

**LEARNING AGREEMENT FOR STUDIES**

**Student**

|  |  |  |  |
| --- | --- | --- | --- |
| **Last name (s)** |  | **First name (s)** |  |
| **Date of birth** |  | **Nationality[[1]](#endnote-1)** |  |
| **E-mail** |  | **Phone** |  |
| **Sex [*M/F*]** |  | **Academic year** |  |
| **Current Study cycle[[2]](#endnote-2)** |  | **Field of education[[3]](#endnote-3)** |  |
| **Current study**  **programme** |  | **Main instrument**  **(if applicable)** |  |
| **Duration of**  **study programme** |  | **Current study year** |  |

**Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Faculty** |  |
| **Erasmus code**  **(if applicable)** |  | **Department** |  |
| **Address** |  | **Country** |  |
| **Contact person[[4]](#endnote-4)  name** |  | **E-mail / phone** |  |
| **Responsible person**  **name[[5]](#endnote-5)** |  | **E-mail / phone** |  |

**Receiving Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | Artesis Plantijn University College | **Faculty** | Royal Conservatoire Antwerp |
| **Erasmus code**  **(if applicable)** | B ANTWERP 62 | **Department  (please select)** | Music / Dance / Drama |
| **Address** | Desguinlei 25, 2018 Antwerp | **Country** | Belgium |
| **Contact person name** | Annelies Carbonnelle | **E-mail / phone** | [international.kca@ap.be](mailto:international.kca@ap.be) +32 3 244 18 24 |
| **Responsible person**  **name** | Charlotte Saelemakers | **E-mail / phone** | [Charlote.saelemakers@ap.be](mailto:Charlote.saelemakers@ap.be)  +32 3 244 18 23 +32 499 42 60 65 |

**BEFORE THE MOBILITY**

**Proposed mobility programme**

Planned period of the mobility: from xx/xx/xx to xx/xx/xx

**Table A**: Study programme at Receiving Institution

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Component*[[6]](#endnote-6)* code (if any)** | **Component title (as indicated in the course catalogue) at Receiving institution** | **Semester [autumn / spring] or term** | **Assessment mode**  **[e.g. exam, pass/fail test]** | **Number of ECTS credits (or equivalent) to be awarded by Receiving Institution upon successful completion** |
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|  |  |  |  |  |
|  |  |  |  | Total: |

Web link to the course catalogue at Receiving Institution describing the learning outcomes:

|  |
| --- |
| *Music:* [*https://ap-arts.be/en/sections-music*](https://ap-arts.be/en/sections-music) *(select your section next go to “programme”)*  *Dance:* [*https://ap-arts.be/en/programme-dance*](https://ap-arts.be/en/programme-dance)  *Drama: Kleinkunst* [*https://www.ap-arts.be/programma-kleinkunst*](https://www.ap-arts.be/programma-kleinkunst)*, Woordkunst* [*https://www.ap-arts.be/programma-woordkunst*](https://www.ap-arts.be/programma-woordkunst)*, Acteren* [*https://www.ap-arts.be/programma-acteren*](https://www.ap-arts.be/programma-acteren)  *SLO:* [*https://www.ap-arts.be/opleiding/specifieke-lerarenopleidingen-dans-drama-en-muziek*](https://www.ap-arts.be/opleiding/specifieke-lerarenopleidingen-dans-drama-en-muziek) *(select dance, drama or music next go to “programme”)* |

**Table B**: Recognition at Sending Institution

Group of educational components in the student's degree that would normally be completed at Sending institution and which will be replaced by the study abroad NB no one to one match with Table A is required. Where all credits in Table A are recognized as forming part of the programme at Sending institution without any further conditions being applied, Table B may be completed with a reference to the mobility window (see guidelines).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Component code (if any)** | **Component title (as indicated in the course catalogue) at the sending institution** | **Semester [autumn/ spring] or term** | **Assessment mode (e.g. exam, pass/fail test)** | **Number of ECTS\* credits(or equivalent)** |
|  |  |  |  |  |
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If Student does not complete successfully some educational components, the following provisions will apply:

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| --- |
| *Please, specify or provide a web link to the relevant information.* |

**Language competence of Student**

|  |
| --- |
| The level of language competence[[7]](#endnote-7) in *[the main language of instruction]* that Student already has or agrees to acquire by the start of the study period is:  A1 🞏 A2 🞏 B1 🞏 B2🞏 C1 🞏 C2 🞏 Native speaker 🞏 |

**Compare your courses**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number of ECTS\* credits at home institution** | **Component title (as indicated in the course catalogue) at the home institution** |  | **Component title (as indicated in the course catalogue) at the sending institution** | **Number of ECTS\* credits(or equivalent) at receiving institution** |
|  |  |  |  |  |
|  |  |  |  |  |
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**COMMITMENT OF THE THREE PARTIES**

By signing this document, the Student, the Sending Institution and 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.

