

Guidance Notes

Erasmus+ Learning Agreement

The **Erasmus+ Learning Agreement** states the modules you intend to take during your time abroad, and documents any subsequent changes to your intended programme of study.

It is essential that you discuss your module selection fully with your Programme Leader* before completing the Learning Agreement as their signature confirms that they approve those modules and that the results you receive at the end of your exchange will be recognised accordingly. **Please allow plenty of time for this process.** You and your host university must also sign to show agreement before you return the form to the email address given.

IT IS ESSENTIAL THAT YOU RETURN THE LEARNING AGREEMENT BEFORE YOU START YOUR EXCHANGE. PLEASE DO NOT DELAY AS SIGNATURES MAY BE DIFFICULT TO OBTAIN DURING THE SUMMER.

IMPORTANT! All six pages of the Learning Agreement should be kept together and printed out/scanned/emailed at all times. Please don't separate/print out only certain pages.

There are two parts to the form:

Before you go on exchange, it is essential that you complete **Page 1 + BEFORE THE MOBILITY** section to indicate the modules you will be taking while abroad.

If there are any changes after you arrive, you must get approval for these within **5 weeks** of arriving on exchange. You can do this by completing the **DURING THE MOBILITY** section of the Learning Agreement. Again, module changes must be discussed fully with your Programme Leader and host university, and their signatures obtained.

- ***For some Programmes there is a designated Academic Study Abroad Adviser who deals with students going on exchange rather than the Programme Leader. Languages students should refer to Benedicte Cebrian.**
- Details of modules at your host institution should be available on their website, together with the level and number of credits that you will receive for each module. You may also find a link to modules via the [Exchange Portfolio](#).
- If you have any **questions** about how to complete the Learning Agreement, please contact the Global Mobility Team at studyabroad@napier.ac.uk.

Before your exchange

As mentioned above, it is essential that you have already discussed your module choices with your Programme Leader* before completing this form.

Page 1 - Administrative data

The Student

This section should be straightforward. Leave the 'Field of education' blank as the Global Mobility Team will be able to add this information at a later stage.

The Sending Institution, i.e. Edinburgh Napier University (pre-populated for you).

The Receiving Institution, i.e. your host Institution.

In this section you need to include contact details for someone who deals with administration of exchanges at your host university. Depending on their structure, this may be a Departmental Coordinator or someone who works in the International Office or equivalent team within the institution.

If you don't know your host Institution's Erasmus code, google the name of the University together with the phrase 'Erasmus code', but leave blank if you are unable to find this.

Page 2-4 - BEFORE THE MOBILITY

Table A: Study Programme at the Receiving Institution

Please complete the dates when you will be on exchange (months are sufficient, specific semester dates are not required).

(If you spent the first semester at one institution and are transferring to another institution for the second semester, you will need to complete two separate Learning Agreements. Please remember to complete the Learning Agreement for the second institution before you start there.)

Using the course catalogue at your host Institution, complete this table to include ALL the modules you intend to study while on exchange. Give the module code reference if there is one, and indicate the number of ECTS credits you will receive for each module. Also, remember to indicate which semester each module will be delivered in.

Please indicate the total number of ECTS credits to be studied abroad. This should normally be 30 ECTS per semester. If you have been permitted to achieve a lower number of credits, eg if you have taken the Living and Studying Abroad module before going on exchange, please explain this in the relevant box.

Please note that it is likely you will be taking more than 3 modules – ie it is not necessarily a case of one module at Edinburgh Napier module = one module abroad. Also, each module may be worth a different number of credits.

Web link to the course catalogue at the receiving institution from which the following module information has been sourced:

Please copy and paste the relevant web link from their website where indicated.

Language competence of the student prior to the proposed mobility period

If you are studying in English at your host Institution then please state this in the space provided and tick box 'C2' indicating that your level of English is proficient, or 'native speaker' if you are a native speaker of English.

If you are a Languages student and intend to study in your target language whilst abroad then please use the Common European Framework of Reference for Languages (CEFR) to determine what your level of language competence is. (See link at bottom of form page 3.) **NB level A1 is the lowest, C1 / Native Speaker is the highest level.**

If you are not studying in English when you are away and are NOT a Languages student then please contact studyabroad@napier.ac.uk to let us know.

Table B: Recognition at the Sending Institution

In this section you will need to enter details of modules you would normally be studying at Edinburgh Napier, and how much they are each worth in terms of **ECTS** credits.

