

How to handle the **LEARNING AGREEMENT (LA)** document

In addition to uploading the intended courses in Mobility-Online, **Erasmus+ students** must also provide a completed learning agreement document.

If your home university is not using the **Digital Learning Agreement**, you will need to take care of the Learning Agreement as a pdf document.

Here are instructions on how to complete the document:

1. Fill in the **“General Information”**:

refer to pages 2-4 for an example on where to fill in which details.

- **Student**

- Enter your data

- **Sending Institution**

- Enter the relevant details for your home institution

- **Receiving Institution**

- Monika Oštir-Schein

2. Fill in the information on **“Mobility type and duration”**.

3. Under **“Study Programme at the Receiving Institution”** you need to list the courses you are planning to attend at Graz University. That includes also writing down the Component code aka. course number! → [Information on courses](#).

Note that the courses you list in the learning agreement are just a preliminary choice that can still change. The actual registration for courses takes place in early September / early February prior to the semester start.

4. In the section **“Recognition at the Sending Institution”** you will need to list courses of your home university that will be recognized after your mobility. For more information contact your home university.

5. Fill in the section **“Commitment of the three parties”**:

- Your signature is needed.
- The signature of the responsible person at your home university is a must-have as well.
- Fill in the name of the [Academic Advisor](#) of Graz University for the respective field of study.

6. **Send the learning agreement to the International Office of Graz University** (*not your Academic Advisor!*) → erasmus.incoming@uni-graz.at

7. **How the International Offices processes your LA:**

The International Office will send your LA with a request of proof and signature to your respective Academic Advisor. As soon as we forward it to your Academic Advisor you will be informed by us as well.

Once we receive the signed LA back from the Academic Advisor, we upload it to our database, and also forward it to you by email.

Recognition at the Sending Institution

Mobility type: Semester(s)

Table B	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	Automatic recognition
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
				Total: ...	

Provisions applying if the student does not complete successfully some educational components: *Only successfully completed courses can be recognised.*

If applicable, description of the virtual component at Receiving Institution and recognition at the Sending Institution

Mobility type: Semester(s)

Table C	Component code (if any)	Component title or description of the study programme at the Receiving Institution	Short description of the virtual component (obligatory field):	Number of ECTS credits to be awarded	Automatic recognition
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
				Total: ...	

Commitment of the three parties

Any Mobility type

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. 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 are in line with its course catalogue or as agreed otherwise 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. 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	(Digital) Signature
Student			<i>Student</i>		
Responsible person at the Sending Institution			Body of Recognition		
Responsible person at the Receiving Institution			Academic Advisor		

8. The following part **“Changes to the Learning Agreement”** has to be filled in AFTER the start of the mobility and AFTER course registration:



Erasmus+

Changes to the learning agreement

Mobility type: Semester(s)

General information

Last name(s)	First name(s)	
Sending institution	Receiving institution	Erasmus Code
	University of Graz	A GRAZ 01

Exceptional changes to Table A						
Table A2	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 (see last page)	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)				
Table B2	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Number of ECTS credits (or equivalent)	Automatic recognition
		see attachment <u>“Vorausbescheid”</u>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>

Exceptional changes to Table C (if applicable)						
Table C2	Component code (if any)	Component title or description of the <u>programme</u> at the Receiving Institution	Short description of the virtual component (obligatory field):	Reason for change	Number of ECTS credits to be awarded	Automatic recognition
						Yes <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>

Commitment of the three parties

<p>The Student, the Sending and the Receiving Institutions confirm that they approve the proposed amendments to the mobility programme. Approval by e-mail or signature of the Student and the responsible persons at the Sending and the Receiving Institution.</p>					
Commitment	Name	Email	Position	Date	Digital Signature
Student			Student		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					