

Swiss-European Mobility Programme – Student Mobility for Studies Learning Agreement

The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the study period abroad and to ensure that the student will receive recognition in his/her degree for the courses successfully completed abroad. 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). The Receiving Institution confirms that the courses 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 courses 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 courses to be attended, responsible persons and/or study period.

General information

Student	Last name(s)	First name(s)	E-mail
Sending Institution	Name of institution	Faculty/Department or Study Programme	Country
Receiving Institution	Name of institution	Faculty/Department or Study Programme	Country
	HES-SO Haute école spécialisée de Suisse occidentale	<i>Haute école de gestion de Genève</i>	Switzerland
Planned period of the mobility	from [month/year] ____ to [month/year] ____		
Field of study	<input type="checkbox"/> IBM (Int. Bus. Management, taught in English) <input type="checkbox"/> EE (Economie d'entreprise, taught in French) <input type="checkbox"/> ID (Information documentaire, taught in French) <input type="checkbox"/> IG (Informatique de gestion, taught in French)		

Courses to be attended and recognition

Table A states the courses to be attended at the Receiving Institution and the number of ECTS credits (or equivalent) to be awarded upon successful completion. Table B can be used to state either an exact equivalence between course units if applicable (place them on the same line), or another level of equivalence for several completed course units (e.g. module, subject, whole study programme, etc.), as well as the ECTS credits (or equivalent) to be recognized by the Sending Institution.

Table A: Courses to be attended at the Receiving Institution		Table B: Recognition at the Sending Institution	
Course unit code (if any) and title (as indicated in the catalogue of the Receiving Institution)	(ECTS) credits	Course unit code (if any) title (as indicated in the catalogue of the Sending Institution) <u>or</u> other level of equivalence	(ECTS) credits
			Tot.
Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information]			

Exceptional changes

Exceptional changes to the courses listed in Table A have 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. Any changes should be clearly documented either by filling in Tables A2 and B2 below or as an annex to this Learning Agreement (e.g. e-mail exchange, new Learning Agreement, list of courses delivered by the Receiving Institution) and should be done as early as possible after the beginning of the semester.

Table A2: Courses to be attended at the Receiving Institution				Table B2: Recognition at the Sending Institution			
Course unit code (if any) and title (as indicated in the catalogue of the Receiving Institution)	(ECTS) credits	Deleted or added unit?		Course unit code (if any) title (as indicated in the catalogue of the Sending Institution) or other level of equivalence	(ECTS) credits	Deleted or added unit?	
		Del	Add			Del	Add
In case of changes after the beginning of the study program, please do not use this section but fill a completely new Learning Agreement				In case of changes after the beginning of the study program, please do not use this section but fill a completely new Learning Agreement			
Web link to the course catalogue at the Receiving Institution describing the learning outcomes: <i>[web link to the relevant information]</i>							

Commitment

Ideally, all parties must sign the Learning Agreement before the start of the mobility. It is not compulsory to circulate a paper document to collect original signatures. Scanned copies of signatures or digital signatures may be accepted, depending on the national legislation or institutional regulations.

	Name and signature	E-mail	Date
Student			
Responsible person at the Sending Institution			
Responsible person at the Receiving Institution	Xavier Burdet, Head of International Relations	xavier.burdet@hesge.ch	