

Learning Agreement completion guide

1. Personal data

In the *Student* section of the *General Information* part, you should enter your personal and academic details as follows. **Don't forget to include your name in the header.** You can find your ISCED code on page 4 of the Learning Agreement, in the *Field of Education* cell.

For the *Level of language competence...* section, enter the **language of your studies abroad** and indicate your current language competence level.



Mobility Agreement form
Example, Erick

Learning Agreement Student Mobility for Studies

General information

Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender [Male/Female]	Level of education (EQF level)	Field of education (ISCED code)
	Example	Erick	01/01/2000	your nationality	Male	Bachelor: Level 6 Master: Level 7 PhD: Level 8	see page 4, the link under <i>Field of Education</i>
Sending Institution	Name		Faculty/Department	City	Country	Contact person name; position; email	
	Corvinus University of Budapest			Budapest	Hungary	Ms Anna Damásdi; International Coordinator, +3614825044; corvinus.outgoing@uni-corvinus.hu	
Receiving Institution	Name		Faculty/Department	City	Country	Contact person name; position; email	
The level of language competence in <u>English</u> [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 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input checked="" type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>							

You do not need to change the information on the *Sending Institution*. In the *Receiving Institution* part, please enter the contact information provided by the coordinator of the receiving university!

2. Data concerning the mobility

For the *Mobility type* part, any mobility lasting more than 60 days is considered as long-term mobility. You can fill in the information about the start and end of the semester according to the academic calendar provided on the host university's website or from the information sent by the coordinator abroad.

IMPORTANT! When signing the grant contract, you can slightly deviate from the dates given in the LA if you know in advance that you will be travelling abroad and home on different dates.

Mobility type and duration

Learning Agreement for Studies type (select one)	Estimated duration (to be confirmed by the Receiving Institution)
Mobility type: <ul style="list-style-type: none"> • Long-term student mobility for studies <input checked="" type="checkbox"/> • Short-term student mobility for studies <input type="checkbox"/> • Excellence Programme <input type="checkbox"/> / Excellence Programme with virtual component <input type="checkbox"/> 	Planned period of the physical mobility: <ul style="list-style-type: none"> • Academic year [year/year]: 2024/25 • Starting date [<day>/month/year]: 01/09/2024 • End date: [<day>/month/year]: 01/06/2024

Completing the Subjects section

When filling in tables A and B for each subject, **the two tables should always contain the same number of rows**. This is also the case if you wish to take all your subjects as electives and if you have a dedicated semester for mobility.

a. For Elective subjects

If you cannot find a course in the external course offerings that can be used to replace a domestic Compulsory/Compulsory elective courses, you should fill in the tables as follows. The subject names and subject codes in the guide are only examples!

Please note that for Elective subjects, in all cases, the external credit values must be assigned to the subjects in Table B, row by row, and the rows must move simultaneously in Tables A and B (the colour coding in the example table below is also intended to indicate the subject pairs).

In the Learning Agreement Before the Mobility part, **the inclusion of a minimum/maximum of 30 ECTS is mandatory**. If all the available courses in the outgoing party are announced with a low credit value (i.e. no course with a credit value higher than 2-3 ECTS), then in the LA Before min. 6 courses must be taken.

Study Programme at the Receiving Institution

Table A	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Term <small>[e.g. autumn/spring; term]</small>	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
	12345	Example Marketing	Autumn/Spring (semester of the mobility)	credits in the receiving institution, e.g. 6 ECTS
	6789	Example Finance	Autumn/Spring (semester of the mobility)	credits in the receiving institution, e.g. 6 ECTS

				Total: 30
Web link to the course catalogue at the Receiving Institution describing the learning outcomes: link to the course list abroad if available				
Activities carried out during short-term mobility for studies (if the table above is not applicable):				

Recognition at the Sending Institution

Table B	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Term <small>[e.g. autumn/spring; term]</small>	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
		Elective subject	Autumn/Spring (semester of the mobility)	credits in the receiving institution, e.g. 6 ECTS
		Elective subject	Autumn/Spring (semester of the mobility)	credits in the receiving institution, e.g. 6 ECTS
		
		
				Total: ...
Provisions applying if the student does not complete successfully some educational components: <i>[web link to the relevant information]</i>				
Recognition of the results of short-term mobility for learning (if the above table is not applicable - e.g. partial completion of a course, recognition as one of the measurement points of a course, etc.)				

