



Erasmus+

# Learning Agreement Student Mobility for Studies

Poner datos personales en el encabezamiento Higher Education:  
Learning Agreement form  
[Student's name]  
Academic Year 2018/2019



Student* 	Last name(s) datos del alumno	First name(s)	Date of birth	Nationality <sup>1</sup>	Sex [M/F]	Study cycle <sup>2</sup> EQF LEVEL 6	Field of education <sup>3</sup> 061
	Sending Institution		Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; email; phone	
Sending Institution		Faculty/Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; email; phone	
Receiving Institution 		Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	
Receiving Institution		Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	

\*write student name ALSO in the heading of the document

## Before the mobility

<b>Study Programme at the Receiving Institution</b> <i>Escribir la fechas de llegada y salida</i>				
Planned period of the mobility: from [day/month/year] ..... to [day/month/year] .....				
Table A Before the mobility	Component <sup>6</sup> code (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
		En esta tabla se incorporan las		
		asignaturas de la universidad de destino		
				Total: ...

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information]

Aquí, el idioma de la movilidad y debajo marcáis el nivel

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

**IMPORTANTE:** EL NÚMERO DE CRÉDITOS MATRICULADOS EN DESTINO NO PUEDE SER INFERIOR AL NÚMERO DE CRÉDITOS ERASMUS MATRICULADOS EN LA ETSISI

<b>Recognition at the Sending Institution</b>				
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
		En esta tabla se incorporan las asignaturas de la ETSISI.		
		Pueden darse dos situaciones. Si la asignatura de la universidad de destino va a ser convalidada por una asignatura obligatoria porque existe un informe de convalidación positivo, debéis poner la asignatura de la ETSISI correspondiente.		
		Si la asignatura de la universidad de destino sólo se puede convalidar por créditos optativos, debéis poner la asignatura "Estancias en Centros Extranjeros" y en la columna de los créditos, el número de créditos totales optativos correspondiente.*		
				Total: ...

Provisions applying if the student does not complete successfully some educational components: [web link to the relevant information]

**\*Sólo tenéis que poner las asignaturas que vais a cursar como "erasmus".**

<b>Commitment</b>					
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 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 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
Student			Student		
Responsible person <sup>10</sup> at the Sending Institution	Marta Olea de Cárdenas	eri.etsisi@upm.es	Vice-dean for International Affairs		
Responsible person at the Receiving Institution <sup>11</sup>					

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Se necesita rellenar y firmar por las tres partes. Una vez esté completamente firmado, se envía al Rectorado (erasmus@upm.es) o bien a nosotros para que se lo enviemos a ellos.



En el caso de que queráis modificar las asignaturas en origen, en destino o ampliar la estancia, debéis utilizar obligatoriamente esta sección.

**During the Mobility**

Changes in the planned period of mobility?  YES  NO

**Rellenar sólo si se modifica la estancia**

New planned period of the mobility: from [day/month/year] ..... to [day/month/year] .....

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>	Number of ECTS credits (or equivalent)
		<b>Rellenar sólo si se cambian</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
		<b>asignaturas en destino</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	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)
		<b>Rellenar sólo si se cambian</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
		<b>asignaturas en origen.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Commitment					
By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the changes to the Learning Agreement.					
Commitment	Name	Email	Position	Date	Signature
Student			Student		
Responsible person at the Sending Institution	<b>Marta Olea de Cárdenas</b>	<b>eri.etsisi@upm.es</b>	<b>Vice-dean for International Affairs</b>		
Responsible person at the Receiving Institution					

**Y se necesita rellenar y firmar de nuevo por las tres partes cuando hay cambios. Una vez esté completamente firmado, se envía al Rectorado (erasmus@upm.es) o bien a nosotros para que se lo enviemos a ellos.**



**Esta sección es exclusivamente para los centros y se puede utilizar como Certificado Académico de Notas o "Transcript of Records"**

**After the Mobility**

<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
				Total: ...	

<i>Transcript of Records and Recognition at the Sending Institution</i>				
Start and end dates of the study period: from [day/month/year] ..... to [day/month/year] .....				
Table D After the mobility	Component code (if any)	Title of recognised component at the Sending Institution (as indicated in the course catalogue)	Number of ECTS credits (or equivalent) recognised	Grades registered at the Sending Institution (if applicable)
			Total: ...	

### Consideraciones importantes

Los alumnos Erasmus deben formalizar dos matrículas, puesto que el alumno paga en origen, pero recibe docencia y se examina en destino:

- **En la ETSISI:** en el periodo ordinario de Julio, igual que cualquier otro alumno, matriculándose tanto de las asignaturas que se van a cursar como "erasmus", como las que se van a cursar y examinar en la ETSISI como cualquier otro alumno (por ejemplo, asignaturas que se van a cursar en un semestre distinto a la movilidad). El alumno paga la matrícula en la ETSISI de todos los créditos matriculados, pudiendo aplicarse los descuentos a los que pueda tener derecho (beca general, familia numerosa, discapacidad, etc). Puede ocurrir que en el momento de la matrícula el alumno no haya decidido definitivamente las asignaturas que va a cursar como "erasmus". Estas asignaturas pueden incorporarse más adelante puesto que los alumnos de movilidad tienen más flexibilidad en este aspecto que el resto de los alumnos.
- **En el centro de destino:** La matrícula en destino es gratuita (puede haber alguna excepción con alguna asignatura concreta) y el número de créditos ECTS matriculados debe ser en todo caso igual o superior a los créditos matriculados como "erasmus" en la ETSISI.

Respecto al nivel de idioma, es el que exija la universidad de destino, que puede pedir que el alumno lo acredite mediante algún documento.

Si vais a querer convalidar EPAC, el nivel exigido y debidamente acreditado en el ETSISI será un B2.

- <sup>1</sup> **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport.
- <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 2. Component is in a different language than previously specified in the course catalogue 3. Timetable conflict 4. Other (please specify)	5. Substituting a deleted component 6. Extending the mobility period 7. Other (please specify)