#### **To be completed DURING MOBILITY in case of changes**

#### **This document is only valid when attached to the original Learning Agreement**

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| **Student** | **Last name(s)** | **First name(s)** | **Date of birth** | **Nationality**1 |
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| **Sex (M/F)** | **Study cycle**2 (instructions on page 2) | **Field of education - ISCED-code**3  **(**instructions on page 2) |
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| **Sending****Institution** | **Name** | **Your Department at Arcada** | **Erasmus****code**4 | **Address** | **Country** | **Contact person name**5**; email;****phone** |
| Arcada University of Applied Sciences |  | SF HELSINK39 | Jan‐Magnus Janssonin aukio 1 00560 Helsinki | Finland | Kátia Torres Airava /Annika Keskinen international@arcada.fi;+358 (0)207 699 699 |
| **Receiving Institution** | **Name of Receiving institution** | **Faculty/ Department** | **Country** | **Erasmus code** |
|  |  |  |  |
| **Address** | **Contact person name; email; phone** |
|  |  |

**During the Mobility**

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| **TABLE A2 Exceptional changes to Table A in your first Learning Agreement. Below, write all your courses and mark them (no changes/deleted/added).**(to be approved by signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution) |
| **Nr.**  | **Component code** (if any) | **Component**6 **title at the** **Receiving Institution**(as indicated in the course catalogue7)  | **No changes** | **Deleted component** | **Added component** | **Code for reason for change**[[1]](#endnote-1)1**(instructions on page 3)** | **Number of ECTS credits**8 **(or equivalent)** |
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| **Table B2 Exceptional changes to Table B in your first Learning Agreement. Below, write all your courses and mark them (no changes/deleted/added).**(to be approved by e-mail or signature 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)  | **No changes** | **Deleted component** | **Added component** | **Number of ECTS credits (or equivalent)** |
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| Comments: |

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| ***Commitment*** 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 Partner Countries). The Beneficiary Institution 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 in Table A are in line with its course catalogue 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 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 the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period. |
| **STUDENT** |
| **Name** | **Email** | **Position** |
|  |  | *Student* |
| **Date** | **Signature** |
|  |  |
| **RESPONSIBLE PERSON AT THE SENDING INSTITUTION**9 |
| **Name** | **Email** | **Position** |
|  |  |  |
| **Date** | **Signature** |
|  |  |
| **RESPONSIBLE PERSON AT THE RECEIVING INSTITUTION**10 |
| **Name** | **Email** | **Position** |
|  |  |  |
| **Date** | **Signature** |
|  |  |

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).

3 **Field of education:** 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> has been 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 trainee by the sending institution:

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| 041 – Business administration041 – International Business1015 – Tourism061 – Information Technology041 – Cultural Management0211 – Media Culture071 – Energy and Environmental Engineering | 072 – Materials Processing Technology0913 – Nursing 0915 – Occupational Therapy0915 – Physiotherapy092 – Social Services1014 – Sports and Health promotion0913 – Emergency Care | 0913 – Public Health0913 – Advanced Clinical Care0913 – Global Health Care0910 – Health Promotion041 – International Business Management0211 – Media Management0915 - Rehabilitation |

4 **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 Programme Countries.

5 **Contact person**: 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.

6 An "**educational component**" is 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.

7 **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.

8 **ECTS credits (or equivalent)**: in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries 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.

9 **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.

10 **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.

 **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

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| ***Reasons for deleting a component*** | ***Reason for adding a component*** |
| 1. Previously selected educational component is not available at the Receiving Institution | 5. Substituting a deleted component |
| 2. Component is in a different language than previously specified in the course catalogue | 6. Extending the mobility period |
| 3. Timetable conflict | 7. Other (please specify) |
| 4. Other (please specify) |  |

 [↑](#endnote-ref-1)