**LEARNING AGREEMENT FOR STUDIES - Academic year 2017/2018**

***CONTRAT PEDAGOGIQUE MOBILITES D’ETUDES PROGRAMME ERASMUS+***

***Année académique 2017/2018***

**Composante UGA :………………………………………………………………………………………………….**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student / *Etudiant-e:***   |  |  |  |  | | --- | --- | --- | --- | | Last name(s)  ***Nom*** |  | Fist name (s)  ***Prénom*** |  | | Date of birth  ***Date de naissance*** |  | Nationality 1  ***Nationalité*** |  | | Sexe [*M/F*]  ***Sexe [M/F]*** |  | Study cycle 2  ***Cycle d’études*** | 🞏 cycle court 🞏 2e cycle (M)  🞏 1er cycle (L) 🞏 3e cycle (D) | | Phone  ***Téléphone*** |  | Field of education 3  ***Domaine d’études, Code*** |  | | E-mail |  | | |   **Sending institution / *Etablissement d’envoi***   |  |  |  |  | | --- | --- | --- | --- | | Name / ***Nom*** | UNIVERSITE GRENOBLE ALPES | | | | Faculty, department  ***Faculté, département*** | Chemistry and Biology | Erasmus code 4  ***Code Erasmus*** | F GRENOBL51 | | Adress / ***Adresse*** | CS 40700 / 38058 Grenoble Cedex 9 | Country ***Pays,Code pays*** | FRANCE (FR) | | Contact person name  email, phone 5  ***Nom de la personne de contact email, téléphone*** | Erasmus coordinator – Catherine Bougault – [catherine.bougault@ibs.fr](mailto:catherine.bougault@ibs.fr)  Administrative officer – Marie-Pierre Bassani – [marie-pierre.bassani@univ-grenoble-alpes.fr](mailto:marie-pierre.bassani@univ-grenoble-alpes.fr) - Phone 33 (33) 4 76 51 46 79 | | |   **Receiving organisation/University - *Organisme/Université d’accueil***   |  |  |  |  | | --- | --- | --- | --- | | Name / ***Nom*** |  | | | | Department /**Service** |  | | | | Adress, website  ***Adresse, site web*** |  | Country  ***Pays, Code pays*** |  | | Erasmus code (if applicable)  ***Code Erasmus (si applicable)*** |  | Size  ***Taille*** | 🞏 < 250 employees  🞏 > 250 employees | | Contact person name  Position, email, phone  ***Nom de la personne de contact Fonction, email, téléphone*** |  | | | | Mentor name  Position, email, phone  ***Nom du tuteur  Fonction, email, téléphone*** |  | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student’s name / Nom de l’étudiant-e :………………………………………………………………………………………**  **Composante UGA : …………………………………………………………………………………………………………………….**  **Before the mobility / Avant la mobilité** | | | | | | | | | | |
| ***Study Programme at the Receiving Institution /Programme d’études dans l’établissement d’accueil***  **Planned period of the mobility : from [month/year]……………………… to [month/year]………………………………Période de mobilité prévue : de [mois/année]…………….… à [mois/année]………………………** | | | | | | | | | | |
| **Table A - Before the mobility / Tableau A - Avant la mobilité** | | | | | | | | | | |
| **Component** 6 **code** (if any)  **Code de la composante pédagogique (si existant)** | **Component title at the Receiving Institution** (as indicated in the course catalogue7)  **Intitulé de la composante pédagogique dans l’établissement d’accueil**  (tel qu’indiqué dans le catalogue de cours) | | | | | **Semester** [e.g. autumn/spring; term]  **Semestre :** 1er/2è | | **Number of ECTS credits (or equivalent)**8 **to be awarded by the Receiving Institution upon successful completion**  **Nombre de crédits ECTS attribués par l’établissement d’accueil, après validation de la composante** | | |
|  |  | | | | |  | |  | | |
|  |  | | | | |  | |  | | |
|  |  | | | | |  | |  | | |
|  |  | | | | |  | |  | | |
|  |  | | | | |  | |  | | |
|  |  | | | | |  | |  | | |
|  |  | | | | |  | |  | | |
|  |  | | | | |  | |  | | |
|  |  | | | | |  | | **Total : ……………………………………..** | | |
|  | | | | | | | | | | |
| Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [*web link to the relevant information*]  Lien web vers le catalogue de cours de l’établissement d’accueil sur lequel figurent les résultats d’apprentissage : [lien] | | | | | | | | | | |
|  |  |  |  |  |  | |  | |  |  | |
| The level of language competence 9 in \_\_\_\_\_\_\_\_\_\_\_\_ [*indicate here the main language of instruction*] that the student already has or agrees to acquire by the start of the study period is :  Le niveau de compétence linguistique en\_\_\_\_\_\_\_\_\_\_\_ [indiquer ici la principale langue d’enseignement] que l’étudiant possède ou s’engage à acquérir avant le début de la période de mobilité est :  *A1*  *A2*  *B1*  *B2*  *C1*  *C2*  *Native speaker/locuteur natif* | | | | | | | | | | |

