



Ca' Foscari
University
of Venice

www.unive.it



LEARNING AGREEMENT GUIDE FOR ERASMUS+ STUDENTS



LEARNING AGREEMENT BEFORE THE MOBILITY

PDF VERSION



Erasmus+



STEP 1

Complete the first page with the **student details**, the ones of the **home** and **receiving university**.

GTNA-IFC-Annex IV-Erasmus+ HE Learning Agreement for students



Higher Education Learning Agreement for Studies

Student's name
Academic Year

| | | | | | | | |
|------------------------------|--------------------------------|----------------------------|---|--------------------------------------|------------------|--|---------------------------------------|
| Student | Last name(s) | First name(s) | Date of birth | Nationality¹ | Sex [M/F] | Study cycle² | Field of education³ |
| | | | | | | | |
| Sending Institution | Name | Faculty/Department | Erasmus code⁴ (if applicable) | Address | Country | Contact person name⁵; email; phone | |
| | | | | | | | |
| Receiving Institution | Name | Faculty/ Department | Erasmus code (if applicable) | Address | Country | Contact person name; email; phone | |
| | Università Ca' Foscari Venezia | | I VENEZIA01 | Dorsoduro 3246 – 30123 Venezia | Italy | Welcome Unit – International Office incoming.mobility@unive.it 0039 041 234 7013 | |



STEP 2

Recognition of the mobility period at the receiving institution

Complete Table A with the list of courses that the student will attend at the receiving institution (Ca' Foscari University of Venice).

Before the mobility

| <i>Study Programme at the Receiving Institution</i> | | | | |
|--|--|--|---|---|
| Planned period of the mobility: from [month/year] to [month/year] | | | | |
| Table A Before the mobility | Component ⁵ code (if any) | Component title at the Receiving Institution (as indicated in the course catalogue ⁷) | Semester [e.g. autumn/spring; term] | Number of ECTS credits (or equivalent) ⁵ to be awarded by the Receiving Institution upon successful completion |
| | LT0420 | History of China 1 | 1 | 6 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | Total: 6 |
| Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information] | | | | |

You can choose the courses with the help of the course catalogue.
The Guideline for Course Catalogue will help you in case of doubt.



STEP 2: AN EXAMPLE

Let's say you have chosen **HISTORY OF CHINA 1** (LT0420). Here is the course web page : <https://www.unive.it/data/course/369471>

| HISTORY OF CHINA 1 | |
|-------------------------|--|
| Academic year | 2022/2023 Syllabus of previous years |
| Official course title | STORIA DELLA CINA 1 |
| Course code | LT0420 (AF:369471 AR:199236) |
| Modality | On campus classes |
| ECTS credits | 6 |
| Subdivision | Surnames A-L |
| Degree level | Bachelor's Degree Programme |
| Educational sector code | L-OR/23 |
| Period | 1st Semester |
| Course year | 1 |
| Where | VENEZIA |
| Moodle | Go to Moodle page |

The information you need to know about for the Table A are the ones **in yellow**.



STEP 3

Language proficiency

⚠ Attention! ⚠

The minimum level of language proficiency in either Italian or English is **B2**. Here is the list of Recognized Certifications at Ca' Foscari.

The level of language competence⁹ 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



STEP 4

Write down in the **Table B** the courses offered at your home university that you would normally take, and that will be replaced by the courses taken at the host university.

The number of ECTS credits in the Table B **needs** to mirror the number of ECTS credits in the Table A.

| <i>Recognition at the Sending Institution</i> | | | | | |
|---|-------------------------------|--|---|--|-------------------|
| Table B Before the mobility | 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 | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | Total: ... |

Provisions applying if the student does not complete successfully some educational components: [http://www.unive.it/nqcontent.cfm?a_id=86427]

TOTAL A = TOTAL B



STEP 5

Signature

The document needs to be signed by all parties involved.

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 |
|---|------|-------|--------------------------|------|-----------|
| Student | | | Student | | |
| Responsible person ²⁰ at the Sending Institution | | | | | |
| Responsible person at the Receiving Institution ²¹ | | | Departmental Coordinator | | |



Do you want to *change* your Learning Agreement ? Then fill out the:

LEARNING AGREEMENT DURING THE MOBILITY

PDF VERSION



Erasmus+



PLEASE NOTICE

1. The changes to the Learning Agreement need to be presented within five weeks after the beginning of the semester
2. The changes need to be written down in the Tables A2 and B2

! Do not modify Table A and B !

| 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 ¹ | Number of ECTS credits (or equivalent) |
| | LT0420 | History of China 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Choose an item. | 6 |
| | CT0347 | History of Medieval Art | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Choose an item. | 6 |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | |

AN EXAMPLE: Let's suppose that you do not want to take anymore **HISTORY OF CHINA 1** (LT0420): tick the box under 'Deleted Component'.

Are you interested in the Middle Ages? Add **HISTORY OF MEDIEVAL ART** (CT0347) and tick the box 'Added Component.'



Signature

Again, the document needs to be signed by all coordinators.

Signature of the Departmental Coordinator (home institution) _____

Signature of the Departmental Coordinator (host institution) _____

Once you have it signed by all parties, the procedure is over!



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THANK YOU FOR THE ATTENTION!

For any doubts contact us at incoming_mobility@unive.it