamwork skills, innovative and creative skills, foreign language skills
Language competence of the student The level of language competence ⁷ in [<i>workplace main language</i>] that the student already has or agrees to acquire by the start of the mobility 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"/>

The sending institution

The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to mobilities.

The mobility is <u>embedded in the curriculum</u> and upon satisfactory completion of the mobility, the institution undertakes to: <ul style="list-style-type: none"> • Award hours. • Give a grade based on: Mobility certificate <input type="checkbox"/> Final report <input checked="" type="checkbox"/> Interview <input type="checkbox"/>

The receiving organisation/enterprise

 Is the student covered by the accident insurance? Yes No

 If not, please specify whether the student is covered by an accident insurance provided by the sending institution: Yes No

The accident insurance covers:

- accidents during travels made for work purposes: Yes No
- accidents on the way to work and back from work: Yes No

 Is the student covered by a liability insurance? Yes No

The receiving institution undertakes to ensure that appropriate equipment and support is available to the student.

 Upon completion of the mobility, the institution undertakes to issue a Certificate by
 [*maximum 5 weeks after the mobility*].

 -Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [*web link to the relevant information*]

RESPONSIBLE PERSONS
Responsible person⁸ in the sending institution:

 Name: _____ Function: _____
 Phone number: _____ E-mail: _____

Responsible person⁹ in the receiving institution (supervisor):

 Name: _____ Function: _____
 Phone number: _____ E-mail: _____

II. 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.

The student and receiving institution will communicate to the sending institution any problem or changes regarding the mobility period.

The Student

Student's signature

Date:

The sending institution

Juan Manuel Forte

The receiving Institution

Responsible person's signature

Date:

Annex 1: Guidelines

The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the mobility period abroad and to ensure that the student will receive recognition for the activities successfully completed abroad.

It is recommended to use this template. However, if the higher education institution already has an IT system in place to produce the Learning Agreement or the Transcript of Records, it can continue using it. The Mobility Certificate that the receiving institution must issue may have a different format as well. What is important is that all the information requested in this template is provided, no matter in which format

How to use this Learning Agreement:

Before the mobility, it is necessary to fill in page 1 with information on the student, the sending institution and the receiving institution and the three parties have to agree on the section to be completed before the mobility (pages 2 and 3).

On page 1, all the information mentioned will have to be encoded in the Mobility Tool. The sending institution can decide to add more information (e.g. additional contact person in the coordinating institution of a consortium) or to request less in case some of the information is already provided in other documents internal to the institution. However, it should at least include the names of the sending institution and the receiving institution and names and contact details of the student, the persons of contact and the mentor in the receiving organisation/enterprise.

The section to be completed **during the mobility** (page 4) should only be used if there are changes in the responsible persons or in case it is necessary to introduce changes to the original mobility programme. This section and the section before mobility (pages 1 to 4) should always be sent together in all communications.

After the mobility, the receiving institution should send a Mobility Certificate to the student within a maximum of 5 weeks after successful completion of the mobility (page 5). Finally the sending institution should issue a Transcript of Records if the mobility is embedded in the curriculum or if it had committed to do so before the mobility (a record of the results in a database accessible to the student is also acceptable).

PROPOSED MOBILITY PROGRAMME

The proposed mobility programme includes the indicative start and end months of the agreed mobility that the student will carry out abroad.

The Learning Agreement must comprise the number of working hours per week and a detailed programme of the mobility period, including, tasks/deliverables and associated timing to be carried out by the student.

In addition, the proposed mobility programme must foresee the knowledge, skills (intellectual and practical) and competences to be acquired by the student at the end of the mobility (learning outcomes).

A monitoring plan will describe how and when the student will be monitored during the mobility by both the sending institution and the receiving organisation/enterprise. It must specify the number of supervision hours and whether a third party is also involved, such as a higher education institution in the receiving country. If it is the case, the monitoring plan will also specify the contact details of the person in charge responsible for the supervision of the student in that institution.

Finally, the proposed mobility programme must include an evaluation plan describing the assessment criteria to be used to evaluate the mobility period. Examples of assessment criteria: academic skills/expertise, analytical skills, initiative, adaptability, communication skills, teamwork skills, decision-making skills, ICT skills, innovative and creative skills, strategic-organisational skills, foreign language skills.

A recommended level of language competence in the main language of work should be agreed with the receiving institution to ensure a proper integration of the student in the organisation/enterprise. The student will then commit to reach this **level of language competence** by the start of the study period. The level of the student will be assessed after his/her selection with the Erasmus+ online assessment tool when available (the results will be sent to the sending institution) or else by any other means to be decided by the sending institution. In case the student would not already have this level when signing the Learning Agreement, he/she commits to reach it with the support to be provided by the sending institution (either with courses that can be funded by the organisational support grant or with the Erasmus+ online tutored courses).

