

Learning Agreement

Student Mobility for Studies

General information

Student	Last name(s)	First name(s)	Date of birth	Email	Student number
	Degree programme at Aalto		Degree level (Bachelor/ Master)	Nationality	ISCED
					041
Sending institution	Name	School of	Erasmus code	Country	(Administrative contact person name; email; phone)
	Aalto University	School of Business	SF ESPOO12	Finland	Sanna Huovinen-Kiuru, outgoing-biz@aalto.fi , +358 40 3538 370
Receiving host institution	Name				
Language competence of the student is defined in a separate language certificate sent to the host institution.					

Mobility type and duration

Mobility type (select one)	Estimated duration (to be confirmed by the host institution)
<ul style="list-style-type: none"> • Long-term physical mobility: <ul style="list-style-type: none"> ○ Full semester(s) physically at host institution <input type="checkbox"/> ○ The exchange contains a virtual component <input type="checkbox"/> • Long-term virtual mobility: <ul style="list-style-type: none"> ○ Full semester remotely (from home) <input type="checkbox"/> ○ Full semester remotely (at host university) <input type="checkbox"/> 	Planned period of the physical mobility: <ul style="list-style-type: none"> • from [day (optional)]/month/year] • to [day (optional)]/month/year]

Study Programme at the Host Institution

Mobility type: Long-term physical mobility: full semester at host

Mobility type: Long term virtual mobility: full semester remotely

Table A:				
	Course/ module code (if any)	Course/ module title at the host institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be awarded by the Host Institution
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
Web link to the course catalogue at the Receiving Institution describing the learning outcomes:				Total ECTS:

Home university courses to be replaced/modules to which the studies abroad are planned to be transferred

Table B: Running number	Course/ module code (if any)	Course/ module title at home institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits to be recognised by the home institution
		INTM-BIZ minor completed at a university abroad		
Provisions applying if the student does not complete successfully some educational components: https://into.aalto.fi/display/enopinnot/Selection+criteria+and+terms+of+exchange Credit transfer according to the Aalto University credit transfer policy. In case additional work or assessment is required, this will be defined and agreed upon in detail by the course teacher and the student eg. by email.				

If applicable: Description of the virtual component

Mobility type: Long-term physical mobility: full semester at host with virtual component

Table C	Course/ module code (if any)	Course/ module title or description of the study programme at the host institution	Short description of the virtual component (obligatory field):	Number of ECTS credits
	Credit transfer according to the Aalto University credit transfer policy. In case additional work or assessment is required, this will be defined and agreed upon in detail by the course teacher and the student eg. by email.			Total ECTS:

Commitment of the three parties

Any Mobility type

<p>By signing this document, the student, the Home Institution and the Host Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Home and Host Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies. The Host 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 Home Institution commits to recognise all the credits or equivalent units gained at the Host Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Host Institution will communicate to the Home Institution any problems or changes regarding the study programme, responsible persons and/or study period.</p>			
Commitment	Name	Signature	Date
Student			
Responsible person in the sending institution			
Responsible person in the receiving Institution			

Changes to the Learning Agreement

Mobility type: Long-term physical mobility: full semester at host

Exceptional changes to Table A						
Table A2	Course/ module code (if any)	Course/ module title at the Host Institution (as indicated in the course catalogue)	Deleted course/ module [tick if applicable]	Added course/ module [tick if applicable]	Reason for change	Number of ECTS credits
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
	Total ECTS:					
Reasons for deleting a course /module	1. Previously selected educational component is not available at the Host Institution 2. Component is in a different language than previously specified in the course catalogue 3. Timetable conflict 4. Other (please specify)					
Reason for adding a course /module	5. Substituting a deleted component 6. Extending the mobility period 7. Adding a virtual component 8. Other (please specify)					

Exceptional changes to Table B						
Table B2	Course/ module code (if any)	Course/ module title at the Host Institution (as indicated in the course catalogue)	Deleted course/ module [tick if applicable]	Added course/ module [tick if applicable]	Reason for change	Number of ECTS credits
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
	Total ECTS:					
Reasons for deleting a course /module	1. Previously selected educational component is not available at the Host Institution 2. Component is in a different language than previously specified in the course catalogue 3. Timetable conflict 4. Other (please specify)					
Reason for adding a course /module	5. Substituting a deleted component 6. Extending the mobility period 7. Adding a virtual component 8. Other (please specify)					
Credit transfer according to the Aalto University credit transfer policy	Credit transfer according to the Aalto University credit transfer policy. In case additional work or assessment is required, this will be defined and agreed upon in detail by the course teacher and the student eg. by email.					

Glossary

Term	Definition/Explanation
Nationality	Country to which the person belongs administratively and that issues the ID card and/or passport.
Study cycle =Degree level	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 =Degree programme at Aalto	The ISCED-F 2013 search tool available at http://ec.europa.eu/education/international-standard-classification-of-education-iscd_en 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.
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.
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.
Mobility type: Full semester(s) physically at host institution	A study period abroad lasting at least one academic term/trimester or 2 months to 12 months.
Blended mobility	Any mobility can be carried out as a “blended mobility” by combining the study period abroad with on virtual component at the receiving institution before, during or after the physical mobility to further enhance the learning outcomes.
Short description of a virtual component	An indication of whether the virtual component is an online course(s), embedded in an course(s) selected at the receiving institution, embedded in a blended intensive programme and/or other type of online activity at the receiving institution along with component title(s) or short description of the online activity.
Short-term blended mobility	If a long-term physical mobility is not suitable, the student may undertake a study period abroad lasting between 5 days and 30 days and combined with a compulsory virtual component to facilitate an online learning exchange and/or teamwork. This option is available only at selected host institutions when separately informed during the home institution application periods.
Short-term doctoral mobility	A study period abroad lasting between 5 days and 30 days. An optional virtual component to facilitate an online learning exchange and/or teamwork can be added to further enhance the learning outcomes.
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.
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. A clear justification needs to be provided in case automatic recognition is not used and an indication on what other type of formal recognition will be applied e.g. registration in the students' diploma supplement or Europass 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.