**Student’s name / Nom de l’étudiant-e : ………………………………………………………………………………………………**

**Composante UGA : ……………………………………………………………………………………………………………………………..**

**Before the mobility / Avant la mobilité**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Recognition at the Sending Institution***  ***Reconnaissance dans l’établissement d’envoi*** | | | | | | | | | | | | | | | | |
| **Table B - Before the mobility / Tableau B - Avant la mobilité** | | | | | | | | | | | | | | | | |
| **Component code**  (if any)  **Code de la composante pédagogique**  **(si existant)** | | **Component title at the Sending Institution** (as indicated in the course catalogue)  **Intitulé de la composante pédagogique dans l’établissement d’envoi**  (tel qu’indiqué dans le catalogue de cours) | | | | | | **Semester** [e.g. autumn/spring; term]  **Semestre :** 1er/2è  ou  trimestre | | | | **Number of ECTS credits (or equivalent) to be recognised by the Sending Institution**  **Nombre de crédits ECTS (ou équivalent) reconnus par l’établissement d’envoi** | | | | |
|  | |  | | | | | |  | | | |  | | | | |
|  | |  | | | | | |  | | | |  | | | | |
|  | |  | | | | | |  | | | |  | | | | |
|  | |  | | | | | |  | | | |  | | | | |
|  | |  | | | | | |  | | | |  | | | | |
|  | |  | | | | | |  | | | |  | | | | |
|  | |  | | | | | |  | | | |  | | | | |
|  | |  | | | | | |  | | | |  | | | | |
|  | |  | | | | | |  | | | |  | | | | |
|  | |  | | | | | |  | | | |  | | | | |
|  | |  | | | | | |  | | | |  | | | | |
|  | |  | | | | | |  | | | |  | | | | |
|  | |  | | | | | |  | | | |  | | | | |
|  | |  | | | | | |  | | | | **Total : …** | | | | |
| Provisions applying if the student does not complete successfully some educational components: *[web link to the relevant information]*  *Dispositions applicables si l’étudiant ne valide pas certaines composantes pédagogiques [lien web vers l’information]* | | | | | | | | | | | | | | | | |
|  |  | |  | |  | |  | |  |  | | | |  | |  |
| ***Commitment/Engagement***  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 Sending 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 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.  En signant ce document, l’étudiant, l’établissement d’envoi et l’établissement d’accueil confirment qu’ils approuvent le contrat pédagogique et qu’ils se conforment aux dispositions acceptées par les 3 parties. Les établissements d’envoi et d’accueil s’engagent à respecter tous les principes de la Charte Erasmus pour l’enseignement supérieur (ECHE) relatifs aux mobilités d’études (ou les principes de l’accord interinstitutionnel pour les établissements situés dans les pays partenaires). L’établissement d’envoi et l’étudiant s’engagent également à respecter le contrat de mobilité. L’établissement d’accueil certifie que les composantes pédagogiques listées dans le tableau A sont en adéquation avec son catalogue de cours et seront accessibles à l’étudiant. L’établissement d’envoi s’engage à reconnaître tous les crédits obtenus dans l’établissement d’accueil pour les composantes pédagogiques validées et les comptabiliser pour la validation du diplôme, tel qu’indiqué dans le tableau B. Toute exception à cette règle devra être formalisée et annexée au contrat pédagogique et acceptée par toutes les parties. L’étudiant et l’établissement d’accueil devront informer l’établissement d’envoi de tout problème ou modification concernant le programme d’études, les personnes responsables et/ou la période d’études. | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **Commitment**  **Engagement** | | | | **Name**  **Nom** | | **Email** | | | | | **Position**  **Fonction** | | **Date** | | **Signature** | |
| Student / Etudiant-e | | | |  | |  | | | | | *Student*  *Etudiant* | |  | |  | |
| Responsible person10 at theSending Institution  Personne responsable dans l’établissement d’envoi | | | |  | |  | | | | |  | |  | |  | |
| Responsible person at theReceiving Institution 11  Personne responsable dans l’établissement d’accueil | | | |  | |  | | | | |  | |  | |  | |

