

# CHANGES LEARNING AGREEMENT

## Courses from other faculties

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### DO NOT HAVE AN E-CODE

- Write all the courses from your original Learning Agreement (LA) that do not have an E-code in the table "Courses from other faculties".
- Ask approval from the lecturer in charge (only if you wish to keep these course(s) in your LA).

**E-CODE = COURSE CODE OF OUR FACULTY OF ENGINEERING AND ARCHITECTURE.**

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## Added courses during mobility

### E-CODES + NON-E-CODES

- Write all the courses that you want to add to your original LA in the table "Added courses during the mobility", whether they are from our faculty (E-codes) or from other faculties.

## Signature(s) of lecturer(s)

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### ELECTRONIC SIGNATURE

- Ask the lecturer of all these added courses to sign in the column "Signature of lecturer".
- Electronic signature can be a digital PDF signature or a scanned signature.

## Deleted courses

### NO SIGNATURE REQUIRED

- List all the courses you wish to delete in the table "Deleted courses during mobility."
- For these deleted courses, NO signature is required from the lecturer.

## Final Learning Agreement

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### COURSES YOU'LL TAKE

- On the second page, write all courses that are in your FINAL Learning Agreement.
- = the courses you will actually take this semester/academic year

## Number of ECTS

### ≥ 20 OF WHICH 15 WITH E-CODE

- Make sure the total number of ECTS is at least 20 per semester, and that 15 ECTS of all courses have an E-code.

## Master's Dissertation

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### CREDITS AWARDED UPON RETURN

- Mention the ECTS that need to appear on your UGent Transcript of Records = the ECTS you will reward for the thesis upon return. This number should correspond with your Thesis Information Sheet.
- *E.g. Thesis = 24 ECTS at UGent and 24 ECTS at your home university.*

## Sign & Send

### BY 27 FEBRUARY!

- Sign the document and send it to [international.ea@ugent.be](mailto:international.ea@ugent.be) by Friday 27 February.
- We check all the signatures and if the requirements are met.
- The Faculty Student Administration will make the changes in Oasis. You can already start attending the new courses.

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## Final step: non-EWP students

### GET CHANGES SIGNED BY HOME UNIVERSITY

- Fill in table A2 'Exceptional changes to Table A' and table B2 if applicable. Sign yourself and have it signed by the responsible person at your home institution.
- Send it to [international.ea@ugent.be](mailto:international.ea@ugent.be) and upload the version signed by all parties to the 'document section' in Oasis.

## Final step: EWP students

### CHANGE OLA EWP PLATFORM

- Make sure that all courses, course codes ... match your changed curriculum identically.
- After having signed the new OLA yourself, your home university has to sign it as well and it will be automatically sent for signature to us.

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