

GUIDELINES ON HOW TO FILL IN THE LEARNING AGREEMENT (LA) FOR STUDIES

HOW TO FILL IN “BEFORE THE MOBILITY” FORM

- It's necessary to fill in the first part of your Learning Agreement with
1. information related to the student;
 2. name of Sending institutions with contact details of the Responsible person;
 3. name of Receiving institution with contact details of the Responsible person;

Student	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³
Sending Institution	Name	Faculty/Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	

The Responsible person at the Sending Institution is an academic who has the authority to approve the Learning Agreement, as well as to guarantee full recognition of programme on behalf of the responsible academic body.

The Responsible person at the Receiving Institution is your Responsible professor at the University of Valladolid, whose name and contact information can be found in your Personal Area: <http://www.relint.uva.es/estudiantesExtranjeros/area/intranet/inicio.asp>

HOW TO FILL IN THE STUDY PROGRAMME

The Learning Agreement must include all the courses to be carried out by the students at the University of Valladolid (TABLE A) and it must contain as well the group of courses that will be replaced in their degree by the Sending Institution (TABLE B).

Study programme at the University of Valladolid – **TABLE A**

Study program have to be duly filled with codes, names and credits of the courses you have chosen to attend.

<i>Study Programme at the Receiving Institution</i>				
Planned period of the mobility: from 2/2016 to 7/2016				
Table A Before the mobility	Component ⁶ code	Component title at the Receiving Institution (as indicated in the course catalogue ⁷)	Semester [autumn term = 1/spring; term = 2]	Number of ECTS credits (or equivalent) ⁸ to be awarded by the Receiving Institution upon successful completion
	46869	Representación avanzada de la arquitectura II	2	3
	46867	Proyectos VIII	2	10
				Total: 13

Important: Please pay attention to the semester the courses you've chosen belong. You can't select courses of the first semester if your planned period of mobility is the second one, or the other way around. You can't select annual courses if your period of mobility is one semester.

Bachelor's Degrees and courses:

<http://www.uva.es/export/sites/uva/2.docencia/2.01.grados/2.01.02.ofertaformativagrad/2.01.02.01.alfabetica/index.html>

Master's Degrees and courses:

<http://www.uva.es/export/sites/uva/2.docencia/2.02.mastersoficiales/2.02.01.ofertaeducativa/2.02.01.01.alfabetica/index.html>

Study programme at the Sending Institution – **TABLE B**

The study programme have to be duly filled with code, name and credits of the equivalent courses (TABLE B) recognised by the Sending institution.

<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
	1152	Architecture designs	2	4
	1098	Advanced architectural planning	2	8
				Total: 12

Signing the Learning Agreement – **Commitment Section**

If your university asks you to get your study programme signed before your arrival to our university, you'll have to email it to your Responsible professor at the University of Valladolid. Remember you can find the email address in your Personal Area:

<http://www.relint.uva.es/estudiantesExtranjeros/area/intranet/inicio.asp>

Commitment					
Commitment	Name	Email	Position	Date	Signature
Student			<i>Student</i>		
Responsible person ¹⁰ at the Sending Institution					
Responsible person at the Receiving Institution ¹¹			<i>Responsible professor</i>		

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 Beneficiary 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 or equivalent units 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.

HOW TO FILL IN “DURING THE MOBILITY” FORM

All changes should be indicated in TABLE A2 and B2.

Exceptional Changes to the Study Programme - **TABLE A2**

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 ⁱⁱ	Number of ECTS credits (or equivalent)
	46867	Proyectos VIII	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	10
	46859	Proyectos VI	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	10

The original Learning Agreement (TABLE A and B) should not be modified.

Changes to the study programme abroad should be listed in TABLE A2. The students should only indicate with a tick the courses they want to delete, if present in the Original LA, or to add, if not present in the Original LA, in TABLE A2 (that is to say: Exceptional changes to Table A). They have to fill in this section with codes, names and credits of the courses they have chosen to delete or to add, specifying the reasons for these exceptional changes to study programme abroad. The students may choose an item number from the table below:

<i>Reasons for deleting a component</i>	<i>Reason for adding a component</i>
1. Previously selected educational component is not available at the Receiving Institution 2. Component is in a different language than previously specified in the course Catalogue 3. Timetable conflict 4. Other (please specify)	5. Substituting a deleted component 6. Extending the mobility period 7. Other (please specify)

Exceptional Changes to the Study Programme - **TABLE B2**

Table B2 should be completed only if the changes described in TABLE A2 affect the group of courses agreed in TABLE B. If necessary, this section has to be completed in the same way as the TABLE A2 (instructions above).

Exceptional changes to Table B (if applicable) (to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)					
Table B2 During the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

Signing the Change Form – **Commitment Section**

All changes must be approved by the signature of the Responsible Person from the University of Valladolid, the Responsible Person in the Sending Institution and the

student. **In particular, changes will be approved only if the document to be presented has at least the signature of the Responsible professor from the University of Valladolid.** Every modification of your study program must be signed.

<i>Commitment</i>					
Commitment	Name	Email	Position	Date	Signature
Student			<i>Student</i>		
Responsible person ¹⁰ at the Sending Institution					
Responsible person at the Receiving Institution ¹¹			<i>Responsible professor</i>		

In case further changes are necessary, a new *During the Mobility Form* must be filled in. You should only write the changes to be made to your last *During the Mobility Form*. **No Form should be modified after being signed by any Responsible professor, as it will be considered a falsification.** Please use a new *During the Mobility Form*, instead, and make it sign to your Responsible Professors, as you did with the previous one.