

# Erasmus+

# Learning Agreement

*Guide for Students*



## Glossary

LA – Learning Agreement

OLA – Online Learning Agreement

HEI – Higher Education Institution

IRO – International Relations Office

EWP – Erasmus Without Paper

## What is the Learning Agreement?

The Erasmus+ Learning Agreement, or shortly LA, is a document that outlines the study or traineeship programme, learning outcomes, and credit recognition arrangements for students participating in an Erasmus+ mobility. It is a formal agreement between the sending and receiving institutions, as well as the participating student, that defines the aims and content of the mobility period abroad in order to ensure its relevance and quality.

As an Erasmus+ student/trainee, you should complete and sign the agreement before the mobility period begins and then ask the sending institution and the receiving institution/organisation/enterprise to approve and respectively sign it. The LA should be reviewed and updated regularly during the mobility period, and any changes to the study/traineeship programme should be agreed upon and recorded. After the mobility period, the Learning Agreement should be used to confirm the academic/professional achievements and recognition of the study/traineeship period abroad, and any discrepancies should be resolved through a transparent and fair accreditation process.

# How does the Learning Agreement work?

The Learning Agreement has two types: LA for Studies and LA for Traineeships. Both consist of three parts: “Before the Mobility”, “During the Mobility” (if needed), and “After the Mobility”.

<p><b>“Before the Mobility”</b></p>	<ul style="list-style-type: none"> <li>• Completed before the mobility period.</li> <li>• Outlines the study/traineeship programme, learning outcomes, and credit recognition arrangements for the mobility period.</li> <li>• Includes information about the student's home institution, host institution/organisation/enterprise, study/traineeship programme, number of credits to be earned, and the expected learning outcomes.</li> </ul>
<p><b>“During the Mobility”</b></p>	<ul style="list-style-type: none"> <li>• Used to record any changes made to the study/traineeship programme during the mobility period, such as modifications to the courses taken or the duration of the mobility period.</li> <li>• Allows for a flexible approach to the mobility programme while ensuring that the changes are agreed upon by all relevant parties.</li> </ul>
<p><b>“After the Mobility”</b></p>	<ul style="list-style-type: none"> <li>• Completed after the mobility period.</li> <li>• Used to confirm the academic/professional achievements and recognition of the study/traineeship period, including the credits earned and the grades/skills obtained.</li> </ul>

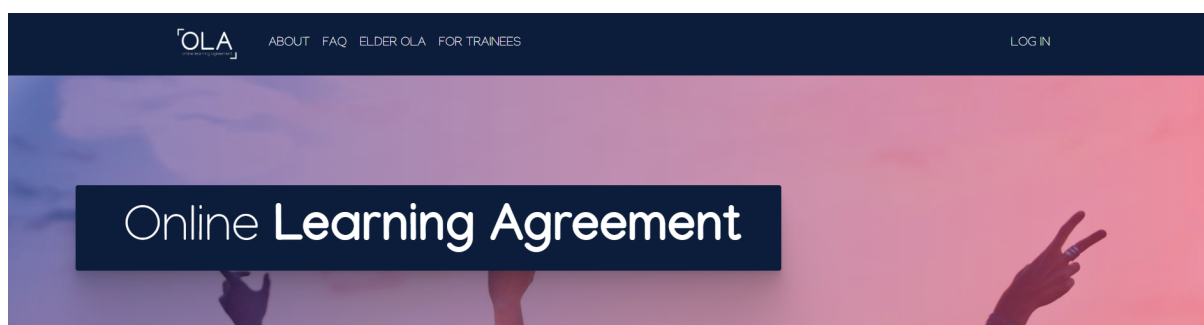
Although the exact parties may differ from country to country and institution to institution, the LA usually requires the signatures of the student, Erasmus+ Departmental Coordinator and Faculty Dean of the Sending Institution, and the responsible person at the Receiving Institution/Organisation – generally incoming/exchange students coordinator in the IRO (International Relations Office) for study or traineeship coordinator in the respective organisation/enterprise.



# How to prepare the Learning Agreement?

The Learning Agreement (LA) can be one of the most challenging phases of mobility, and it's the reason why some students even cancel their exchange. The traditional and old-fashioned way to prepare the LA is to obtain it from your home HEI, print it out, fill it by hand, have it signed by your home HEI, and send it to the Receiving Institution/Organisation/Enterprise via post or email for approval and signing. Unfortunately, this paper-based process is prone to errors, delays, and miscommunication, which often result in issues with credit recognition and transfer. The manual completion of the Learning Agreement also makes it difficult for institutions to update the document in real-time, which can lead to problems during the mobility period. Plus, it can be environmentally unfriendly, right?

