

How to Fill the Learning Agreement

Section A: Before the Mobility

Student Information:

- Fill in your personal details: name, date of birth, nationality, gender, academic year, and study cycle (e.g., Bachelor's, Master's).
- ESI – Not applicable to you (indicate N/A)
- Study cycle – indicate accordingly: Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8)
- Field of education – indicate accordingly: ISCED Fields of Education and Training can be seen [here](#).

Sending Institution Information:

- Name – European University
- Indicate you Faculty/Department
- Erasmus code – Not applicable to European University (indicate Tbilisi)
- Administrative contact person – Ms. Nino Kandelaki, international.relations@eu.edu.ge; +995 322 2000171 (147)

Receiving Institution Information:

- Provide details of the host institution accordingly. If any details are yet unknown to you, please ask for help from International Relations Office.

Mobility type and duration:

- Select long-term mobility in case you are implementing one-semester mobility
- Indicate academic year your mobility is planned for with relevant dates (semester dates according to academic calendar of receiving university)

Proposed Mobility Program:

- Component Code & Title: List the course codes and titles you plan to take at the host institution.
- Semester: Indicate the semester of your mobility (e.g. Autumn semester)
- Number of ECTS Credits: Specify the number of ECTS credits for each course.

Recognition at the Sending Institution

- This table is to be filled out by the relevant academic supervisor. After having completed tables above, please send the document to International Relations Office at: international.relations@eu.edu.ge

Commitment:

- After your study plan is approved by your home university, you will receive the LA signed by responsible person at home university. Please sign the document afterwards and send it to the coordinator at receiving university to have it approved as well.

Section B: During the Mobility

- If there are any changes to your course selection once you have arrived at the host institution, you are **obliged** to make necessary changes to the Learning Agreement.
- Changes must be indicated by you in the Table A2 – please only indicate the courses that are deleted from your initial plan (were included in Table A) and the courses that are added (were not included in Table A) and mark either deleted or added component checkbox accordingly.
- Table B2 is to be filled out by the relevant academic supervisor. If any changes take place, please fill out Table A2 and send the document to International Relations Office at: international.relations@eu.edu.ge.
- After your changes is approved by your home university, you will receive the “During the Mobility” part signed by responsible person at home university. Please sign the section afterwards and send it to the coordinator at receiving university to have it approved as well.

Section C: After the Mobility

- Upon completion of your mobility, the host institution will provide a Transcript of Records that lists the courses taken, grades received, and ECTS credits earned. Table D has to be filled out according to Transcript of Records;
- After you have credits acquired abroad recognized at home university, please fill out Table E according to the recognition report issued by your home faculty. This will finalize your Learning Agreement.

PLEASE CONSIDER:

Having your Learning Agreement updated is **MANDATORY** to have the credits recognized. If the final Transcripts of Records does not align with your Learning Agreement, recognition process will be suspended.

It would take 3-5 working days to review your Learning Agreement, hence, if you have deadlines from host university, please take the review time in consideration.

You have two weeks after starting your studies abroad to make changes to your Learning Agreement. Please respect this deadline.

BELOW PLEASE FIND FILLED OUT TEMPLATE

Erasmus+ Learning Agreement

Student Mobility for Studies

International Mobility (KA171)

All fields contained in this template are mandatory unless marked as optional within these symbols: <>. For more information, please read the [Guidelines on how to use the Learning Agreement for Studies](#).

General information

Student	Last name(s)	First name(s)	Date of birth	Nationality*	Gender [Male/Female/Undefined]
	Giorgadze	Giorgi	01.01.2001	Georgian	Male
	ESI*, if applicable		Study cycle*	Field of education* (ISCED)	Field of education (clarification)
	N/A		EQF level 6	0313	Psychology
Sending Institution	Name	Faculty/Department	Erasmus code*/ City	Country	Administrative contact person name*; email; phone
	European University	Faculty of Medicine	Tbilisi	Georgia	Ms. Nino Kandelaki; international.relations@eu.edu.ge ; +995 322 2000171 (147)
Receiving Institution	Name	Faculty/Department	Erasmus code*/ City	Country	Administrative contact person name*; email; phone
	University of Malaga	Faculty of Psychology	EMALAGA01	Spain	+34 951 953 126 internationalhub@uma.es
The level of language competence* in __English__ [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 checked="" 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)
<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] 2023/2024 from [day (optional)/month/year] 09/2023 to [day (optional)/month/year] 02/2024
In case the mobility combines studies and traineeship, this template should be used and adjusted to fit both activity types.	

