

Guidance on various issues related to the academic recognition of study periods abroad which form part of an Imperial College degree

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Instructions to Departments when handling documents and information which require submission to Registry

- Background
- Use of Learning Agreements¹ (page 2)
 - Appendix A: **Guidance on completing a Learning Agreement for Studies (old template)**
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- Transcripts and other documents recording academic achievement² (page 4)
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For each of the above there is a box indicating the information a department must submit to Registry, and how they should submit it.

- Audit (page 6)

Background

This guidance has been issued to ensure the College is compliant with the requirements of the Erasmus+ programme.

However, it is equally important to both Erasmus and non-Erasmus study periods.

It is intended to cover undergraduate and postgraduate, unless indicated.

At undergraduate and taught postgraduate level the study period would ordinarily occur within the framework of an exchange agreement. At undergraduate level study periods abroad normally take the format of a year abroad, although there are exceptions.

It should be read in conjunction with the Placement Learning Policy and associated Good Practice⁴:

<http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/>

Plus guidance for internal staff (placement learning): <http://www.imperial.ac.uk/placements/information-for-imperial-college-staff/>

Queries can be addressed to the [Assistant Registrar \(Placements\)](#)

A note about incoming exchange students: a department should also seek to employ the principles expressed here when handling learning agreements for visiting exchange students.

¹ Normally all students except non-Erasmus postgraduate

² Normally undergraduate and taught postgraduates only

³ Normally undergraduate and taught postgraduates only

⁴ For the undergraduate 'year abroad' degrees additional good practice exists.

The Learning Agreement (all study periods except non-Erasmus postgraduate)

An appropriately completed Learning Agreement⁵:

- Should be treated as a contractual obligation on the part of the host higher education institution (HEI) to provide and manage the stated study plan.
- Assists with the management of the study period by both the home and host HEIs and (*along with the transcript from the HEI and other documents which record academic achievement*) to ensure appropriate academic recognition for the study period at the home institution.

Templates

There are currently 2 templates of a learning agreement in use (*all available at:*

<http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/>

- **Old-style template:**
 - comprises two sections, usually labelled Part A and Part B
 - **and should definitely be used for non-Erasmus study periods, e.g. a Year Abroad to Australia.**
 - It is typically an easier format to understand.

See Appendix A: Completing a Learning Agreement for Studies (Old template)

- **Erasmus+ Template:**
 - From 2014-15 a **new template** has been introduced by the EU Commission to support the new Erasmus+ programme⁶ **and should be used for Erasmus study periods as it is contractual requirement.**
 - **For good measure (!) in 2015-16 there are 2 versions of this template in use** (both versions are at: <http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/>)
 - It is typically a less easy format to understand.

Both versions are comprised of the following sections:

- Study Period & Student Details
- BEFORE
- DURING
- AFTER

ALWAYS USE THESE SECTIONS TOGETHER. NEVER SPLIT.

One or more annexes may also be present providing additional information: Guidelines; These might not appear with the version you receive from a host HEI (via the student you are sending) or might appear in the vernacular of the host country; Steps to fill in the Learning Agreement for Studies; End/Foot notes.

See Appendix B: Completing a Learning Agreement for Studies (Erasmus+ template)

IMPORTANT: The College is required to use the New Erasmus+ template in 2015-16 for all Erasmus+ study periods. As a **mandatory requirement**, the College risks having to repay an Erasmus+ grant paid to a student whose department has not taken receipt of a completed learning agreement. **However**, in 2014-15 & 2015-16 the old style template is still in erroneous use by some partner HEIs and our students do face end up using this out-of-date version for their Erasmus study period when completing the application processes at the partner HEI. Once an erroneous version of a learning agreement is being used by a student it is difficult and time consuming to change this. Therefore for Erasmus+: in 2014-15 & 2015-16, it can exceptionally include the old style version). **In no instances should NO learning agreement must be used.**

⁵ A note about incoming exchange students: a department should seek to employ the principles expressed here when handling learning agreements for visiting exchange students.

⁶ From 2015-16 this will potentially cover exchanges with "partner" countries outside the Erasmus group of countries (currently EU/wider-EEA/Turkey). Switzerland is not an active Erasmus country in 2014-15 or 2015-16.

Signatures

- Ordinarily both the OLD and NEW style templates of the learning agreement only require departmental level contact details and signatures at the home and host institutions in addition to the student's.
- It is possible that partner HEIs will later the new Erasmus+ template to include institutional level approvals, although they are not required to do so.
- Where an institutional signature is required:
 - An "institutional" signature can be obtained from Registry (via the Student Hub).
 - An "institutional signature" should be sought after the delegated departmental signatory has signed the learning agreement.
 - A College stamp can be obtained from Registry (via the Student Hub).