**Student’s name / Nom de l’étudiant-e : ………………………………………………………………………………………………**

**Composante UGA : ……………………………………………………………………………………………………………………………..**

**During the Mobility / Pendant la mobilité**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Exceptional changes to Table A / Modifications exceptionnelles apportées au tableau 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)  (à signer ou à approuver par e-mail, par l’étudiant et les personnes responsables dans les établissements d’envoi et d’accueil) | | | | | |
| **Table A2 - During the mobility / Tableau A2 - Pendant la mobilité** | | | | | |
| **Component code** (if any)  **Code de la composante pédagogique**  **(si existant)** | **Component title at the** **Receiving Institution** (as indicated in the course catalogue)  **Intitulé de la composante pédagogique dans l’établissement d’accueil**  (tel qu’indiqué dans le catalogue de cours) | **Deleted component** [tick if applicable]  **Composante supprimée**  **[cocher si nécessaire]** | **Added component** [tick if applicable]  **Composante ajoutée**  **[cocher si nécessaire]** | **Reason for change**12  **Raison du changement** | **Number of ECTS credits (or equivalent)**  **Nombre de crédits ECTS (ou équivalent)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exceptional changes to Table B (if applicable) / Modifications exceptionnelles apportées au tableau B (si nécessaire)**  (to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)  (à signer ou à approuver par e-mail, par l’étudiant et la personne responsable dans l’établissement d’envoi) | | | | |
| **Table B2 - During the mobility / Tableau B2 - Pendant la mobilité** | | | | |
| **Component code** (if any)  **Code de la composante pédagogique**  **(si existant)** | **Component title at the** **Sending Institution** (as indicated in the course catalogue)  **Intitulé de la composante pédagogique dans l’établissement d’envoi**  (tel qu’indiqué dans le catalogue de cours) | **Deleted component** [tick if applicable]  **Composante supprimée**  **[cocher si nécessaire]** | **Added component** [tick if applicable]  **Composante ajoutée**  **[cocher si nécessaire]** | **Number of ECTS credits (or equivalent)**  **Nombre de crédits ECTS (ou équivalent)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Name**  **Nom** | **Email** | **Position**  **Fonction** | **Date** | **Signature** |
| Student / Etudiant |  |  | *Student*  *Etudiant-e* |  |  |
| Responsible person at theSending Institution 10  Personne responsable dans l’établissement d’envoi |  |  |  |  |  |
| Responsible person at theReceiving Institution 11  Personne responsable dans l’établissement d’accueil |  |  |  |  |  |

