

LEARNING AGREEMENT FOR STUDIES/ *ACUERDO DE ESTUDIOS*

2014/2015

Annex 1: Guidelines and requirements

The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the study period abroad and to ensure that the student will receive recognition in his/her degree for the educational components successfully completed abroad. **Given that the current UGR LA e-form has to be adapted to the Erasmus+ requirements, in order to guarantee this objective, this annex is a mandatory part of any Learning Agreement signed for the academic year 2014/2015.**

How to use the Learning Agreement Annex

The Erasmus+ learning agreement form has three sections to be completed in different moments. This annex establishes the correspondences between the Erasmus+ and the UGR forms completing the latter where necessary:

1. Section *Before the mobility*, (pages 1-2) has to be agreed by the three parties before mobility. This section corresponds to the *UGR initial learning agreement form*.

Page 1 contains information on the student, the sending and the receiving institutions the conditions for mobility and the legal commitments laid down in national laws and internal rules. Page 1 also includes the language competence of the student as established in the inter-institutional agreement. The indicative start and end dates will be those established by the academic calendar of the receiving institution for the intended period of stay.

Page 2 corresponds to pages 2 and 3 of the Erasmus+ LA form and contains information on the proposed study programme and the commitment of the three parties. This page must be completed with the following considerations:

The table on the right side corresponds to Erasmus+ form table A and contains the proposed study programme abroad. The table on the left side corresponds to the Erasmus+ form Table B and contains the group of educational components in the student's degree that would normally be completed at the sending institution and which will be replaced by the study abroad. The contents of the proposed mobility programme will be proportional to the length of the stay, in accordance with the UGR regulations.

No one to one match between tables A and B is required. The contents of tables A and B should be considered independently for recognition of credits. The UGR will fully recognise the number of ECTS* credits contained in table A if there are no changes to the study programme abroad. The components successfully completed will be recorded with the grade obtained at the receiving institution, converted to the Spanish grade system according to the UGR conversion procedure. Those components not successfully completed will be transferred to the student's record at the UGR as "fail" or "not taken", depending on the receiving institution transcript of records indications. The correspondences established between tables A and B must be understood for the sole purpose of converting grades to safeguard student rights established in Spanish national legislation as well as in the internal regulations of the UGR.

The following text must be considered included before the signature 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. 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 partner countries).

The receiving institution confirms that the educational components listed in Table A are in line with its course catalogue.

The sending institution commits to recognise all the credits gained at the receiving institution for the successfully completed educational components and to count them towards the student's

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degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties.

The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

¹**Responsible person in the sending institution:** an academic who has the authority to approve the mobility programme of outbound students (Learning Agreements), to exceptionally amend them when it is needed, as well as to guarantee full recognition of such programmes on behalf of the responsible academic body.

²**Responsible person in the receiving institution:** an academic who has the authority to approve the mobility programme of incoming students and is committed to give them academic support in the course of their studies at the receiving institution

Regarding the responsible persons sections, the data required in the Erasmus+ LA form must be those established in the inter-institutional agreement previously signed.

The section to be completed **during the mobility** (Erasmus+ form page 4) should only be used if there are changes in the responsible persons or if 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 kept together in all communications. Any modifications to the original mobility programme would be agreed and documented in the new LA form (section during mobility) and will become an integral part of the LA.

The section "After the mobility" establishes the minimum requirements for the receiving institution Transcript of Records and the minimum information to include in the sending institution transcript of records (Resolución de reconocimiento). The UGR commits to produce these documents following the Erasmus+ standards as sending and as receiving institution.

LEARNING AGREEMENT FOR STUDIES/ ACUERDO DE ESTUDIOS

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Annex 1: Guidelines and requirements

Steps to fill in the Learning Agreement for Studies

Page 1 – Information on the student and the sending and receiving institution

