**Higher Education**

**Learning Agreement form**

***Student’s name***

**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 |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ For guidelines (Annex) please see

Link zu Homepage!!

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**B. Section to be completed DURING THE MOBILITY**

**CHANGES TO THE ORIGINAL LEARNING AGREEMENT**

**I. EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME**

Exceptional changes to study programme abroad or additional components in case of extension of stay abroad [[6]](#endnote-6)

|  |  |
| --- | --- |
| **Student’s Name:** | **Student ID no./:** |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** |  | **Table C:** | |
|  |  |  |  |
|  |  | **Component title (as indicated** | |
|  |  | **in the course catalogue) at the** | |
|  |  | **receiving institution** | |
|  |  |  |  |

**Component Deleted / Added**

|  |  |  |  |
| --- | --- | --- | --- |
| **ECTS** | **Table D:** | **ECTS** | **SPL** |

**Recognition for at sending**

**institution (module and/or**

**course title)**

The student, the sending and the receiving institutions confirm that they approve the proposed amendments to the mobility programme.

Approval **by e-mail or signature** of the student and of the sending and receiving institution responsible persons.

|  |  |
| --- | --- |
| **The student** |  |
| Student’s signature | Date: |
|  |  |
|  |  |
| **The sending institution** |  |
| Responsible person’s signature | Date: |
|  |  |
|  |  |
| **The receiving institution** |  |
| Responsible person’s signature | Date: |
|  |  |

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***Student’s name***

**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)
6. *Reasons for deleting a component:* A1) Previously selected educational component is notavailable at receiving institution A2) Component is in a different language than previously specified in the course catalogue A3) Timetable conflict A4) Other (please specify)

   *Reason for adding a component:* B1) Substituting a deleted component B2) Extending themobility period B3) Other (please specify) [↑](#endnote-ref-6)