**Student’s name / Nom de l’étudiant-e : ………………………………………………………………………………………**

**Composante U.G.A : ……………………………………………………………………………………………………………………**

**After the Mobility / Après la mobilité**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Transcript of Records at the Receiving Institution / Relevé de notes de l’établissement d’accueil*** | | | | | | | | | | | | | | | |
| **Start and end dates of the study period : from [day/month/year] ……………. to [day/month/year] …………….**  **Date de début et de fin de mobilité : du [jj/mm/aaaa]…………………… au [jj/mm/aaaa]…………………………………** | | | | | | | | | | | | | | | |
| **Table C - After the mobility / Tableau C - Après la mobilité** | | | | | | | | | | | | | | | |
| **Component code**  (if any)  **Code de la composante pédagogique**  (si existant) | | **Component title at the Receiving Institution**  (as indicated in the course catalogue)  **Intitulé de la composante pédagogique dans l’établissement d’accueil**  (tel qu’indiqué dans le catalogue de cours) | | | | **Was the component successfully completed by the student?** [Yes/No]  **La composante pédagogique a-t-elle été finalisée avec succès ?**  **[oui/non]** | | | | | **Number of ECTS credits** (or equivalent)  **Nombre de crédits ECTS** (ou équivalent) | | **Grades received at the Receiving Institution**  **Notes obtenues dans l’établissement d’accueil** | | |
|  | |  | | | |  | | | | |  | |  | | |
|  | |  | | | |  | | | | |  | |  | | |
|  | |  | | | |  | | | | |  | |  | | |
|  | |  | | | |  | | | | |  | |  | | |
|  | |  | | | |  | | | | |  | |  | | |
|  | |  | | | |  | | | | | **Total : …** | |  | | |
|  |  | |  |  |  | |  | |  | | |  | |  |  |
| **Transcript of Records and Recognition at the Sending Institution**  **Relevé de notes et reconnaissance de l’établissement d’envoi**  **Start and end dates of the study period: from [day/month/year] ……………. to [day/month/year] …………….**  **Date de début et de fin de mobilité : du [jj/mm/aaaa]………………………………………au [jj/mm/aaaa]…………………………………………** | | | | | | | | | | | | | | | |
| **Table D - After the mobility / Tableau D - Après la mobilité** | | | | | | | | | | | | | | | |
| **Component code** (if any)  **Code de la composante pédagogique**  (si existant) | | **Title of recognised component** **at the Sending Institution**  (as indicated in the course catalogue)  **Intitulé de la composante pédagogique faisant l’objet de la reconnaissance dans l’établissement d’envoi**  (tel qu’indiqué dans le catalogue de cours) | | | | | | **Number of ECTS credits (or equivalent) recognised**  **Nombre de crédits ECTS (ou équivalent)**  **reconnus** | | **Grades registered at the Sending Institution**  (if applicable)  **Notes prises en compte par l’établissement d’envoi**  (si nécessaire) | | | | | |
|  | |  | | | | | |  | |  | | | | | |
|  | |  | | | | | |  | |  | | | | | |
|  | |  | | | | | |  | |  | | | | | |
|  | |  | | | | | |  | |  | | | | | |
|  | |  | | | | | |  | |  | | | | | |
|  | |  | | | | | |  | |  | | | | | |
|  | |  | | | | | |  | |  | | | | | |
|  | |  | | | | | |  | |  | | | | | |
|  | |  | | | | | |  | |  | | | | | |
|  | |  | | | | | |  | |  | | | | | |
|  | |  | | | | | | **Total: …** | |  | | | | | |

**Nationality :** country to which the person belongs administratively and that issues the ID card and/or passport. **Nationalité :** pays duquel la personne dépend administrativement et qui a délivré la carte d’identité et/ou le passeport.

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). **Cycles d’études :** Cycle court (CEC niveau 5) / Licence ou équivalent 1er cycle (CEC niveau 6) / Master ou équivalent 2ème cycle (CEC niveau 7) / Doctorat ou équivalent 3ème cycle (CEC niveau 8).

3 **Field of education:** **The ISCED-F 2013 search tool** 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 student by the Sending Institution.

**Domaine d’études** : **L’outil de recherche ISCED-F 2013** disponible sur <http://ec.europa.eu/education/tools/isced-f_fr.htm> devra être utilisé pour trouver les domaines d’études les plus proches du diplôme préparé par l’étudiant dans l’établissement d’envoi.

4 **Erasmus code** : a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries. **Code Erasmus** : identifiant unique pour tout établissement d’enseignement supérieur titulaire de la charte universitaire Erasmus pour l’enseignement supérieur (ECHE). Concerne uniquement les établissements situés dans les pays participant au programme.

5 **Contact person**: 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 works at the international relations office or equivalent body within the institution.

**Personne de contact** : personne pouvant fournir des informations d’ordre administratif et qui, selon le type d’établissement d’enseignement supérieur, peut être le coordinateur du programme ou une personne du service des relations internationales ou service équivalent.

6 An "**educational component**" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives. **Une « composante pédagogique »** est une expérience d’apprentissage structurée indépendante et formelle caractérisée par des résultats d’apprentissage, des crédits et des évaluations. Exemples : cours, module, séminaire, travail en laboratoire, travail pratique, préparation/recherche pour une thèse, fenêtre de mobilité ou cours facultatifs.

