

Instruction on filling in
LEARNING AGREEMENT BEFORE MOBILITY

Erasmus+ Programme – KA131

Learning Agreement is an agreement which a student (in this case, you) signs with his/her home university and a foreign university (in this case, with Powiślański University) before leaving with regards to the study programme abroad. On the basis of the list of available courses at Powiślański, the student chooses the ones that are most similar to the courses he/she is studying at his university – the choice is made jointly with university's Erasmus+ Coordinator or person responsible for your academic's affairs – Dean or Head of the Department.

Important: Please send the LA in word document to be APPROVED by Powiślański University.

The document should be signed for at least 14 days before the estimated mobility!

Instructions step by step:

1. Please send the LA in word document to be APPROVED by Powiślański University before you proceed with the signature process.
1. Student fills in the data:
 - a) Student's personal data
 - b) Field of education – you should write the following ISCED codes according to your field of study:
 - Economics – 0311
 - Business and administration (Business-related programmes) – 0410
 - Health Sciences - 0910
2. Sending Institution
 - a) Name – Full name of your University
 - b) Faculty/Department – you should write your faculty or department
 - c) Address – full address of your university
 - d) Country – you should write the country where your university is located
 - e) Contact person name; email; phone – you should write your Erasmus+ Coordinator's name, mail and phone provided on university's website
3. Receiving Institution
 - a) Faculty/Department – depending on your choice:



International Office/Department of Marketing and Information/IT Department/Faculty of Health Sciences/Faculty of Economic and Social Sciences/Financial Department/Student's Service Office - English Division

4. TABLE A

- In table A you must specify the period of your mobility:

ex. 07/2024 to 09/2024 or 01/07/2024 to 30/09/2024

- Mark the level of English language competence

5. TABLE B

Must be filled in just like Table A, but with information from your home university

6. Commitment

a) Student

- Name – your full name
- Email – your university or private email
- Date – date of signing the document
- Signature – please sign the LA to finalise the process

b) Responsible person at the Sending Institution – should not be staff at International Relations Office, it should be a Head of Department / Dean of Faculty or Vice-rectors:

- Name – full name of
- Email – university's email of your coordinator
- Position – the position your coordinator holds at the university
- Date – date of signing the document
- Signature – your coordinator needs to sign learning agreement here

All parties must sign the Learning Agreement before the start of the mobility and at least 14 days before the 1st day of mobility. It is not compulsory to circulate papers with original signatures; scanned copies of signatures or digital signatures may be accepted, depending on the national legislation. You are required to send the LA to be checked by Powiślański at least 6 weeks before the mobility starts.



In case of any questions, please contact the International Office at assist.international@powislanska.edu.pl