Distribution

- The 3 parties should ensure that a completed and fully signed version of each element of the learning agreement is distributed. See Appendix A and B.
- The student should retain the original document where hard copies are in use.

Student's obligations

- Registry will advise those receiving an Erasmus+ "study" grant about their obligations.
 - The Erasmus+ "study" grant contract itself makes those obligations clear.
- Non-Erasmus students will also be advised on the requirements in the Placements Abroad Handbook.

Submitting Learning Agreements to Registry

When a part or section of a Learning Agreement has been completed by all parties it should be submitted to Registry (records@imperial.ac.uk).

Part A (of the old style version) **or** **Study Period/Student Details & BEFORE section** (of the new Erasmus+ version) should be submitted as follows:

- **Submit as a scanned document (normally a PDF) for each student as it will be attached to their record.**
- For undergraduate 'Year Abroad' students by the end of the autumn term.
- For other students as early as possible.

Please note that a student mobile from Imperial under the Erasmus scheme (year abroad or other) has 30 days from the official start of their study period abroad (start date at the host) to have submitted a fully signed Study Period/Student Details & BEFORE section to their academic department at Imperial.

Part B **or** the **DURING section**, if used, should also be submitted as follows:

- For undergraduate 'Year Abroad' students by 30 May.
- For other students as early as possible.
- Ideally, any Part B or DURING Section should be submitted with the original Part A **or** Study Period/Student Details & BEFORE section (i.e. as one whole document in a single pdf)

The AFTER section (only the Erasmus+ New style Version) should be retained initially by the home department and if its completion is timed correctly it should pre-date the submission of results to the Registry. It should be submitted as follows:

- For undergraduate 'Year Abroad' students by 30 September.
- For other students as early as possible.
- Ideally, any AFTER Section should be submitted with the original "Study Period/Student Details & BEFORE section" (i.e. as one whole document in a single pdf)

Transcripts and other documents recording academic achievement

(undergraduate and taught postgraduates only)⁷

A Transcript and/or other document from the host HEI recording academic achievement⁸ should be obtained by a specified deadline (**it is recommended that the department specifies a deadline and make it the student's responsibility to ensure it is met**). Ordinarily the deadline should be no later than 1 September.

- When the document being submitted is a transcript it should provide a mark/grade for each element of the study plan which was the responsibility of the host HEI to assess.
- **The transcript and/or other document should then be filed with any documentation used by the home department to assess any elements of the study plan for which the home department had responsibility for assessing.** By "other document" this includes a statement from a project supervisor as part of an assessment undertaken by the department at Imperial.

Submitting copies of Transcripts and other documents recording academic achievement to Registry

(records@imperial.ac.uk)

Applies only to undergraduate and taught postgraduates

An electronic copy of the transcript and/or relevant other documents should be submitted Registry for attaching to the student's record. It is advised that this should be done in bulk soon after notifying Registry of the results of students (about which see next section).

You should submit an individual PDF for each student.

⁷ In the case of a postgraduate research student their time at the host HEI would count towards their PhD registration at Imperial and therefore a department would have been expected to have completed the 'study leave' procedure in advance of the study period.

⁸ Within Erasmus+, the host HEI is required to issue a transcript within 5 weeks of the publication of a student's results at the host HEI.

Concluding Academic Recognition, including the submission of results to Registry

Departments should ensure that all relevant information is passed to Registry for inclusion in the student's transcript, and at the end of their degree their Diploma Supplement.

Submitting results of study periods abroad to Registry (undergraduate and taught postgraduates only)

When submitting results to the Records team in Registry (records@imperial.ac.uk) for a study period abroad, **commonly** undergraduates, **departments should for each student:**

Confirm the full name of the host HEI (and dates of attendance if less than a full academic year)

and:

- The title (either in the vernacular or in English) of each course/project undertaken as part of the learning agreement. Departments will need to set up a 'unit' for each course/project where a 'unit' does not already exist in advance of submitting results; this should be done as part of the normal exam unit confirmation which happens prior to meetings of Boards of Examiners
- The mark awarded for each course/project. This will have been arrived at because a credit transfer process/formula has or has not been used to translate a mark awarded by the host HEI or the course/project was wholly assessed by the department at Imperial.
- The total ECTS awarded by Imperial for the study period.
- (optional) The ECTS awarded by the host HEI or Imperial (as appropriate) for the courses/projects successfully completed.

For study periods within Erasmus+ this information should normally equate to the AFTER section of the new learning agreement template.

