

Instruction on filling in  
**LEARNING AGREEMENT BEFORE MOBILITY**

Erasmus+ Programme – KA171

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.**

**Instructions step by step:**

1. Learning agreement (LA) MUST be downloaded from the website:
2. 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
      - Nursing and midwifery – 0913
  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 – if your field of education is 0311 or 0410 then write Faculty of Economic and Social Sciences, if your field of education is 0913 then write Faculty of Health Sciences

#### 4. TABLE A

- In table A you must specify the subjects you are going to take at Powiślański University
- You should choose subjects ONLY of the study area for which you are nominated.
- You can choose subjects ONLY for the semester in which you are coming to our university:
  - o 1st Semester – October – February (preferably 1.10 – 15.02)
  - o 2nd Semester – February – June (15.02-15.06)
- The number of credits for one semester CANNOT be less than 15 ECTS.
- LA is a Word document so you can add more lines per table.
- Find the course catalogue [HERE](#)
- Find the grading system of Powiślański University [HERE](#)

- a) Component code: You MUST provide the code for each subject, there are available on the Course Catalog
- b) Component title at the Receiving Institution (as indicated in the course catalogue): you should write the names of the subjects you will be studying at Powiślański University
- c) Semester: you should choose the semester – First semester (Winter) or Second semester (Spring);
- d) Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion: you should write the number of ECTS points
- e) The level of language competence: choose an English language level; [explanation](#)

#### 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
- Position – you are always Student
- 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 1<sup>st</sup> 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 [erasmus@powislanska.edu.pl](mailto:erasmus@powislanska.edu.pl)**

