**Learning Agreement (Study Plan)**

**Bilateral Framework – International (non-Erasmus+) Exchange Students[[1]](#footnote-1)**

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The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the exchange to make sure that students receive recognition for the activities successfully completed abroad. As part of the efforts to promote environmentally friendly practices in exchange programs, Learning Agreements should be prepared and signed in digital platform.

**General Information**

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| --- | --- | --- | --- | --- | --- | --- |
| **Student** | **Last name(s)** | **First name(s)** | **Date of birth** | **Nationality** | | **Gender** |
|  |  |  |  | |  |
| **Level of education** | | **Field of education** | **Current year of study** | | **Semester** |
|  | |  |  | |  |
| **Sending Institution** | **Name** | **Faculty/Department** | | **Country** | **Administrative contact person name; email** | |
|  |  | |  |  | |
| **Receiving Institution** | **Name** | **Faculty/Department** | | **Country** | **Administrative contact person name; email** | |
| TED University |  | | TR | Berkay Altunbaş [erasmus@tedu.edu.tr](mailto:erasmus@tedu.edu.tr) | |
| The level of language competence in **English** that the student already has or agrees to acquire by the start of the study period is:  *A1  A2  B1  B2  C1  C2  Native speaker* | | | | | | |

**Duration of the Exchange Study**

|  |  |
| --- | --- |
| **Exchange period for long-term mobility** | **Planned duration (to be confirmed by TED University)[[2]](#footnote-2)**  1 |
| * Fall * Spring * Full Academic Year | Planned period of the exchange study:   * Academic year [year/year]: * from [day/month/year]: * to [day/month/year]: |

**Study Plan at the Receiving Institution**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
| **Table A** | **Component code**  (if any) | **Component title at the Receiving Institution**  (as indicated in the course catalogue) | **Term**  [e.g. autumn/spring; term] | **Number of ECTS credits (or equivalent)**  **to be awarded by the Receiving Institution upon successful completion** |
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|  |  |  | **Total: …** |
| Web link to the course catalogue at the Receiving Institution describing the learning outcomes: <https://www.tedu.edu.tr/en/offered-courses> | | | | |

**Recognition at the Sending Institution**

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| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| **Table B** | **Component code**  (if any) | **Component title at the Sending Institution**  (as indicated in the course catalogue) | **Term**  [e.g. autumn/spring; term] | **Number of ECTS credits (or equivalent)**  **to be recognized by the Sending Institution** | **Automatic recognition**  [Yes/No] |
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|  |  |  | **Total: …** |  |
| Provisions applying if the student does not complete successfully some educational components: [*web link to the relevant information*] | | | | | |

**Commitment of the Three Parties**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| By digitally signing/approving, 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 bilateral agreement relating to the exchange studies The Beneficiary Institution and the student must also commit to what is set out in the bilateral agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise and should be available to the student. The Sending Institution commits to recognize all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. 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. | | | | | |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Approval** |
| Student |  |  | *Student* |  |  |
| Responsible person at the Sending Institution |  |  |  |  |  |
| Responsible person at the Receiving Institution |  |  | *Departmental*  *Coordinator* |  |  |

**Exceptional Changes (Add-Drop) to the Learning Agreement**

In case there is a need to make changes to the original study plan, students must complete this section.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Exceptional changes to Table A** | | | | | | |
| **Table A2** | **Component code**  (if any) | **Component title at the Receiving Institution**  (as indicated in the course catalogue) | **Deleted component**  [tick if applicable] | **Added component**  [tick if applicable] | **Reason for change** [Add the applicable reason code or write  other reason] | **Number of ECTS credits**  **(or equivalent) to be awarded** |
|  |  |  |  | Choose an item. |  |
|  |  |  |  | Choose an item. |  |

|  |  |  |  |  |  |  |  |
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| **Exceptional changes to Table B (if applicable)** | | | | | | | |
| **Table B2** | **Component code** (if any) | **Component title at the Sending Institution**  (as indicated in the course  catalogue) | **Deleted component**  [tick if applicable] | **Added component**  [tick if applicable] | **<Reason for change>** | **Number of ECTS credits (or equivalent) to be awarded** | **Automatic recognition** [Yes/No] |
|  |  |  |  |  |  |  |
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**Approval of Exceptional Changes to the Learning Agreement**

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| --- | --- | --- | --- | --- | --- |
| By digitally signing/approving, 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 bilateral agreement relating to the exchange studies The Beneficiary Institution and the student must also commit to what is set out in the bilateral agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise and should be available to the student. The Sending Institution commits to recognize all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. 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. | | | | | |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Approval** |
| Student |  |  | *Student* |  |  |
| Responsible person at the Sending Institution |  |  |  |  |  |
| Responsible person at the Receiving Institution |  |  | *Departmental*  *Coordinator* |  |  |

**Glossary**

|  |  |
| --- | --- |
| **Term** | **Definition/Explanation** |
| **Nationality** | Country to which the person belongs administratively and that issues the ID card and/or passport. |
| **Level of education** | 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). EQF level codes 5 to 8 are equivalent to the ISCED levels 5 to 8. |
| **Field of education** | The [ISCED-F 2013 search tool](http://ec.europa.eu/education/international-standard-classification-of-education-isced_en) available at [http://ec.europa.eu/education/international-standard-](http://ec.europa.eu/education/international-standard-classification-of-education-isced_en) [classification-of-education-isced\_en](http://ec.europa.eu/education/international-standard-classification-of-education-isced_en) 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. |
| **Administrative 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 works at the international relations office or equivalent body within the institution. |
| **Long-term mobility** | A physical study period abroad lasting at least one academic term/trimester or 2 months to 12 months. |
| **ECTS credits (or equivalent)** | In countries where the ["ECTS" system](https://ec.europa.eu/education/ects/users-guide/docs/ects-users-guide_en.pdf) is not in place, in particular for institutions located in third countries not associated to the programme 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. |
| **Automatic recognition** | All credits gained abroad – as agreed in the learning agreement and confirmed by the transcript of records – will be transferred without delay and counted towards the students’ degree (study programme) without any additional work or assessment of the student. |
| **Educational component** | 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, and practical work, preparation/research for a thesis, mobility window  or free electives. |
| **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> |
| **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. |
| **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 and automatic recognition of the study programme described in the learning agreement 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. |

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

1. Students outside the Erasmus+ framework may study at TED University as an exchange student with an official Bilateral Agreement (MoU). [↑](#footnote-ref-1)
2. [Click here](https://www.tedu.edu.tr/en/academic-calendar) to check the Academic Calendar. [↑](#footnote-ref-2)