If a delay (beyond 1 September) is expected a department must alert Registry.

Audit

The College can be audited on its Erasmus+ activities by the National Agency (British Council) and the European Court of Auditors.

- There are 3 types of audit (a remote desk check; an on-site spot check for which 2 months' notice is given; a full systems visit for which at least 2 months' notice is given). The British Council undertook a "systems visit" in May 2013.
- Both the National Agency and the European Court of Auditors are empowered to require repayment of grant monies should they consider our administration to be deficient.

Registry, as manager of the College's Erasmus+ Key Action 1 Grant Agreement, needs to have access to all learning agreements and transcripts (and any other documents recording academic achievement).

- **An annual check that all Erasmus+ Learning Agreements have been completed will take place. This will be an ongoing audit although the main check will take place during January.** Initially this will involve interrogating the Registry record to ensure the correct documentation is there.
- Any second (and final) payment of the Erasmus+ "study" grant which a student is eligible may not be paid if documentation is missing.
- As a **mandatory requirement for an Erasmus+ study period** the College risks having to return an Erasmus+ grant paid to a student whose department has not taken receipt of a completed learning agreement, especially a completed BEFORE section prior to the study period commencing

The College also has its responsibilities under the UK Quality Code for Higher Education to maintain academic standards and quality and therefore these guidelines seek to support the College in meeting those responsibilities.

Appendix A

Guidance on completing a Learning Agreement for Studies (Old template)

- Part A ordinarily should contain:
 - All the elements of the study plan at the host HEI, including projects/internships.
 - It is not reasonable to use Part A just for part of the study period and a new Part A for the remainder.
 - It may be a provisional study plan, if final course selection is unlikely to occur before the student arrives at the host university (a common occurrence).
 - (*for an undergraduate 'Year Abroad' the study plan*) a study plan totalling 60 ECTS.
 - The study plan might include zero-credit elements or credit-bearing elements for which no credit will be transferred from the host institution, for example a.) a course studying the host language; b.) an internship at the end of the study period which is normally undertaken in the host country and managed wholly by the host HEI and which the home department approves as being part of the year abroad.
- When completing Part A:
 - Make accurate reference to ECTS at the host HEI or where this is not possible a clear indication as to why this is the case.
 - Perhaps because the host does not use ECTS
 - Or the mobile student is a postgraduate research student where ECTS is not applicable
 - or an element of the study plan is bespoke and the award of ECTS credit is a matter for the department at Imperial (*for example, a project, a humanities project, a cultural essay or technical dissertation*). In this case it is suggested that Part A is completed as follows for such parts of a study plan:
 - add the words "from the sending HEI's course catalogue" to the title of the component title in the second column
 - annotate with the words "ECTS awarded by the sending HEI" after the ECTS value in the final column.
- Part B should be used to record modifications to the Study Plan
 - Part B should be used as early as required after completion of Part A.
 - Modifications of a reasonable nature are perfectly acceptable in the context of the parties' contractual obligations (and often they will be pursued as a consequence of student preference or home department guidance). However, it is not acceptable for the host HEI to withdraw a whole study plan, a significant proportion of it or a key element without good reason and without discussion with the home department.

Appendix B

Guidance on completing a Learning Agreement for Studies (Erasmus+ template)

At the end of this section is the latest version of the new style template (with comments).

It is meant as a training aid ONLY.

- The Study Period and Student Details section is self-explanatory
- The BEFORE section ordinarily should contain:
 - All the elements of the study plan at the host HEI, including projects/internships.
 - It should ordinarily (and naturally) be completed **before** the study period commences
 - It is not acceptable to use the BEFORE section just for part of the study period and a new BEFORE section for the remainder.
 - It may be a provisional study plan, if final course selection is unlikely to occur before the student arrives at the host university (a common occurrence) and the student has 30 days from the official start of their study period to ensure a fully completed version is submitted to their home and host universities.
 - *(for an undergraduate 'Year Abroad' the study plan)* a study plan totalling 60 ECTS.
 - The study plan might include zero-credit elements or credit-bearing elements for which no credit will be transferred from the host institution, for example a.) a course studying the host language; b.) an internship at the end of the study period which is normally undertaken in the host country and managed wholly by the host HEI and which the home department approves as being part of the year abroad.
- When completing the BEFORE Section:
*(and to remind staff that this section DOES require signatures from the 3 parties concerned, although digital signatures are fine, and **a completed version must be lodged with all 3 parties within 30 days of the official start date of the study period.**)*
 - **Table A:**
 - Accurate reference to ECTS at the host HEI or where this is not possible a clear indication as to why
 - Perhaps because the host does not use ECTS
 - Or the mobile student is a postgraduate research student where ECTS is not applicable
 - or an element of the study plan is bespoke and the award of ECTS credit is a matter for the department at Imperial (*for example, a project, a humanities project, a cultural essay or technical dissertation*). In this case - instead of using an annex as indicated – it is suggested that the BEFORE section is completed as follows for such parts of a study plan:
 - leave the first column blank
 - add the words “from the sending HEI’s course catalogue” to the title of the component title in the second column
 - add “ECTS awarded by the sending HEI” plus the Imperial ECTS value in the final column.
 - Language Competence: this should take into account both a department’s requirements for sending a student and the minimum requirements of the host HEI. Please refer to the Erasmus+ student exchange agreement.

