**Learning Agreement for Mobility for exchange doctoral Studies**

**(Non-Erasmus+)**

**General information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Student** | **Last name(s)** | **First name(s)** | **Date of birth** | **Nationality** | **Gender** |
|  |  |  |  |  |
| **ESI** | **Study cycle** | **Field of education****(ISCED)** | **Field of education (clarification)** |
| not applicable |  |  |  |
| **Sending Institution** | **Name** | **Faculty/Department** | **Erasmus code**  | **Country** | **Administrative contact person name; email; phone** |
|  |  | This form is not to be used if there is Erasmus funding  |  |  |
| **Receiving Institution**  | **Name** | **Faculty/Department** | **Erasmus code**  | **Country** | **Administrative contact person name; email; phone** |
| UGent |  | xxx | Belgium |  |
| The level of language competence 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* [ ]  |

**Mobility type and duration**

|  |  |
| --- | --- |
| **Mobility type (select one)**  | **Estimated duration (to be confirmed by the Receiving Institution)**  |
| * doctoral mobility
 | Planned period of the mobility:* from [day (optional)/month/year] …………….
* to [day (optional)/month/year] ……………
 |

**Study Programme at Receiving Institution and recognition at the Sending Institution**

***Mobility type: doctoral mobility***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Component** **code (if any)** | **Component title or description of the mobility programme**  | **Short description of the virtual component** **(optional field):** | **Number of ECTS credits to be awarded** | **Automatic recognition** |
|  | **Research study** | Describe the goal of the stay | **0\*** | *Yes* [ ]  *No* [x]  |
|  | **Optional courses?** |  |  | *Yes* [ ]  *No* [x]  |
|  |  |  |  | *Yes* [ ]  *No* [ ]  |
|  |  |  | **Total: …** |  |

***\**** UGent does not give credits for PhD research studies

**Commitment of the three parties**

|  |
| --- |
| 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. 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** | **Signature** |
| Student |  |  | *Student* |  |  |
| Responsible person at theSending Institution |  |  |  |  |  |
| Responsible person at theReceiving Institution |  |  |  |  |  |

**Glossary**

|  |  |
| --- | --- |
| **Term**  | **Definition/Explanation**  |
| **Nationality** | Country to which the person belongs administratively and that issues the ID card and/or passport. |
| **The European Student Identifier (ESI)** | A unique European Identifier number used to identify and authenticate students using the Erasmus+ Mobile App. |
| **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). |
| **Field of education** | The [ISCED-F 2013 search tool](http://ec.europa.eu/education/international-standard-classification-of-education-isced_en) at <http://ec.europa.eu/education/international-standard-classification-of-education-isced_en> should be used to find the field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution. |
| **Erasmus code** | Not applicable |
| **Administrative Contact person** | A 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. For UGent these are the [FCI administrators](https://www.ugent.be/en/ghentuniv/principles/internationalisation/fci/fci.htm)  |
| **Mobility type: Semester(s)** | A study period abroad lasting at least one academic term/trimester or 2 months to 12 months |
| **ECTS credits (or equivalent)** | In countries where the ["ECTS" system](https://ec.europa.eu/education/ects/users-guide/docs/ects-users-guide_en.pdf) 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 system that is used, and a web link to an explanation should be added. |
| **Automatic recognition**  | All credits gained abroad– as agreed in the Learning Agreement and confirmed by the Transcript of Records – will be transferred without delay and counted towards the students' degree without any additional work or assessment of the student. This is signalled in the learning agreement by the “Yes” check box. If the “No” check box is selected, a clear justification needs to be provided and an indication on what other type of formal recognition will be applied e.g. registration in the students’ [diploma supplement](https://europa.eu/europass/en/diploma-supplement) or [Europass](https://europa.eu/europass/en) Mobility Document.  |
| **Educational component** | 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. |
| **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> |
| **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. |
| **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. |
| **Reasons for deleting a component** | Previously selected educational component is not available at the Receiving InstitutionComponent is in a different language than previously specified in the course catalogueTimetable conflictOther (please specify) |
| **Reason for adding a component** | Substituting a deleted componentExtending the mobility periodAdding a virtual componentOther (please specify) |