Instructions for filling in your Learning Agreement

Partial training

All outbound Campus Mundi students have to fill in the Learning Agreement before departure. You can both use the Campus Mundi LA (can be found on the official Campus Mundi website: www.campusmundi.hu) and the Erasmus+ LA form. Inasmuch as you use the Erasmus+ LA form, please specify the start and end date of your mobility by day, month and year.

If you have signed up for partial training, fill in the version titled "Learning Agreement for Studies". If you are going to an internship abroad, use the version titled "Learning Agreement for Traineeships".

Please fill in the documents with a computer in English.

The Learning Agreement (besides the data of the student, the sending university and the receiving university) has three main parts, such as:

1) Before the mobility: to be filled in before departure. This part lists the courses to be completed at the receiving university during the grant period.

2) During the mobility: to be filled in during your stay abroad only if there have been modifications to your data given in section "Before the mobility" (e.g. courses were cancelled, you would like to take up other courses instead etc.).

3) After the mobility: to be filled in when the grant period has ended. In this section, the receiving institution validates that you have completed your courses. Instead of filling this part in you can attach the original Transcript sent out by the receiving institution.

Fill in the parts of your Learning Agreement in a chronological order, for the periods you complete. Sign them and have them signed and stamped, then upload them to www.scholarship.hu (student's application) and also send them to your departmental and institutional Erasmus+ coordinator(s) at CUB. All required fields in the document have to be filled in.

Please read the instructions carefully to prevent any future problems.
LEARNING AGREEMENT FOR STUDIES

Letterhead: double-click on the letterhead and write your name in the first line on the right side (Student's name)

1. page, data:

- Student: Please fill in all data. To "Field of education" (Subject area code) type in the code of your subject area which you can select from the list at www.campusmundi.hu.
- Sending Institution: fill in the name and details of the sending higher education institution.
- Receiving Institution: fill in the details of the receiving university.

Before the mobility

Study programme at the Receiving Institution:

- Fill in the starting point and the end date of your partial training abroad (starting point: the first day of the academic training period at the receiving institution, or the first day of the Orientation Week before the semester if applicable; end date: the day of your last examination; if you do not know it yet, fill in the last day of the exam period).

Please note that the time period in your Erasmus+ zero grant contract has to match the one indicated in section "Before the mobility" in your Learning Agreement.

Chart "A": fill in the codes of the courses to be completed at the partner university; fill in the course titles; mark "A" in the 3rd column if you take your partial training in the autumn semester or "S" if you take it in the spring semester; fill in the credit values of the courses you will take. Select your courses from the online course catalogue of the receiving university. Have the courses you want to complete at the partner university acknowledged by your teachers here, so that they can be converted later. Campus Mundi rules require outbound students to complete courses at the credit value of at least 20 ECTS during the semester abroad. We therefore recommend you to take up courses which are closely related to your major at a value of 25-30 credits; other recommended subjects are language and cultural studies of the receiving country, sports, and other optional courses. Please copy the link of the course catalogue to the bottom of the chart so that we may check ECTS conversion rates and whether you reach the required ECTS credit minimum.

- The level of language competence: please fill in the language of studies and your level at that particular language according to the OLS – Online Language Support test. (B2 stands for an intermediate level language examination and C1 stands for an advanced level language examination.) If you would like to add more languages, please indicate the level of your language skills clearly for each language. Please fill in the same language you selected previously in your application.

Recognition at the Sending Institution:

- A basic requirement of the Campus Mundi programme is credit conversion - the sending university has to count in the courses completed abroad (at the study level the student participates in the programme). Chart "B": Fill in the titles of the Hungarian counterparts of the courses listed in chart "A", i.e. the ones you want to take up at the partner university with credit conversion. When you fill in chart "B" in sections "Before the Mobility" and "During the Mobility" of your Learning Agreement please make sure to list all courses or credit values you listed in chart "A" accordingly. Courses completed abroad may be counted
in as mandatory, alternative and optional courses. If the semester abroad is counted in as a mobility window, please write Mobility window - 30 credits in chart "B". Please copy the link of the partial training regulations with its provisions about students to the end of the chart.

Commitment:
- These commitments may not be modified later.
- Responsible person: Please fill in the names and details of the signatories acting on behalf of the sending and the receiving university.
- The contract is to be signed by all three parties - signed copies scanned and sent via e-mail are also acceptable, no original signatures are required; the Learning Agreement may also be transmitted to the receiving institution via e-mail. All three parties should sign the same page of the document, and the seals should also be on the same page. The date should be given in a DD/MM/YYYY format.

Section "During the mobility":

To be filled in only if there have been modifications to your courses, e.g. courses were cancelled, you would like to take up other courses instead.
- Chart "A2":
  - Write here the courses you had originally listed in section "Before the mobility", but they were cancelled, or you would not like to complete them for some other reason; mark them with an X in column "Deleted component", and
  - also list here the courses you wish to take up and complete instead; mark them with an X in column "Added component".
- Chart "B2":
  - Fill in the titles of the Hungarian counterparts of the cancelled courses and the ones you want to take up instead.
- Commitment:
  - The text may not be modified any further;
  - Please fill in the names of the signatories; signatures of all three parties and seals are required.

Section "After the mobility", Transcript of Records:

- Chart "C": to be filled in by the receiving institution:
  - Period validation: fill in the starting point and the end date of your mobility (starting point: the day you commence your studies at the receiving institution; end date: the day of your last examination at the receiving university)
  - List your completed courses in the chart (indicate course codes, course titles, passed/failed, credit values, and grades - depending on the standards of the receiving university, numbers or letters)
- Chart "D": please fill it in as a part of the credit conversion process (submit a copy at the Registration Office together with your credit conversion request).
- To be signed by the international coordinator of the receiving institution.
- Fill in section "After the mobility", or attach the original Transcript sent out by the receiving institution.

End notes: In this page the sections are explained in detail.