Luckily, the force is strong with us because we have the **Online Learning Agreement (OLA)**!



OLA, an initiative within the scope of the [Erasmus Without Paper \(EWP\)](#) project co-funded by the European Commission, aims to simplify and streamline the process of preparing, managing, and evaluating the Erasmus+ Learning Agreement for students participating in mobility programmes. OLA is an electronic tool, developed by the Aristotle University of Thessaloniki, the European University Foundation and the Erasmus Student Network. It enables institutions and students to complete the LA online, eliminating the need for paper-based documents and physical signatures from 2021 onwards. OLA can be initiated either by the Sending HEI or by the student. For more information go to the following link: [www.learning-agreement.eu/](http://www.learning-agreement.eu/).

As mentioned in the “How does the Learning Agreement work?” section, both LAs are comprised of three parts.

## LA for Studies

The LA Before the Mobility includes the following components:

- Student Information
- Sending Institution Information
- Receiving Institution Information
- Proposed Mobility Programme
  - *Table A*: Study Programme at the Receiving Institution
  - *Table B*: Recognition at the Sending Institution
- Commitment – approval and signatures of all related parties

The LA During the Mobility includes the following components:

- Student Information
- Sending Institution Information
- Receiving Institution Information
- During the Mobility
  - *Table A2*: Exceptional changes to Table A
  - *Table B2*: Exceptional changes to Table B
- Commitment – approval and signatures of all related parties

The LA After the Mobility includes the following components:

- Student Information
- Sending Institution Information
- Receiving Institution Information
- After the Mobility
  - *Table C*: Transcript of Records at the Receiving Institution
  - *Table D*: Transcript of Records and Recognition at the Sending Institution
- Commitment – approval and signatures of all related parties

## LA for Traineeships

The LA Before the Mobility includes the following components:

- Trainee Information
- Sending Institution Information
- Receiving Organisation/Enterprise Information
- Proposed Mobility Programme
  - *Table A*: Traineeship Programme at the Receiving Organisation/Enterprise
  - *Table B*: Recognition at the Sending Institution and Accident Insurance Information
  - *Table C*: Traineeship Procedure at the Receiving Organisation/Enterprise (bureaucratic issues)
- Commitment – approval and signatures of all related parties

The LA During the Mobility includes the following components:

- Trainee Information
- Sending Institution Information
- Receiving Organisation/Enterprise Information
- During the Mobility
  - *Table A2*: Exceptional changes to Table A
- Commitment – approval and signatures of all related parties

The LA After the Mobility includes the following components:

- Trainee Information
- Sending Institution Information
- Receiving Organisation/Enterprise Information
- After the Mobility
  - *Table D*: Traineeship Certificate by the Receiving Organisation/Enterprise
- Commitment – approval and signatures of all related parties

# Some good to knows and tips

## Good to know

1. If there is no change in the courses you take or in the equivalent courses at home or the traineeship you do during the mobility, there is **no need to fill the LA During the Mobility**. However, since we do not live in a perfect world, this case is rare.
2. If your or the Receiving Institution do not support OLA yet, you will have to opt for the old-school method. However, do not forget to **insist** the institutions to use OLA, as digitalisation is beneficial for everyone in the end.
3. E-signatures and e-stamps are also **accepted** for the Commitment part.

## Tips

1. Start preparing your LA Before the Mobility **as early as possible**. HEIs sometimes may have trouble equating the courses and their credits. Therefore, it is good to contact your Erasmus+ Departmental Coordinator and discuss the potential courses you want to take in the Receiving HEI and their recognition process in the sending HEI. The same goes for the LA for traineeships. Try find your traineeship place early and prepare your LA accordingly.
2. Concerning the LA During the Mobility, do the changes and finalise your course/traineeship programme **with** your Erasmus+ Departmental Coordinator and the representative at the Receiving Institution/Organisation/Enterprise. Again, do not forget to complete your LA **on time**.
3. Even if you have passed all your exams or completed your traineeship and come back home, your mobility is not officially over. **Complete the LA After the Mobility** within the deadline to get your academic success/traineeship recognised and receive the remaining amount of your grant.