If your Erasmus exchange is compulsory then it is sufficient to enter 'mobility window' as a module title, and 30 ECTS for the number of credits.

If your Erasmus exchange is not compulsory then please list the 3 modules that you would normally have taken if you were staying in Edinburgh. Each Edinburgh Napier module is worth 10 ECTS credits.

Please indicate the total number of ECTS credits (usually 30).

Commitment of the Three Parties (signatures)

*Please remember when printing out/scanning/emailing the Learning Agreement to **keep all 6 pages together, even if some parts are blank.***

*At this stage everyone should only sign on **PAGE 4, not PAGE 6.***

Please sign the form in sequence, eg you sign it, then your Programme Leader, then your host university. **Please don't send the form to both PL and host university at the same time, otherwise you will end up with signatures on different copies.**

The "Responsible person in the Sending Institution" is your Programme Leader (or Benedicte Cebrian for Languages students, or Academic Study Abroad Adviser if relevant).

The "responsible person in the Receiving Institution" will most likely be the contact person whose details you have listed on p. 1.

When you have the **fully signed** Learning Agreement, please scan the whole document (6 pages) and email it to the relevant contact:

Business School students: Tracey Thomline (t.thomline@napier.ac.uk)

Non-Business School students: Global Mobility Team (studyabroad@napier.ac.uk)

During your exchange – changes after your arrival

After arriving at your host Institution you may find that not all of your pre-selected modules are available, eg due to timetable constraints or module cancellations.

Any party can request changes to the study programme within **five weeks of the start of each semester**. These changes should be agreed by all parties as soon as possible, and within a maximum of two weeks following the request.

You will need to identify possible alternative modules, speak to your host university and Programme Leader, and agree the changes. Once you've agreed on these, you need to get formal approval by adding details in the **During the Mobility (p.5-6)** part of the Learning Agreement as instructed below, and **obtaining signatures on p.6**.

*Please remember when printing/scanning/emailing the Learning Agreement to **keep all 6 pages together**. You should re-use the same document you sent before your exchange, but this time add the changes in the During the Mobility section, and get new signatures on page 6. This means your Programme Leader can see both your original choices and the changes, and check you're still on track to obtain the required learning outcomes/credits.*

When you have the **fully signed** Learning Agreement, please scan the whole document and email it to the relevant contact:

Business School students: Tracey Thomline (t.thomline@napier.ac.uk)

Non-Business School students: Global Mobility Team (studyabroad@napier.ac.uk)

Page 5-6 - DURING THE MOBILITY

Table A2: Exceptional changes to Table A

In Table A2, please list any modules that need to be removed from Table A and indicate the reason for deleting them. Select the reason for change (see list of reasons and their corresponding numbers in the lower part of the table) and indicate the number of credits.

Below this, enter the module(s) that you wish to take instead, and credits for each. Again, please indicate the reason for the change. **Remember that your credits should still total 30 ECTS per semester.**

Table B2: Exceptional changes to Table B (if applicable)

Table B2 should be completed only if the new modules listed in **Table A2** will be substantially different (i.e. with different learning outcomes) from the modules you would normally study at Edinburgh Napier. Completing this will highlight any major differences between your programme of study abroad and your usual programme at home.

For example, you are a Marketing Management student at Edinburgh Napier and you are spending one semester of your 3rd year in Germany. In Before the Mobility you indicated in **Table B** that one of your 3rd year modules in Edinburgh was '*Social Marketing*', and you selected '*Social Marketing in the German healthcare system*' in **Table A** as an equivalent module to study abroad.

However, you have now arrived in Germany and find that this module is no longer available and so you need to select an alternative. You decide to enrol on '*Social marketing in the 21st Century*' instead. In **Table A2** you should tick "Deleted module" for '*Social Marketing in the German healthcare system*' and tick "Added module" for '*Social marketing in the 21st Century*'.

However, if there is no social marketing-related module available for you to take as an alternative and you have to take a completely different topic instead, e.g. '*Introduction to German culture*', then in **Table A2** you should add '*Social Marketing in the German healthcare system*' as "Deleted module" and add '*Introduction to German culture*' as "Added module".

Then, as the substituted module is completely different from the one you would have been studying at Edinburgh Napier, i.e. '*Social Marketing*', you will also need to complete **Table B2**. List '*Social Marketing*' as a deleted module and add e.g. '*German language*'.

Good luck!

Global Mobility Team
studyabroad@napier.ac.uk