7 **Course catalogue** : detailed, user-friendly and up-to-date information on the institution’s learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.

Catalogue de cours : information détaillée, accessible et tenue à jour des formations proposées par l’établissement, disponible aux étudiants en amont de leur période de mobilité et pendant leurs études, qui leur permet d’effectuer les bons choix et de gérer leur emploi du temps de manière efficace. L’information concerne, par exemple, les qualifications proposées, les procédures d’apprentissage, d’enseignement et d’évaluation, le niveau des programmes, les composantes pédagogiques individuelles et les ressources d’apprentissage. Le catalogue de cours fera apparaître le nom des personnes de contact, ainsi que les modalités de prise de contact.

8 **ECTS credits (or equivalent)**: in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added. Crédits ECTS ou système équivalent : pour les pays dans lesquels le système ECTS n’est pas encore mis en place, en particulier dans les établissements situés dans les pays partenaires ne participant pas au processus de Bologne, l’ECTS devra être remplacé dans tous les tableaux par le nom du système équivalent, accompagné d’un lien vers le site WEB sur lequel des informations sont disponibles.

9 **Level of language competence** : a description of the European Language Levels (CEFR) is available at : <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> Niveau de compétence linguistique : information sur le Cadre Européen Commun de Référence pour les langues (**CECR**)  disponible sur : <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

10 **Responsible person at the Sending Institution**: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document. **Personne responsable dans l’établissement d’envoi :** un universitaire qui est autorité pour approuver les contrats pédagogiques, pour y apporter exceptionnellement des modifications si nécessaire, pour garantir leur pleine reconnaissance académique au nom de l’établissement universitaire responsable. Le nom et l’adresse e-mail de la personne responsable devront être indiqués uniquement dans le cas où ils diffèrent de ceux de la personne de contact indiquée au début du document.

11 **Responsible person at the Receiving Institution** : the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document. **Personne responsable dans l’établissement d’accueil** : le nom et l’adresse e-mail de la personne responsable devront être indiqués uniquement dans le cas où ils diffèrent de ceux de la personne de contact indiquée au début du document.

12 **Reasons for exceptional changes to study programme abroad (choose an item number from the table below) : Motifs des modifications exceptionnelles apportées au programme de mobilité d’études (choisir parmi les éléments du tableau ci-dessous) :**

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

|  |  |
| --- | --- |
| ***Motif de suppression d’une composante pédagogique*** | ***Motif d’adjonction d’une composante*** |
| 1. La composante préalablement choisie n’est pas disponible dans l’établissement d’accueil | 5. Remplacement d’une composante supprimée |
| 2. La composante est enseignée dans une langue différente de celle indiquée dans le catalogue de cours | 6. Prolongation de la période de mobilité |
| 3. Problème d’emploi du temps | 7. Autre (merci de préciser) |
| 4. Autre (merci de préciser) |  |

**Erasmus+ Student Charter**

*This Charter highlights your rights and obligations and tells you what you can expect from your sending and receiving organisations at each step of your Erasmus+ experience.*

**- Higher education institutions** participating in Erasmus+ have committed themselves to respect the principles of the Erasmus Charter for Higher Education to facilitate, support and recognise your experience abroad.

**- On your side**, you commit yourself to respect the rules and obligations of the Erasmus+ Grant Agreement that you have signed with your sending institution.

**- The Erasmus+ Student and Alumni Association** (ESAA) offers you a range of services to support you before, during and after your experience abroad.

1. **Before your mobility period**

- Once you have been selected as an Erasmus+ student, you are entitled to receive guidance regarding the partner institutions or enterprises where you can spend your mobility period and the activities that you can undertake there.

- You have the right to receive information on the **grading system** used by your receiving institution, as well as information on **obtaining insurance and finding housing, and securing a visa** (if required). You can find the relevant contact points and information sources in the inter-institutional agreement signed between your sending and receiving institutions.

