

# How to fill in the Erasmus+ Learning Agreement

The Erasmus+ Learning Agreement is used when applying for exchange to an Erasmus+ destination. The learning agreement consists of four pages and a glossary page.

For Aalto University application, fill in page 1, tables A and B, and the Commitment of three parties (signatures) on page 3. For changes during the exchange, tables A2 and B2 are used, and the Commitment of three parties (signatures) on page 4.

You can download the template here:

<https://www.aalto.fi/en/other-studies/exchange-application-instructions>

**1** General Information

**2** Study Programme at the Host Institution

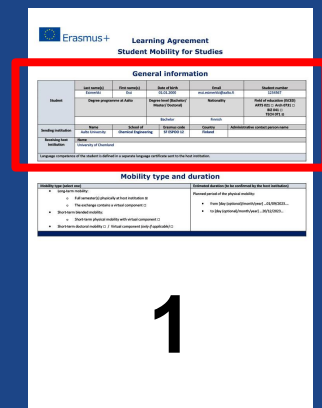
**3** Study Programme at Host Institution and recognition at the Home Institution

**4** Changes to the Learning Agreement

**5** Glossary

# Page 1

Carefully fill in the general information.



Erasmus+ Learning Agreement  
Student Mobility for Studies

**General information**

Student	Host institution	Erasmus code	Host institution	Host institution	Host institution
Student	Host institution	Erasmus code	Host institution	Host institution	Host institution

**Mobility type and duration**

Planned period of the physical mobility:

- from [day (optional)]/month/year] ...01/09/2023....
- to [day (optional)]/month/year] ...20/12/2023....

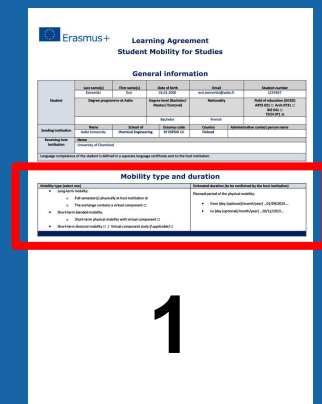
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## General information

Student	Last name(s)	First name(s)	Date of birth	Email	Student number
	Esimerkki	Essi	01.01.2000	essi.esimerkki@aalto.fi	1234567
	Degree programme at Aalto		Degree level (Bachelor/Master/ Doctoral)	Nationality	Field of education (ISCED)
	Aalto Bachelor's Programme in Science and Technology		Bachelor	Finnish	ARTS 021 <input type="checkbox"/> Arch 0731 <input type="checkbox"/> BIZ 041 <input type="checkbox"/> TECH 071 <input checked="" type="checkbox"/> TECH 071
Sending institution	Name	School of	Erasmus code	Country	Administrative contact person name
	Aalto University	Chemical Engineering	SF ESPOO 12	Finland	Firstname Surname
Receiving host institution	Name				
	University of Chemland				

Language competence of the student is defined in a separate language certificate sent to the host institution.

Choose the right mobility type and fill in planned period of the exchange. You can find the dates from the host institution's academic calendar. If you are not able to find the exact dates yet, you can use the approximate month and year.



Erasmus+ Learning Agreement  
Student Mobility for Studies

**Mobility type and duration**

Planned period of the physical mobility:

- from [day (optional)]/month/year] ...01/09/2023....
- to [day (optional)]/month/year] ...20/12/2023....

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## Mobility type and duration

Mobility type (select one)	Estimated duration (to be confirmed by the host institution)
<ul style="list-style-type: none"> <li>Long-term mobility: <ul style="list-style-type: none"> <li>Full semester(s) physically at host institution <input checked="" type="checkbox"/></li> <li>The exchange contains a virtual component <input type="checkbox"/></li> </ul> </li> <li>Short-term blended mobility: <ul style="list-style-type: none"> <li>Short-term physical mobility with virtual component <input type="checkbox"/></li> </ul> </li> <li>Short-term doctoral mobility <input type="checkbox"/> / Virtual component (only if applicable) <input type="checkbox"/></li> </ul>	<p>Planned period of the physical mobility:</p> <ul style="list-style-type: none"> <li>from [day (optional)]/month/year] ...01/09/2023....</li> <li>to [day (optional)]/month/year] ...20/12/2023....</li> </ul>

# Page 2

Fill in the course code, course name, semester, and number of ECTS of each course you are planning to take at the host institution in Table A. Make sure that the courses are available for exchange students and that you have the required prerequisites. Remember to include a link to the course catalogue.