Before the mobility

Table A Study Programme at the Receiving Institution (physical component of the mobility)			
Component code* (if any)	Component title at the Receiving Institution	Term [e.g. autumn/spring; term]	Number of ECTS credits* (or equivalent) to be awarded by the Receiving Institution upon successful completion
PSY1	Social Psychology of Sport and Physical Activity	Autumn Term	6
PSY2	The Psychology of Learning	Autumn Term	6
PSY3	Psychology of Memory, Perception and Attention	Autumn Term	6
PSY4	General Psychology	Autumn Term	6
PSY5	Social Psychology	Autumn Term	6
			Total: 30
Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information]			
Table C Recognition at the Sending Institution (physical and virtual components, if applicable)			

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 <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
	THIS WILL BE FILLED OUT BY YOUR FACULTY			Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
			Total: ...	
Provisions applying if the student does not complete successfully some educational components*: <i>[web link to the relevant information]</i>				

Commitment of the three parties

<p>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. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in third countries not associated to the Programme). The Beneficiary Organisation and the student should 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	Signature
Student	Giorgi Giorgadze	Giorgi.giorgadze@eu.edu.ge	Student		
Responsible person at the Sending Institution*					
Responsible person at the Receiving Institution*					

During the mobility

Table A2 Exceptional changes to Table A (to be approved by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)					
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 changing a component [Add the applicable reason code or write other reason]	Number of ECTS credits (or equivalent)
PSY2	The Psychology of Learning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Previously selected educational component is not available at the Receiving Institution	6
PSY6	Child Psychology	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4. Substituting a deleted component	6

Table C2 Exceptional changes to Table C (if applicable) (to be approved by the student and the responsible person in the Sending Institution)						
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 changing a component	Number of ECTS credits (or equivalent)	Automatic recognition
		<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.		Yes <input type="checkbox"/> No <input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.		Yes <input type="checkbox"/> No <input type="checkbox"/>

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. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in third countries not associated to the Programme). The Beneficiary Organisation and the student should 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	Signature
Student			<i>Student</i>		
Responsible person at the Sending Institution*					
Responsible person at the Receiving Institution*					

After the mobility

Table D Transcript of Records at the Receiving Institution (physical and virtual components, if applicable) Start and end dates of the study period: from [day/month/year] to [day/month/year]				
Component code (if any)	Component title (as indicated in the course catalogue) or description of the study programme at the Receiving Institution	Was the component successfully completed by the student?	Number of ECTS credits (or equivalent)	Grades received at the Receiving Institution
PSY1	Social Psychology of Sport and Physical Activ	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	6	A-
PSY6	Child Psychology	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	6	A
PSY3	Psychology of Memory, Perception and Atte	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	6	B+
PSY4	General Psychology	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	6	B
PSY5	Social Psychology	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	6	A
			Total: 30	

Table E Transcript of Records and Recognition at the Sending Institution (physical and virtual components, if applicable)			
Component code (if any)	Component title (as indicated in the course catalogue) or description of the study programme at the Sending Institution	Number of ECTS credits (or equivalent) recognised	Grades received at the Sending Institution
		Total: ...	

Glossary

Term	Definition/Explanation
Nationality	Country to which the person belongs administratively and that issues the ID card and/or passport.
The European Student Identifier (ESI)	A unique European Identifier number used to identify and authenticate students using the Erasmus+ Mobile App and/or the desktop version of the app to fill in and sign their online learning

	agreement. If the sending institution does not issue an ESI for its students an alternative mechanism for identifying and authenticating students can be accepted. For more information, visit the Erasmus Without Paper Competence Centre .
Level of education	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).
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.
Erasmus code	A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in EU Member States and third countries associated to the programme.
Administrative 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 study period abroad lasting at least one academic term/trimester or 2 months to 12 months (long-term mobility)
Blended mobility	Any mobility can be carried out as a “blended mobility” by combining the study period abroad with on virtual component at the receiving institution before, during or after the physical mobility to further enhance the learning outcomes.
Short description of a virtual component	An indication of whether the virtual component is an online course(s), embedded in a course(s) selected at the receiving institution, embedded in a blended intensive programme and/or other type of online activity at the receiving institution along with component title(s) or short description of the online activity.
Short-term mobility with a mandatory virtual component	If a long-term physical mobility is not suitable, the student may undertake a study period abroad lasting between 5 days and 30 days and combined with a compulsory virtual component to facilitate an online learning exchange and/or teamwork.
Short-term doctoral mobility	A study period abroad lasting between 5 days and 30 days. An optional virtual component to facilitate an online learning exchange and/or teamwork can be added to further enhance the learning outcomes.
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.
Automatic recognition	All credits gained abroad– as agreed in the Learning Agreement and confirmed by the Transcript of Records – will be transferred without delay and counted towards the students' degree without any additional work or assessment of the student. This is signalled in the learning agreement by the “Yes” check box. If the “No” check box is selected, a clear justification needs to be provided and an indication on what other type of formal recognition will be applied e.g. registration in the students’ diploma supplement or Europass Mobility Document.
Educational component	A self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.
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 at the Sending Institution	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 recognition of such programme 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.
Responsible person at the Receiving Institution	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.
Reason for changing 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. Substituting a deleted component 5. Extending the mobility period 6. Adding a virtual component 7. Other (please specify)