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| --- |
| **Student**  Student’s signature    Date: |

|  |
| --- |
| **Sending Institution**  Responsible person’s signature    Date: |
|  |

|  |
| --- |
| **Receiving Institution**  Responsible person’s signature    Date: |
|  |

**DURING THE MOBILITY**

**CHANGES TO THE ORIGINAL LEARNING AGREEMENT**

**Exceptional changes to the proposed mobility programme**

**Table A2**: Exceptional changes to study programme at Receiving Institution or additional components in case of extension of stay abroad (changes of Table A)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Component code (if any) at Receiving Institution** | **Component title (as indicated in the course catalogue) at Receiving Institution** | **Deleted component**  ***[tick if applicable]*** | **Added component**  ***[tick if applicable]*** | **Reason for change\***  ***[See table below]*** | **Number of ECTS credits or equivalent to be awarded by Receiving Institution upon successful completion of the component** |
|  |  | □ | □ |  |  |
|  |  | □ | □ |  |  |
|  |  | □ | □ |  |  |
|  |  | □ | □ |  |  |
|  |  | □ | □ |  |  |
|  | | | | | Total: ………… |

**Table B2**: Exceptional changes to Recognition at Sending Institution (changes of Table B)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Component code (if any) at Sending Institution** | **Component title (as indicated in the course catalogue) at Sending Institution** | **Deleted component**  ***[tick if applicable]*** | **Added component**  ***[tick if applicable]*** | **Number of ECTS credits or equivalent** |
|  |  | □ | □ |  |
|  |  | □ | □ |  |
|  |  | □ | □ |  |
|  |  | □ | □ |  |
|  |  | □ | □ |  |
|  | | | | Total: ………… |

The student, the Sending and the Receiving Institutions confirm by e-mail or signature that they approve the proposed amendments to the mobility programme.

|  |
| --- |
| **Student**  Student’s signature Date: |

|  |
| --- |
| **Sending Institution**  Responsible person’s signature Date: |

|  |
| --- |
| **Receiving Institution**  Responsible person’s signature Date: |

#### **Changes of responsible person(s), if any:**

|  |
| --- |
| **New Responsible person in Sending Institution:**  Name: Function:  Phone number: E-mail: |

|  |
| --- |
| **New Responsible person in Receiving Institution:**  Name: Function:  Phone number: E-mail: |

\* Reasons for exceptional changes to study programme abroad:

|  |  |
| --- | --- |
| *Reasons for deleting a component* | *Reason for adding a component* |
| 1) Previously selected educational component is not available at 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) |  |

**AFTER THE MOBILITY**

**The Student**

|  |  |  |  |
| --- | --- | --- | --- |
| **Last name (s)** |  | **First name (s)** |  |
| **Sending Institution** |  | **Receiving Institution** |  |
| **Confirmation of the study period at Receiving institution** | | | |
| **From (day/month/year)** |  | **Till (day/month/year)** |  |

**Transcript of records at Receiving institution**

**Table C:** academic outcomes at Receiving Institution

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Component code (if any)** | **Component title (as indicated in the course catalogue) at Receiving Institution** | **Was the component successfully completed by the student? [Yes/No]** | | **Number of ECTS credits or equivalent** | **Receiving institution grade** |
|  |  | Yes □ | No □ |  |  |
|  |  | Yes □ | No □ |  |  |
|  |  | Yes □ | No □ |  |  |
|  |  | Yes □ | No □ |  |  |
|  |  | Yes □ | No □ |  |  |
|  |  | Yes □ | No □ |  |  |
|  |  | Yes □ | No □ |  |  |
|  |  |  | | *Total:* |  |

Information about grade distribution at Receiving institution:[[8]](#endnote-8)

GRADING ANTWERP: 10/20 is pass, 14/20 is good, 16/20 is very good, 18/20 is exceptionally good

|  |
| --- |
| Name, surname and signature of Responsible person in **Receiving Institution** and date  Name, surname: Signature:  Date: |

**COMMITMENT**

**Transcript of records and recognition by sending institution**

**Table D**: recognition of academic outcomes at Sending Institution

|  |  |  |  |
| --- | --- | --- | --- |
| **Component code (if any)** | **Title of recognised component (as indicated in the course catalogue) at Sending institution** | **Number of ECTS credits or equivalent** | **Grades registered at Sending institution**  **(if applicable)[[9]](#endnote-9)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | *Total:* |  |

|  |
| --- |
| Name, surname and signature of Responsible person in **Sending Institution** and date  Name, surname: Signature:    Date: |

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](http://ec.europa.eu/education/tools/isced-f_en.htm) 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. **Contact person**: a 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 will work at the international relations office or equivalent body within the institution. [↑](#endnote-ref-4)
5. **Responsible Person**: a person at academic department (faculty dean, head of department, head of studies, etc.) who is responsibility for approval of the student’s Learning Agreement and Recognition. [↑](#endnote-ref-5)
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. [↑](#endnote-ref-6)
7. For the Common European Framework of Reference for Languages (**CEFR**) see the website <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> [↑](#endnote-ref-7)
8. GRADING ANTWERP: 10/20 is pass, 14/20 is good, 16/20 is very good, 18/20 is exceptionally good [↑](#endnote-ref-8)
9. It is recommended to institutions, which make grade conversion, to use **Egracons** (European Grade Conversion System), <http://egracons.eu/document/grading-table-instructions-and-template> [↑](#endnote-ref-9)