**Study Programme at the Host Institution**  
Mobility type: Long-term physical mobility: full semester(s) at host

Table A:	Course code at the host institution (if any)	Course / module name 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.	ABCDEF	Alphabet 1	Autumn term	5
2.	123456789	Numerical Methods	Autumn term	5
3.	0102030	Algebraic Number Theory	Autumn term	5
4.	XYZ0001	Machine Learning: Basic Principles	Autumn term	6
5.	CHEM345	Chemistry of Life	Autumn term	4
6.	MAT123	Introduction to Materials Science	Autumn term	5
7.				
8.				
9.				
10.				

Web link to the course catalogue at the Receiving Institution describing the learning outcomes:  
[https://www.unichemland.com/courses\\_for\\_exchange\\_students](https://www.unichemland.com/courses_for_exchange_students)

Total ECTS: 30

## Study Programme at the Host Institution

**Mobility type: Long-term physical mobility: full semester(s) at host**

Table A:	Course code at the host institution (if any)	Course / module name 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.	ABCDEF	Alphabet 1	Autumn term	5
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6.	MAT123	Introduction to Materials Science	Autumn term	5
7.				
8.				
9.				
10.				
Web link to the course catalogue at the Receiving Institution describing the learning outcomes: <a href="https://www.unichemland.com/courses_for_exchange_students">https://www.unichemland.com/courses_for_exchange_students</a>				Total ECTS: 30

Fill in the name and number of ECTS of each course you are planning to take at the host institution (the same courses as in Table A. above) in Table B.

Indicate where (e.g., electives studies, international minor, or a specific Aalto course to be replaced) in your degree you plan to include each course. Please note that replacing a specific Aalto course with a course at the host institution requires more detailed discussion with the responsible professor. You also need to provide the course description of the course.

**Study Programme at the Host Institution**  
Mobility type: Long-term physical mobility: full semester(s) at host

Table A:	Course code at the host institution (if any)	Course / module name 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.	ABCDEF	Alphabet 1	Autumn term	5
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7.				
8.				
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Web link to the course catalogue at the Receiving Institution describing the learning outcomes:  
[https://www.unichemland.com/courses\\_for\\_exchange\\_students](https://www.unichemland.com/courses_for_exchange_students)

Total ECTS: 30

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

Table B: Running number	Course name at the host institution	Course / module name at home institution (e.g., elective studies, international minor, or a specific Aalto course to be replaced)	Number of ECTS credits to be recognised by the home institution
1.	Alphabet Letters 1	Elective studies	5
2.	Numerical Methods	Elective studies	5
3.	Algebraic Number Theory	Elective studies	5
4.	Machine Learning: Basic Principles	Elective studies	6
5.	Chemistry of Life	Elective studies	4
6.	Introduction to Materials Science	CHEM-A1410 Materiaalitieteen perusteet	5
7.			
8.			
9.			
10.			

