**LEARNING AGREEMENT FOR STUDIES**

**The Student**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |
| Date of birth |  | Nationality[[1]](#endnote-1) |  |
| Sex [*M/F*] |  | Academic year | 20../20.. |
| Study cycle[[2]](#endnote-2) |  | Subject area |  |
| Phone |  | ISCED Code[[3]](#endnote-3) |  |
| E-Mail |  | Student ID no./ |  |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **Lauder Business**  **School** | Faculty |  |
| Erasmus code  (if applicable) | **A WIEN 70** | Department | **International Office** |
| Address | Hofzeile 18-20  A-1190 Vienna | Country,  Country code[[4]](#endnote-4) | **Austria AT** |
| Contact person[[5]](#endnote-5)  name | Honorata Holodniak, BA | Contact person E-mail / phone | **+43-1-3691818-773**  **Honorata.holodniak@**  **lbs.ac.at** |

**The Receiving Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Receiving  Institution |  | Erasmus Code |  |
| Address, website |  | Country |  |
| Faculty |  | Department |  |
| Contact person name / position |  | Contact person e-mail / phone |  |

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**C. Section to be completed AFTER THE MOBILITY**

**RECOGNITION OUTCOMES**

1. **MINIMUM INFORMATION TO INCLUDE IN THE RECEIVING INSTITUTION'S TRANSCRIPT OF RECORDS**

|  |
| --- |
| Start and end dates of the study period: from *[day/month/year]* till *[day/month/year]*. **=>please see confirmation of stay of the receiving institution** |

Table E: academic outcomes at receiving institution and Table F: recognition outcomes at the sending institution

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| **Table E:**  **Academic outcomes at receiving institution according to the transcript of record** | | | **ECTS** | **Grade** | **Table F:**  **Recognition outcomes at the sending institution (modules and/or course title)** | | | **ECTS** | **Grade** |
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| Total number of ECTS completed at receiving institution | | |  |  | Total number of recognized ECTS | | |  |  |

|  |  |
| --- | --- |
| **The student**  Student’s signature Date: | |
| **The receiving organisation/enterprise**  Responsible person’s signature Date: |

**Annex 1: End notes**

1. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-1)
2. **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) – for recent graduates, specify the latest study cycle.

   [↑](#endnote-ref-2)
3. The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at <http://ec.europa.eu/education/tools/isced-f_en.htm> 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 trainee by the sending institution. [↑](#endnote-ref-3)
4. **Country code**: ISO 3166-2 country codes available at: https://www.iso.org/obp/ui/#search. [↑](#endnote-ref-4)
5. **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 will work at the international relations office or equivalent body within the institution. [↑](#endnote-ref-5)