INTRA-AFRICA Academic Mobility Scheme

LEARNING AGREEMENT – credit-seeking mobility

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| --- | --- | --- | --- | --- | --- | --- |
| Planned period of mobility: ...................................... from (month/year) ...................................... | | | | | | |
| Staff  member | Last name(s) | Firstname(s) | Nationality | Sex | Type of staff | E-mail/phone |
|  |  |  | [M/F] | [Administrative  /Academic] |  |
| Home  Institution | Name | Faculty/Department | Address | | Country | Contact person name/email/phone |
|  |  |  | |  |  |
| Host  Institution | Name | Faculty/Department | Address | | Country | Contact person name/email/phone |
|  |  |  | |  |  |

To be filled in and signed before the mobility

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| --- | --- | --- | --- | --- |
| Details of the Study Programme at the Host Institution | | | | |
| Table A i  Before the  mobility | Compon  ent ii code  (if any) | Component title at the Host Institution  (as indicated in the course catalogue iii ) | Semester  [e.g. autumn/spring  term] | Number of agreed credits (or equivalent) to be awarded by the Host Institution upon  successful completion |
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|  |  |  |  |
|  |  |  | Total |

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| --- | --- | --- | --- | --- |
| Recognition at the Home Institution | | | | |
| Table B  Before the  mobility | Component ii code  (if any) | Component title at the Host Institution  (as indicated in the course catalogue iii ) | Semester  [e.g. autumn/spring  term] | Number of agreed credits (or equivalent) to be awarded by the Host Institution upon  successful completion |
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|  |  |  | Total |
| Provisions applying if the student does not complete successfully some educational components: | | | | |

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| Commitment | | | | | |
| By signing this document, the student, the Home Institution and the Host Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties.   * The Host 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 Home Institution commits to recognise all the credits or equivalent units gained at the Host 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 Home Institution any problem or change regarding the study programme, responsible persons and/or study period. | | | | | |
| Commitment | Name | Email | Position | Date | Signature iv |
| Student |  |  | *Student* |  |  |
| Responsible person at the  Home Institution v |  |  |  |  |  |
| Responsible person at the  Host Institution vi |  |  |  |  |  |

INTRA-AFRICA Academic Mobility Scheme

LEARNING AGREEMENT credit-seeking mobility - amendment vii

To be filled in and approved during the mobility in case of changes

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| Exceptional changes to Table A | | | | | | |
| (to be approved by e-mail or signature by the student, the responsible person in the Home Institution and the responsible person in the Host Institution) | | | | | | |
| Table A2  During the  mobility | Component  code  (if any) | Component title at the Host Institution  (as indicated in the course catalogue) | Deleted  component  [tick if applicable] | Added  component  [tick if applicable] | Reason for change | Number of  credits (or  equivalent) |
|  |  | ☒ | ☐ |  |  |
|  |  | ☐ | ☒ |  |  |
|  |  | ☐ | ☐ |  |  |
|  |  | ☐ | ☐ |  |  |
|  |  | ☐ | ☐ |  |  |
|  |  | ☐ | ☐ |  |  |

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| Exceptional changes to Table B (if applicable) | | | | | |
| (to be approved by e-mail or signature by the student and the responsible person in the Home Institution) | | | | | |
| Table B2  During the  mobility | Component  code  (if any) | Component title at the Host Institution  (as indicated in the course catalogue) | Deleted  component  [tick if applicable] | Added  component  [tick if applicable] | Number of credits (or equivalent) |
|  |  | ☐ | ☐ |  |
|  |  | ☐ | ☐ |
|  |  | ☐ | ☐ |
|  |  | ☐ | ☐ |
|  |  | ☐ | ☐ |
|  |  | ☐ | ☐ |

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| Approval | Name | Position | Date | Signature |
| Student |  |  |  |  |
| Responsible person at the Home Institution V |  |  |  |  |
| Responsible person at the Host Institution VI |  |  |  |  |

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iAdditional rows and columns can be added as needed in all tables.

iiAn "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.

iiiCourse catalogue: 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.

ivAll parties must sign the Learning Agreement before the start of the mobility. It is not compulsory to circulate papers with original signatures; scanned copies of signatures or digital signatures may be accepted, depending on the national legislation or institutional regulations.

vThe responsible person at the Home Institution is 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.

viThe responsible person at the Host Institution is an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed.

viiAll changes should be indicated in Tables A2 and B2, while Tables A and B ("before the mobility") should not be modified. All Tables (A, B, A2 and B2) should be kept together in all communications. Changes to the study programme abroad should be approved by all parties.