**Study Programme at the Host Institution**  
**Modality type: Long-term physical mobility: full semester(s) at host**

Table 1: S.N.	Name and position of the academic staff member responsible for the mobility	Signature (No. additional copies)	Signature of the Chair of the Department
1.	Prof. Dr. ...		
2.	Prof. Dr. ...		
3.	Prof. Dr. ...		
4.	Prof. Dr. ...		
5.	Prof. Dr. ...		
6.	Prof. Dr. ...		
7.	Prof. Dr. ...		
8.	Prof. Dr. ...		
9.	Prof. Dr. ...		
10.	Prof. Dr. ...		
11.	Prof. Dr. ...		
12.	Prof. Dr. ...		
13.	Prof. Dr. ...		
14.	Prof. Dr. ...		
15.	Prof. Dr. ...		
16.	Prof. Dr. ...		
17.	Prof. Dr. ...		
18.	Prof. Dr. ...		
19.	Prof. Dr. ...		
20.	Prof. Dr. ...		
21.	Prof. Dr. ...		
22.	Prof. Dr. ...		
23.	Prof. Dr. ...		
24.	Prof. Dr. ...		
25.	Prof. Dr. ...		
26.	Prof. Dr. ...		
27.	Prof. Dr. ...		
28.	Prof. Dr. ...		
29.	Prof. Dr. ...		
30.	Prof. Dr. ...		
31.	Prof. Dr. ...		
32.	Prof. Dr. ...		
33.	Prof. Dr. ...		
34.	Prof. Dr. ...		
35.	Prof. Dr. ...		
36.	Prof. Dr. ...		
37.	Prof. Dr. ...		
38.	Prof. Dr. ...		
39.	Prof. Dr. ...		
40.	Prof. Dr. ...		
41.	Prof. Dr. ...		
42.	Prof. Dr. ...		
43.	Prof. Dr. ...		
44.	Prof. Dr. ...		
45.	Prof. Dr. ...		
46.	Prof. Dr. ...		
47.	Prof. Dr. ...		
48.	Prof. Dr. ...		
49.	Prof. Dr. ...		
50.	Prof. Dr. ...		
51.	Prof. Dr. ...		
52.	Prof. Dr. ...		
53.	Prof. Dr. ...		
54.	Prof. Dr. ...		
55.	Prof. Dr. ...		
56.	Prof. Dr. ...		
57.	Prof. Dr. ...		
58.	Prof. Dr. ...		
59.	Prof. Dr. ...		
60.	Prof. Dr. ...		
61.	Prof. Dr. ...		
62.	Prof. Dr. ...		
63.	Prof. Dr. ...		
64.	Prof. Dr. ...		
65.	Prof. Dr. ...		
66.	Prof. Dr. ...		
67.	Prof. Dr. ...		
68.	Prof. Dr. ...		
69.	Prof. Dr. ...		
70.	Prof. Dr. ...		
71.	Prof. Dr. ...		
72.	Prof. Dr. ...		
73.	Prof. Dr. ...		
74.	Prof. Dr. ...		
75.	Prof. Dr. ...		
76.	Prof. Dr. ...		
77.	Prof. Dr. ...		
78.	Prof. Dr. ...		
79.	Prof. Dr. ...		
80.	Prof. Dr. ...		
81.	Prof. Dr. ...		
82.	Prof. Dr. ...		
83.	Prof. Dr. ...		
84.	Prof. Dr. ...		
85.	Prof. Dr. ...		
86.	Prof. Dr. ...		
87.	Prof. Dr. ...		
88.	Prof. Dr. ...		
89.	Prof. Dr. ...		
90.	Prof. Dr. ...		
91.	Prof. Dr. ...		
92.	Prof. Dr. ...		
93.	Prof. Dr. ...		
94.	Prof. Dr. ...		
95.	Prof. Dr. ...		
96.	Prof. Dr. ...		
97.	Prof. Dr. ...		
98.	Prof. Dr. ...		
99.	Prof. Dr. ...		
100.	Prof. Dr. ...		

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

Table 2: S.N.	Name of the course/module	ECTS value	Signature of the Chair of the Department
1.	...		
2.	...		
3.	...		
4.	...		
5.	...		
6.	...		
7.	...		

**Mobility type: Long-term physical mobility: full semester(s) 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
	<b>Automatic recognition (according to the Aalto University credit transfer policy):</b> 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 whenever the course corresponds the scope and learning outcomes of the home institution course/ module. In case additional work or assessment is required, this will be defined and agreed upon in detail by the course teacher and the student e.g., by email.			<b>Total ECTS:</b>

[illegible]

This table is meant for short-term (5-30 days) mobilities. Fill in the details of the courses you are planning to take at the host institution.

***Mobility type: Blended mobility: Short-term physical mobility with virtual component***

Course/ module code (if any) and 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	Home university course to be replaced/modules to which the studies abroad are planned to be transferred (e.g. elective studies or a specific Aalto course to be replaced)
Automatic recognition (according to the Aalto University credit transfer policy): 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 whenever the course corresponds the scope and learning outcomes of the home institution course/ module. In case additional work or assessment is required, this will be defined and agreed upon in detail by the course			Total ECTS:



This table is meant for short-term (5-30 days) doctoral mobilities. Fill in the details of the courses you are planning to take at the host institution.