The sending institution commits to recognise the learning outcomes of the mobility upon satisfactory completion of the mobility programme. There are different provisions for mobilities embedded in the curriculum (obligatory mobilities) and for voluntary mobilities.

In the case of mobilities embedded in the curriculum, the sending institution commits to record the mobility in the student's transcript of Records and Diploma Supplement. The sending institution has to specify the number of ECTS credits that will be granted and the modalities for setting the grade. These elements are optional for voluntary mobilities and, recording the grade in the student's Europass Mobility Document, is optional for both kinds of mobilities. However, in the case of voluntary mobilities carried out by recent graduates, recording the mobility in the student's Europass Mobility Document is highly recommended.

The student must be covered at least by an accident insurance (at least for damages caused to the student at the workplace) and by a liability insurance at work (for damages caused by the student at the workplace). The receiving institution will commit to grant the student a minimum insurance coverage, unless he or she is insured by the sending institution or himself.

The receiving institution will ensure that appropriate equipment and support are available to the student and it will specify whether the student will receive a financial support and/or a contribution in kind for the mobility, which are compatible and the Erasmus+ grant.

Finally, upon completion of the mobility, the institution undertakes to issue a Mobility Certificate corresponding to the section After the Mobility. This document should be provided within a maximum of 5 weeks after the mobility to the student and to the sending institution.

All parties must **sign the section before the mobility**; however, it is not compulsory to circulate papers with original signatures, scanned copies of signatures or digital signatures may be accepted, depending on the national legislation.

CHANGES TO THE ORIGINAL LEARNING AGREEMENT

The section to be completed during the mobility is **needed only if changes have to be introduced into the original Learning Agreement**. In that case, the section to be completed before the mobility should be kept unchanged and changes should be described in this section.

When changes to the **mobility programme** arise, they should be agreed as soon as possible with the sending institution.

In case the change concerns **an extension of the duration** of the mobility programme abroad, the request can be made by the student at the latest one month before the foreseen end date.

All parties must confirm that the proposed amendments to the Learning Agreement are approved. For this specific section, original or scanned signatures are not mandatory and an approval by email may be enough. The procedure has to be decided by the sending institution, depending on the national legislation.

MOBILITY CERTIFICATE

Upon completion of the mobility, the receiving institution commits to provide to the sending institution and to the student a **Mobility Certificate** within a period agreed in the section before the mobility, which will be of a maximum 5 weeks after completion of the mobility.

The Mobility Certificate will contain all the elements that are requested in page 5. The actual start and end dates of the mobility programme must be included according to the following definitions:

- The **start date** of the mobility period is the first day the student has been present at the enterprise to carry out his/her mobility. It can be the first day of work, or of a welcoming event organised by the receiving institution or of language and intercultural courses.
- The **end date** of the mobility period is the last day the student has been present at the receiving enterprise to carry out his/her mobility (and not his actual date of departure).

Following the receipt of the Mobility Certificate, the sending institution commits to issue a **Transcript of Records** if the mobility was embedded in the curriculum or if it had committed to do so before the mobility. The sending institution will provide to the student the Transcript of Records normally within five weeks and without further requirements than those agreed upon before the mobility. Therefore, when it was foreseen to recognise the mobility with a certain number of ECTS, there should not be further requirements in this regard; however, the student may have to write a final report or undergo an interview only for the purposes of setting a grade (if it was initially requested in the Learning Agreement).

The Transcript of Records will contain at least the information that the sending institution committed to provide before the mobility in the Learning Agreement (a record of it in a database accessible to the student is also acceptable).

In addition, the mobility will be recorded in the student's Diploma Supplement, except when the student is a recent graduate. In that case, it is recommended to record the mobility in the student's Europass Mobility Document and it should in every case be done if the sending institution committed to do so before the mobility.

Annex 2: End notes

- ¹ **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.
- ² **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) – for recent graduates, specify the latest study cycle.
- ³ 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 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.
- ⁴ **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.
- ⁵ The list of top-level **NACE sector codes** is available at: http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN.
- ⁶ **Contact person:** a person who can provide administrative information within the framework of Erasmus mobility.
- ⁷ For the Common European Framework of Reference for Languages (**CEFR**) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>
- ⁸ **Responsible person in the sending institution:** this person is responsible for signing the Learning Agreement, amending it if needed and recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the Learning Agreement.
- ⁹ **Responsible person in the receiving institutopm (supervisor):** this person is responsible for signing the Learning Agreement, amending it if needed, supervising the student during the mobility and signing the Mobility Certificate.