For the **International Business Administration** major (Bachelor), complete the Learning Agreement Before the Mobility section as follows:

Study Programme at the Receiving Institution

Table A	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Term [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
	12345	Example Marketing	autumn/spring (the semester of the mobility)	credits at the receiving institution, e.g. 6 ECTS
	5789	Example Finance	autumn/spring (the semester of the mobility)	credits at the receiving institution, e.g. 6 ECTS

				Total: 30
Web link to the course catalogue at the Receiving Institution describing the learning outcomes: link to the course catalogue of the receiving institution if available				
Activities carried out during short-term mobility for studies (if the table above is not applicable):				

Recognition at the Sending Institution

Table B	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Term [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
	VF00088NABB	International Semester	autumn/spring (the semester of the mobility)	30
	VF00088NABB	International Semester	autumn/spring (the semester of the mobility)	0

				Total: 30
Provisions applying if the student does not complete successfully some educational components: [web link to the relevant information]				
Recognition of the results of short-term mobility for learning (if the above table is not applicable - e.g. partial completion of a course, recognition as one of the measurement points of a course, etc.)				

In the first line, enter International Semester with its domestic subject code for 30 credits. The other rows should have the same subject code and subject name, each for 0 credits, for a total of 30 credits. Here again, it is important to **have the same number of rows in Tables A and B**

b. For Compulsory/Compulsory elective subjects

If you can find a subject in the course offerings outside that can be used as a good substitute for a Compulsory/Compulsory elective subject in your home country,

contact the person responsible for the home country subject (course leader) and ask for their approval on the Mandatory Attachment. The document can be downloaded from International Opportunities>Pannónia Scholarship Programme> Required documents for arranging your mobility.

If the credit value of the outgoing course is lower than the credit value of the home course, the course leader must put a one-sentence declaration on the Mandatory Attachment that they will accept the course despite the lower credit value. This must be written (can be handwritten) on the Mandatory Attachment.

The compulsory annex must bear the name, signature, STAMP and date of signature/seal of the course leader. If the instructor does not have a stamp, they can ask the institute in charge of the subject in question for help.

Mandatory Attachment to Learning Agreement

The table below is to be filled in for any courses to be taken at the partner university that the student wishes to have accredited to their Corvinus degree program as a core or core elective course. The students must previously consult with the course leader about the relevant core/core elective course at Corvinus. This will require that the student supply the Corvinus course leader with the syllabus of the course to be taken at the partner university.

The filled Mandatory Attachment to the Learning Agreement should be submitted to the Erasmus Office through the Do it online! platform together with the Learning Agreement. In case the partner university's subject is worth less ECTS than the BCE subject, the course leader must approve of it.

Student's name: **Example, Erick**

NEPTUN-code: **ERICKI**

Year of studies in the Corvinus study program: **year of STUDIEs (not semesters)**

Partner university: **NAME of the partner university**

Courses to be taken at the partner university		The Corvinus core or core elective courses for which equivalency is requested				Course leader	Course leader's name and seal	Date
Course title	ECTS credit value	Course code	Course type (core or core elective) ¹	Course title	Corvinus credit value			
Example Marketing	ECTS credit value at the receiving institution, e.g. 6 ECTS	code at the home institution	C/CE	Corvinus Marketing course	credit value at home			

If you have the required attachment, you must submit it in electronic form, together with the Learning Agreement, via the Do it Online! platform. Table B of the Learning Agreement must be completed as follows for Compulsory/Compulsory elective subjects:

Study Programme at the Receiving Institution

Table A	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Term <i>[e.g. autumn/spring; term]</i>	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
	12345	Example Marketing	autumn/spring (the semester of the mobility)	credits at the receiving institution, e.g. 6 ECTS
	5789	Example Finance	autumn/spring (the semester of the mobility)	credits at the receiving institution, e.g. 6 ECTS

				Total: 30

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [link to the course catalogue of the receiving institution if available](#)

Activities carried out during short-term mobility for studies (if the table above is not applicable):

Recognition at the Sending Institution

Table B	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Term <i>[e.g. autumn/spring; term]</i>	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
	Corvinus code	Corvinus Marketing course	autumn/spring (the semester of the mobility)	Corvinus credit value
		Elective subject	autumn/spring (the semester of the mobility)	credits at the receiving institution, e.g. 6 ECTS

				Total: 30

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

Recognition of the results of short-term mobility for learning (if the above table is not applicable - e.g. partial completion of a course, recognition as one of the measurement points of a course, etc.)

Submission and approval of the Learning Agreement

The Learning Agreement must be submitted online to the Mobility team, **under the Before the Mobility topic through the Do it Online! platform**, as soon as you have signed it. It is **IMPORTANT** that you sign first, then the sending institution (BCE) and only then the host institution. Please do not send LAs

that have been signed by you and the host, as we cannot accept them. Once signed, the document will be checked and if it needs to be corrected, it will be indicated. If the LA is filled correctly, it will be returned signed and stamped to you in an electronic format through the same platform. After the receiving party has signed it, send the version signed by the 3 parties to the Mobility team under the same topics!

Students who are participating in a Double Degree programmes, please contact the DD coordinator or the Mobility team under the above mentioned topics about how to complete the Learning Agreement.