[illegible]

## Study Programme at Host Institution and recognition at the Home Institution

***Mobility type: Short-term doctoral mobility***

Course/ module code (if any) and 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	Home university course to be replaced/modules to which the studies abroad are planned to be transferred (e.g. elective studies or a specific Aalto course to be replaced)
Automatic recognition (according to the Aalto University credit transfer policy): 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 whenever the course corresponds the scope and learning outcomes of the home institution course/ module. In case additional work or assessment is required, this will be defined and agreed upon in detail by the course			Total ECTS:

Carefully read and sign the commitment. Send the learning agreement for approval to your degree programme's planning officer and professor. The signed learning agreement needs to be uploaded to the online application by the end of the application period. For Aalto University exchange application you will not need the Home Institution Erasmus coordinator signature yet.

You can find your planning officer and professor here:  
aalto.fi > Student Guide > your degree programme > Contact

[illegible]

**Commitment of the three parties**  
**Any Mobility type**

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.

Commitment	Name	Signature	Date
Student	Essi Esimerkki	<i>Essi Esimerkki</i>	01.01.2023
Home institution Planning Officer of Degree Programme			
Home institution Professor/ Academic Advisor			
Home institution Erasmus Coordinator			
Responsible person at the Host Institution, position			

If your learning agreement changes during the exchange, you need to fill in page 4 to get approval for the changes. First, fill in the courses that are changing from the original plan (Table A.) in Table A2. Then, tick the courses you are planning to delete and the courses you are planning to add. Finally, state the reason for deleting/adding the course using numbers as instructed in the table.

Fill in the name and number of ECTS of each course that you are adding to your plan in Table B2. Indicate where (e.g., electives studies, international minor, or a specific Aalto course to be replaced) in your degree you plan to include these courses.

Exceptional changes to Table B – list here new, added courses and indicate how they will be transferred to your Aalto University degree			
Table B2	Added Course name at Host Institution	Course / module name at the Home Institution (e.g., <i>elective studies</i> , <i>international minor</i> or a specific Aalto course to be replaced)	Number of ECTS credits
	Programming 1	Elective studies	5
	Geometry of Numbers	Elective studies	5
		<b>Total ECTS:</b>	10
Automatic recognition according to the Aalto University credit transfer policy	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 whenever the course corresponds the scope and learning outcomes of the home institution course/ module. In case additional work or assessment is required, this will be defined and agreed upon in detail by the course teacher and the student e.g., by email.		

Sign the commitment first yourself and send the learning agreement to the responsible person at the host institution. If they approve the changes, you can send the signed learning agreement to your degree programme's planning officer, professor and Erasmus coordinator for final approval.

You do not need to worry about page 4 when applying for exchange.

### Commitment of the three parties: Exceptional changes (if applicable)

Commitment	Name	Signature	Date
Student	Essi Esimerkki	Essi Esimerkki	01.09.2023
Home institution Planning Officer of Degree Programme			
Home institution Professor/ Academic Advisor			
Home institution Erasmus Coordinator			
Responsible person at the Host Institution, position			

**In case of changes to the learning agreement for mobility types: Blended mobility with short-term physical mobility or Short-term doctoral mobility, please create a new Learning Agreement**

## Page 5

All done! The last page contains a glossary of the terms used in the Erasmus+ Learning Agreement.

Remember to also make a study plan that contains your exchange in SisU. If you are unsure about something in your learning agreement or have questions regarding the exchange, don't hesitate to contact the exchange advisor or coordinator of your own school.

School of Chemical Engineering:

Exchange advisor:

[kv-neuvoja-chem@aalto.fi](mailto:kv-neuvoja-chem@aalto.fi)

Exchange coordinators Kaisa Pulliainen and Heidi Flinkman:

[international-chem@aalto.fi](mailto:international-chem@aalto.fi)

Other school's contact information:

<https://www.aalto.fi/en/other-studies/contact-information-for-outgoing-exchanges>

More information on exchange studies:

<https://www.aalto.fi/en/other-studies/exchange-studies>