|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Student**  | **Last name(s)** | **First name(s)** | **Date of birth** | **Nationality**[[1]](#endnote-1) | **Sex [M/F]** | **Study cycle**[[2]](#endnote-2) | **Field of education**[[3]](#endnote-3) |
|  |  |  |  |  |  |  |
| **Sending Institution** | **Name** | **Faculty/Department** | **Erasmus code**[[4]](#endnote-4) **(if applicable)** | **Address** | **Country** | **Contact person name**[[5]](#endnote-5)**; email; phone** |
| Università di Pavia |  | I PAVIA01 | C.so Strada Nuova, 65Pavia | Italy |  |
| **Receiving Institution**  | **Name** | **Faculty/ Department** | **Erasmus code (if applicable)** | **Address** | **Country** | **Contact person name; email; phone** |
|  |  |  |  |  |  |

**Learning Agreement**

**Student Mobility for Studies**

**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[[6]](#endnote-6)** | **Number of ECTS credits (or equivalent)** |
|   |   |  | ☒ | ☐ | Choose an item. |  |
|   |   |  | ☐ | ☒ | Choose an item. |  |

|  |  |
| --- | --- |
|   | **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)** |
|   |   |  | ☐ | ☐ |  |
|   |   |  | ☐ | ☐ |  |

|  |
| --- |
| ***Commitment*** By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the exceptional changes to the original 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 theReceiving 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 |  |  | *Student* |  |  |
| Responsible person[[7]](#endnote-7) at the Sending Institution |  |  |  |  |  |
| Responsible person at the Receiving Institution[[8]](#endnote-8) |  |  |  |  |  |

1. **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-1)
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). [↑](#endnote-ref-2)
3. **Field of education:** The [ISCED-F 2013 search tool](ISCED-F%202013%20search%20tool) available at <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. [↑](#endnote-ref-3)
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. [↑](#endnote-ref-4)
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. [↑](#endnote-ref-5)
6. **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

|  |  |
| --- | --- |
| ***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-6)
7. **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. [↑](#endnote-ref-7)
8. **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.

**ISTRUZIONI PER LA COMPILAZIONE DELLA VARIAZIONE AL LEARNING AGREEMENT**

	1. Prima di compilare la variazione al learning agreement assicurarsi che il primo learning agreement o la precedente variazione al learning agreement siano stati approvati.
	2. Prima di compilare la variazione al learning agreement contattare i Delegati Erasmus dell’Università di Pavia e dell’Università ospitante per informarli delle modifiche che si intendono apportare e per verificare che possano essere accettate.
	3. Compilare la variazione al learning agreement come segue:**Table A2:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Component code (if any) at the receiving institution**  | **Component title (as indicated in the course catalogue) at the receiving institution** | **Deleted component*****[tick if applicable]*** | **Added component*****[tick if applicable]*** | **Reason for change**  | **Number of ECTS credits to be awarded by the receiving institution upon successful completion of the component** |
| Inserire il codice del corso offerto dall’Università ospitante da aggiungere o eliminare (se disponibile). | Inserire in lingua originale o in inglese il nome del corso o la descrizione di altra attività formativa offerta dall’Università ospitante da aggiungere o eliminare. | Barrare se si intende eliminare il corso o altra attività. | Barrare se si intende aggiungere il corso o altra attività. | Specificare la motivazione della modifica | Inserire i crediti ECTS previsti dall’Università ospitante. Alcune università non utilizzano crediti ECTS. In tal caso, indicare il numero di crediti locali, e annullare la dicitura ECTS barrandola a penna. |

**Table B2:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Component code (if any) at the receiving institution**  | **Component title (as indicated in the course catalogue) at the receiving institution** | **Deleted component*****[tick if applicable]*** | **Added component*****[tick if applicable]*** | **Reason for change** | **Number of ECTS credits to be awarded by the receiving institution upon successful completion of the component** |
| Inserire il codice dell’esame offerto dall’Università di Pavia da aggiungere o eliminare. | Inserire il nome dell’esame offerto dall’Università di Pavia da aggiungere o eliminare. Qualora si tratti di attività in preparazione della tesi, specificarlo ed indicare titolo, argomento, e relatore. | Barrare se si intende cancellare il corso o altra attività. | Barrare se si intende inserire il corso o altra attività. | Specificare la motivazione della modifica  | Inserire il numero di crediti previsti dall’esame offerto dall’Università di Pavia.  |

	* + Inserire nella variazione sia le attività che si intendono eliminare che quelle che si intendono aggiungere.
		+ Inserire nella variazione al learning agreement solo le attività che si intendono eliminare o aggiungere rispetto alla versione precedentemente approvata. **Non riportare le attività che rimangono invariate**.
		+ Nel caso in cui sia necessario modificare solo le attività da svolgere all’estero e non le attività italiane corrispondenti, compilare solo la tabella A2. Analogamente, nel caso in cui sia necessario modificare solo le attività che verranno riconosciute al rientro e non le attività da svolgere all’estero, compilare solo la tabella B2.**ALTRE AVVERTENZE E SCADENZE**

	* Compilare la variazione al learning agreement (se necessario, aggiungere righe alle tabelle), stamparla, firmarla, farla firmare dal Delegato Erasmus dell’università ospitante.
	* Inviare la variazione al learning agreement per email (outgoing.erasmus@unipv.it) all’Ufficio Mobilità internazionale, preferibilmente entro un mese dall’inizio del periodo Erasmus.
	* Dopo aver ricevuto la variazione al learning agreement e verificato che sia corretta, l’Ufficio Mobilità internazionale la trasmetterà al Delegato Erasmus dell’Università di Pavia chiedendone l’approvazione.
	* Una volta che il Delegato Erasmus la avrà firmata, la variazione al learning agreement sarà considerata approvata. [↑](#endnote-ref-8)