



Guidelines on how to use the Learning Agreement for Studies

The Learning Agreement is applicable to any student going abroad to study under the Erasmus+ programme.

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.

In order to receive your Erasmus funding, the learning agreement must be completed in full and accurately. It must be completed and signed by all parties **before the start of your study period.**

BEFORE THE PERIOD ABROAD

Please complete sections 1 and 2 **in full** before you go abroad. Some boxes may have been pre-populated by your department.

2b- When completing this table please note that you must accrue at least 30 ECTS credits if studying abroad for a full year and 15 if you are only abroad for one semester.

2f- You will have to take a mandatory language assessment via the Erasmus+ Online Linguistic Support system before and after your period abroad. Online courses are available should you require some additional assistance. The International Student Team will contact you about this.

Commitment of the three parties- As stated in the learning agreement you should sign the form and then send it to the departmental co-ordinator at your host institution. When they have returned it you should send it to your own departmental co-ordinator for approval and signature. You must make sure that the International Student Team receives an electronic copy via exchanges@admin.cam.ac.uk

DURING YOUR PERIOD ABROAD

You only need to complete section 3 of the form in full if you make any changes to your course modules whilst you are abroad. You must have permission from your department to do this before you proceed with the changes

3a- All changes should be recorded in this table including the reason for the change. All eligible reasons can be found under the table on the learning agreement.

Confirming the Changes

All parties must approve the changes to the Learning Agreement. To limit the use of paper the changes can be accepted via an email exchange which should then be sent to the International Student Team for audit purposes

AFTER THE PERIOD ABROAD

After the mobility, your host institution should either send a Transcript of Records table to you and to Cambridge within a period stipulated in the Inter-Institutional Agreement (normally within five weeks after



publication/proclamation of the student's results at the host institution). It can be provided electronically or through any other means accessible to the student and Cambridge

An alternative form of transcript can be accepted but it must include all of the details in the table including the start and end dates of the placement.

The actual start and end dates of the study period should be included according to the following definitions:

- The start date of the study period is the first day the student has been present at the Receiving Institution. For example, this could be the start date of the first course, a welcoming event organised by the Receiving Institution, an information session for students with special needs, a language and intercultural course organised either by the Receiving Institution or other organisations (if the Sending Institution considers it relevant for the mobility).
- The end date of the study period is the last day the student had to be present at the Receiving Institution, not his actual date of departure. This is, for example, the end of exams period, courses or mandatory sitting period.

Transcript of Records and Recognition at the Sending Institution

As stated on the learning agreement The University of Cambridge does not operate a credit system, and therefore does not allocate credits to the different units followed by the students abroad in their final classification. Instead, the University allows the faculty/department to record this information locally. The University will also record the mobility in the student's transcript of records. Any requests for further recognition should be directed to the International Student Team.

Steps to fill in the Learning Agreement for Studies

Before the mobility

Provide study programme.
Identify Responsible persons.
Commitment of the three parties with original / scanned / digital signatures.

During the mobility

If modifications are needed:

A party requests changes within 5 weeks after the start of each semester. Agreement by the three parties has to be reached within 2 weeks after the request.

Request for extension of the duration has to be made at the latest one month before the foreseen end date.

After the mobility

The Receiving Institution provides a Transcript of Records to the student and Sending Institution normally within 5 weeks after publication of the results.

The Sending Institution recognises the activities successfully completed by the student during the mobility and registers them in the student's Transcript of Records normally within 5 weeks.