



# Higher Education Learning Agreement for Studies

**Student's name** \_\_\_\_\_  
**Academic Year 20.../20...** \_\_\_\_\_

Student	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Sex [M/F]	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
Sending Institution	Name	Faculty/Department	Erasmus code <sup>4</sup> (if applicable)	Address (Faculty)	Country	Contact person <sup>5</sup> (faculty)	
Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person <sup>5</sup> (faculty)	
	<b>UNIVERSITY OF ZAGREB</b>	Faculty of Humanities and Social Sciences	<b>HR ZAGREB01</b>	Ivana Lučića 3, 10000 Zagreb	Croatia	Ivana Bedeković, coordinator <a href="mailto:ibedekov@ffzg.hr">ibedekov@ffzg.hr</a> <a href="mailto:erasmus-studenti@ffzg.hr">erasmus-studenti@ffzg.hr</a> +3851 4092 138	

All fields (Student and Sending institution) have to be FILLED OUT

### Before the mobility

Study Programme at the Receiving Institution				
Planned period of the mobility: from [month/year] ..... to [month/year] .....				
Table A Before the mobility	Component <sup>6</sup> (if any)	Component title at the Receiving Institution (as indicated in the course catalogue <sup>7</sup> )	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) <sup>8</sup> to be awarded by the Receiving Institution upon successful completion
<i>If necessary please electronically insert more rows.</i>				
Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information]				

Receiving institution: Departmental coordinator's signature is required

The level of language competence<sup>9</sup> in \_\_\_\_\_ [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  A2  B1  B2  C1  C2  Native speaker

Recognition at the Sending Institution				
Table B Before the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
<i>If necessary please electronically insert more rows.</i>				<b>Total: .....</b>
Provisions applying if the student does not complete successfully some educational components: [web link to the relevant information]				

Commitment, signatures and stamp (stamp of the sending institution obligatory; receiving institution if applicable)					
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 Sending 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 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.					
Commitment	Name	Email	Position	Date	SIGNATURE, STAMP
Student			Student		SIGNATURE IS REQUIRED
Responsible person <sup>10</sup> at the Sending Institution					SIGNATURE AND STAMP ARE REQUIRED
Responsible person at the Receiving Institution <sup>11</sup>	Prof. Dragan Bagić, Ph.D.	<a href="mailto:mobilnost-ff@ffzg.hr">mobilnost-ff@ffzg.hr</a> <a href="mailto:dbagic@ffzg.hr">dbagic@ffzg.hr</a>	ECTS coordinator/Vice-dean		Signature and stamp will be provided by Office for International Cooperation

### During the Mobility

Exceptional changes to Table A (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)						
Table A2 During the mobility	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 change <sup>12</sup> (insert number)	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
		<i>If necessary please electronically insert more rows.</i>				

Receiving institution:  
 Departmental  
 coordinator's  
 signature is required

Commitment	Name	Email	Position	Date	SIGNATURE, STAMP
Student			Student		<b>SIGNATURE IS REQUIRED</b>
Responsible person <sup>13</sup> at the Sending Institution					<b>SIGNATURE AND STAMP ARE REQUIRED</b>
Responsible person at the Receiving Institution <sup>14</sup>	Prof. Dragan Bagić, Ph.D.	<a href="mailto:mobilnost-ff@ffzg.hr">mobilnost-ff@ffzg.hr</a> <a href="mailto:dbagic@ffzg.hr">dbagic@ffzg.hr</a>	ECTS coordinator/Vice-dean		Signature and stamp will be provided by Office for International Cooperation

Exceptional changes to Table B (if applicable) (to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)					
Table B2 During the mobility	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]	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
		<i>If necessary please electronically insert more rows.</i>			<b>Total: .....</b>

Commitment	Name	Email	Position	Date	SIGNATURE, STAMP
Student			Student		
Responsible person <sup>15</sup> at the Sending Institution			ECTS coordinator		

### After the Mobility (Receiving Institution)

<i>Transcript of Records at the Receiving Institution</i>						
Start and end dates of the study period: from [day/month/year] ..... to [day/month/year] .....						
Table C After the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Was the component successfully completed by the student? [Yes/No]	Number of ECTS credits (or equivalent)	Grades received at the Receiving Institution	
				<b>Total: .....</b>		
Responsible person <sup>16</sup> at the Receiving Institution	Prof. Dragan Bagić, PhD, Vice-dean		Date	<b>SIGNATURE, STAMP</b>		
				Signature and stamp will be provided by Office for International Cooperation		

It is recommended to use this template. However, if higher education institutions already have an IT system in place to produce the Transcript of Records, they can continue using it. All the information requested in this template is to be considered as minimum requirements, meaning that further fields can be added, if needed, and the format (e.g. font size and colours) can be adapted.



<sup>2</sup> **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).

<sup>3</sup> **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](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.

<sup>4</sup> **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.

<sup>5</sup> **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.

<sup>6</sup> 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.

<sup>7</sup> **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.

<sup>8</sup> **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.

<sup>9</sup> **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>

<sup>10</sup> **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.

<sup>11</sup> **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.

<sup>12</sup> **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

<i>Reasons for deleting a component</i>	<i>Reason for adding a component</i>
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)	

<sup>13</sup> **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.

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<sup>17</sup> **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.