- The host institution should also add a course catalogue weblink. Assumes all HEIs use learning outcomes (even though this might not be the case)
- **Table B:**
 - **Insert the words “Mobility Window”.** This is because there are no departments at Imperial who ordinarily match courses for credit for the whole study period. The term “mobility window” can be used to cover the whole period of study which will be given academic recognition as part of the student’s degree at Imperial.
 - The section entitled “*provisions that will apply if some educational components would not be successfully completed*” should (as indicated) specify a web link to relevant information or insert the words “the student is referred to the Director of UG or PG Studies at their home university”.
- The DURING Section should be used to record modifications to the Study Plan in Table A *(and to remind staff that this section DOES not necessarily require signatures from the 3 parties concerned, although if it does digital signatures are fine)*
 - The DURING section should be used as early as and as often as required after completion of the BEFORE section. **The official Erasmus+ guidance** (so relevant only in those cases) is that any party can request a change in the first 5 weeks of a semester or trimester, for which a decision must be made within 2 weeks of the request being made and no later than the end of the study period.
 - **However, ONLY Table A2** *(Table C in some versions)* **needs to be completed by an Imperial student** (to note: in the training version below a footnote refers to a table of “reasons” for modifications).
 - **Table B2** *(which does not appear in some versions)* **is not applicable as the term “mobility window” has been used in Table B in the BEFORE section. It does not have to be completed.**
 - Modifications of a reasonable nature are perfectly acceptable in the context of the parties’ contractual obligations (and often they will be pursued as a consequence of student preference or home department guidance). However, it is not acceptable for the host HEI to withdraw a whole study plan, a significant proportion of it or a key element without good reason and without discussion with the home department.
 - The During Section also allows the home and host institutions to acknowledge any change in “contact” person at either institution.
 - The Student should be responsible for sending the whole document to their Host Contact Person, who if they agree to the amendment sends the whole document to the Home Contact Person who then confirms their agreement by sending the whole document to the Student and the Host Contact Person This can be undertaken as many times as necessary. Discussions on individual amendments can be undertaken separately by email between confirmations.
- The AFTER Section is meant to be used to ensure that academic recognition is achieved
 NB: **new template ONLY, and therefore only applicable to Erasmus+ study periods** *and to remind staff that this section DOES not necessarily require signatures from the 3 parties concerned, although if it does digital signatures are fine)*
 - **Table C** *(Table E in some versions)*: list those courses for which the host HEI will assign a credit, but the suggestion is to leave the final column blank grade to ensure absolutely no confusion with the official marks on the transcript. **To be completed by the HOST university.**
 - **Table D** *(Table F in some versions)*: insert the term “Mobility Window” *(with reference to the notes for completing Table B)* in columns 2-4. Definitely do not insert grades in the final column to ensure absolutely no confusion with any official marks in the student’s Imperial College transcript. **To be completed by the HOME university.**

Training Aid: This section (10-13) illustrates the tables in the latest version of the NEW style Learning Agreement for Studies Notes in yellow = guidance ONLY for completion when the Learning Agreement is used by outgoing Imperial College students. The text in yellow is obviously not included in the actual learning agreement, although there are some suggestions as to what to include. Some footnotes appear within although all footnotes appear at the end.