- You will sign a **Grant Agreement** (even if you do not receive financial support from EU funds). If you are enrolled in a higher education institution located in a Programme Country, you will sign the Grant Agreement with your sending institution. If you are enrolled in a higher education institution located in a Partner Country, you may sign it with your sending or receiving institution, depending on the agreed arrangements. In addition, you will sign a **Learning Agreement** with your sending and receiving institution / enterprise. Thorough preparation of your Learning Agreement is crucial for the success of your mobility experience and to ensure recognition of your mobility period. It sets out the details of your planned activities abroad (including the credits to be earned and that will count towards your home degree).

- After you have been selected, you will undergo an **on-line language assessment** (provided this is available in your main language of instruction / work abroad) that will allow your sending institution to offer you the most appropriate language support, if required. You should take full advantage of this support to improve your language skills to the level recommended by your receiving institution.

1. **During your mobility period**

- You should take **full advantage of all the learning opportunities** available at the receiving institution / enterprise, while respecting its rules and regulations, and endeavour to perform to the best of your ability in all relevant examinations or other forms of assessment.

- Your receiving institution / enterprise commits itself to treat you in the same way as its home students / employeesand you should make all the necessary **efforts to fit into your new environment**.

- You could benefit from networks of mentors and buddies where available at your receiving institution / enterprise.

- Your receiving institution will not ask you to pay **fees** for tuition, registration, examinations or for access to laboratory and library facilities during your mobility period. Nevertheless, you may be charged a small fee on the same basis as local students for costs such as insurance, student unions and the use of study-related materials or equipment.

- Your **student grant or student loan** from your home country must be maintained while you are abroad.

- You can **request changes** to the Learning Agreement only in exceptional circumstances and within the deadline decided by your sending and receiving institutions. You must ensure that these changes are validated by both the sending and receiving institutions / enterprise within a two-week period after the request has been submitted and keep copies of their approval. Any request to extend the duration of the mobility period must be submitted at least one month before the end of the originally planned period.

**III. After your mobility period**

- In accordance with your Learning Agreement, you are entitled to receive **full academic recognition** from your sending institution for activities that you have completed satisfactorily during your mobility period.

- If you are studying abroad, within five weeks of the publication of your results, your receiving institution will send a **Transcript of Records** to you and to your sending institution, showing your credits and grades achieved. Upon receipt of your Transcript of Records, your sending institution will provide you with complete information on the recognition of your achievements. If you are enrolled in a higher education institution located in a Programme Country, the recognised components (e.g. courses) will appear in your **Diploma Supplement**.

- If you are doing a traineeship, your enterprise will give you a **Traineeship Certificate** summarising the tasks carried out and an evaluation. Your sending institution will also give you a Transcript of Records, if this forms part of your Learning Agreement. If the traineeship was not part of the curriculum but you are enrolled in a higher education institution located in a Programme Country, the mobility period will be recorded in your Diploma Supplement and - if you wish - in your **Europass Mobility Document**. If you are a recent graduate from an institution located in a Programme Country, you are encouraged to request the Europass Mobility Document.

- You should undergo an **on-line language assessment**, if available in your main language of instruction / work abroad, to monitor linguistic progress during your mobility.

- You must fill in a questionnaire to provide **feedback on your Erasmus+ mobility period** to your sending and receiving institution, to the relevant National Agencies and to the European Commission.

- You are encouraged to **share your mobility experience** with your friends, fellow students, staff in your institution, journalists etc. to let other people benefit from your experience, including young people.

***If you encounter a problem:***

***-*** *You should identify the problem clearly and check your rights and obligations under your Grant Agreement.*

*- There are a number of people working in your sending and receiving institutions whose role is to help Erasmus+ students. Depending on the nature of the problem and the time it occurs, the contact person or the responsible person at your sending or receiving institution (or receiving enterprise in case of a traineeship) will be able to help you. Their names and contact details are specified in your Learning Agreement.*

*- Use the formal appeal procedures in your sending institution if necessary.*

*- If your sending or receiving institution fails to fulfil the obligations outlined in the Erasmus Charter for Higher Education or in your Grant Agreement, you can contact the relevant National Agency.*

Find out more : ec.europa.eu/erasmus-plus / Or join the conversation on social media Erasmus+ / Contact :Agence Erasmus+ France / Education Formation 24-25 quai des Chartrons 33000 Bordeaux - 05 56 00 94 00