The Study Period and Student Details section

Student	Last name(s)		First name(s)			Study cycle ¹	Field of education ²
						B/M/D	Should be an ISCED code (footnote), but just write words!
Sending Institution	Name	Faculty/Department	Erasmus code ³ (if applicable)	Address (City & Post Code)	Country	Contact person name ⁴ ; email; phone	
	Imperial College London		UK LONDON015	London SW7 2AZ	UK	Dr/Prof	
						@imperial.ac.uk	
						+44 (0)207594****	
Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address (City & Post Code)	Country	Contact person name; email; phone	

Before the mobility

Study Programme at the Receiving Institution (Add new lines in Table A as necessary)				
Planned period of the mobility: from [month/year] to [month/year]				
(Please note that these dates are not used by Imperial for grant purposes)				
Table A Before the mobility	Component ⁵ code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue ⁶) Also, include components which are not from the Course catalogue and may be assessed and assigned credit by the sending institution	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) ⁷ to be awarded by the Receiving Institution upon successful completion For components which are not from the Course catalogue of the host university and presumably are to be assessed and assigned academic recognition (credit in the case of UG/PGT) by the sending institution please insert "ECTS awarded by the sending HEI"
				Total: ...
Web link to course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information] Student or Host Institution to ADD				
The level of language competence ⁸ 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 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>				

Recognition at the Sending Institution				
Table B Before the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester or Full academic year	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
	Leave Blank	Insert: Mobility Window		Insert Number, except for PhD level. Always 60 for a UG Year Abroad
Provisions applying if the student does not complete successfully some educational components: [web link to the relevant information] Add Home Dept weblink or indicate information is on Departmental Intranet				

Commitment					
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 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.					
Commitment	Name	Email	Position	Date	Signature (compulsory, but can be digital)
Student			Student		
Responsible person ⁹ at the Sending Institution					
Responsible person at the Receiving Institution ¹⁰					

What the Student should do next: The Student is responsible for acquiring the necessary signatures, and ensuring that a copy of the whole document is sent to the host contact person and the home contact person. This can be undertaken electronically (pdfs)

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 Read Footnote ¹	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	

Exceptional changes to Table B (if applicable) Imperial College students should not have need to use Table B2 (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)
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

Changes of the Responsible person(s) - use only if the contact person changes during the mobility period

	Name & Position	Email	Date of Change
New Contact person at the Sending Institution			
New Contact person at the Receiving Institution			

How to confirm amendments (without signatures): The Student should be responsible for sending the whole document to their Host Contact Person, who if they agree to the amendment sends the whole document electronically to the Home Contact Person who then confirms their agreement by sending the whole document electronically to the Student and the Host Contact Person. This can be undertaken as many times as necessary. Discussions on individual amendments can be undertaken separately by email between confirmations.

¹ 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)

After the Mobility

<i>Transcript of Records at the Receiving Institution</i>						
<p>Start and end dates of the study period: If these dates are inserted they are <u>not</u> used by Imperial for grant purposes. Imperial College requests confirmation of these dates by way of a separate form. The dates will be certified by the host institution within 7 days of the study period ending using a form provided by the home institution (presented by the student to the host institution)</p>						
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	
		It would be preferable if the HOST Institution would insert: The Student and the Contact Persons at the Home and Host Institutions should refer to the Official Transcript or other Document issued by the Host Institution within the agreed period after the end of the study period. However, the Host Institution is at liberty (either before they issue a transcript or afterwards) to detail the grades and credits here. Imperial College does not consider this a very "safe" way of communicating authentic academic results. Be wary				
			Total: ...			

<i>Transcript of Records and Recognition at Imperial College London</i>					
<p>Preferably insert: Please Note: this learning agreement does <u>not</u> in any circumstances replace the official transcript of Imperial College</p>					
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)	
		Mobility Window	Mobility Window	Mobility Window	
			Total: XX		

How to conclude the circulation of the Learning Agreement (without signatures): The Student should be responsible for sending the whole document to their Host Contact Person, who will complete Table C. The Host Contact Person should then send the whole document to the Home Contact Person who then confirms the standard interpretation of Table D, and adds the total number of ECTS credits to be recognised. The Home Contact Person then sends the whole document to the Student and the Host Contact Person. The parties should seek to conclude the whole use of the learning agreement by 30 September, although in most cases it will be achieved much earlier.

Footnotes on next page>

¹ **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). At Imperial College the final year of the MEng or MSci degree would equate to **Master**.

¹ **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. At Imperial, the student should refer to the table of ISCED codes on the email which contained their Erasmus Grant for Studies Contract.

¹ **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. At Imperial is UK LONDON015. Leave blank for the partner university if you cannot locate it or email a.hawksworth@imperial.ac.uk.

¹ **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. At Imperial this should be the exchange programme co-ordinator in your Dept.

¹ 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.

¹ **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.

¹ **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.

¹ **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>. This is an issue which is addressed by the formal admission requirements of the host university, and therefore the parties should refer to this position. Ordinarily when a study plan is undertaken (taught) in the host language it will be either B1 or B2, although ordinarily an Imperial College student will have been required to meet B2 proficiency before being allowed to participate in the study period.

¹ **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. At Imperial this should be the same as for "contact person".

¹ **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.

¹ **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	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)	