#### *Instructions and notes on how to fill in the form are available at the end of the document.*

#### *This document must be completed electronically* ***(no manual filling)***

#### 

#### **LEARNING AGREEMENT**

**Student**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | First name |  |
| Date of birth |  | Nationality |  |
| Gender [*M/F*] |  | Academic year |  |
| Study cycle 1 |  | Field of study |  |
| Phone number |  | Email |  |

**Sending institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Université de Caen  Normandie | Department (Faculty,  Engineering school...) |  |
| Address | Esplanade de la Paix  CS-14032  14032 CAEN cedex cedex5 |  |  |
| Country, Country code | FR |  |  |
| Contact person | Stéphanie Houstin | Contact person  Email/phone | [Intl.interu.sortants@unicaen.fr](mailto:Intl.interu.sortants@unicaen.fr)  Tel: 00(33) +2 31 56 53 14 |

**Host institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  |  |  |
| Faculty |  |  |  |
| Country |  | | |
| Contact person 2 Name |  | Contact person  Email/phone |  |

#### **Section to be completed BEFORE MOBILITY**

**I. ACADEMIC MOBILITY SCHEME**

Planned period of the mobility: from [month/year..............] to [month/year………………]

Table A: Academic mobility programme

|  |  |  |  |
| --- | --- | --- | --- |
| **Faculty code**3 **(if any)** | **Name of the faculty/educational component (as indicated in the course catalogue) at the host institution** | **Semester**  **[autumn/spring] or**  **Term** | **Number of ECTS credits to be awarded by the host institution upon successful completion** |
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|  |  |  | Total: …… |

Table B: List of the components to be completed for obtaining the degree for which the student is registered, which should normally be validated at the sending institution and which correspond to the study programme carried out during the mobility period.

NB: a line-by-line correspondence with Table A is not required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Faculty code**3 **(if any)** | **Name of the faculty/educational component (as indicated in the course catalogue) at the sending institution** | **Semester**  **[autumn/spring] or term** | **Number of ECTS credits** |
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|  |  |  | Total (4): |

**Provisions applying if the student does not successfully complete some of the components:**

|  |
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| If the student does not earn all the ECTS credits awarded to the programme (or equivalent), he is declared to have failed the semester or year by the examination board and must then re-register the following academic year at the University of Caen Normandie. The examination board will decide which of the French courses on the semester or year curriculum are validated, taking into account the number of ECTS credits (or equivalent) earned at the host university, and which remain to be validated by the student for the semester or year. |
|  | |

**II. COMMITMENT OF THE 3 PARTIES**

By signing this document, the student, the sending institution and the host institution confirm that they approve the learning contract and that they comply with all the provisions agreed on by the 3 parties. The sending and host institutions undertake to apply the principles of the Interinstitutional Agreement for institutions located in partner countries and relating to learning mobility.

The host institution certifies that the components listed in Table A are in line with those indicated in the catalogue.

The sending institution commits to recognise all the credits earned at the host institution for the successfully completed components and to record them on the transcript to the student's diploma, as indicated in Table B. Any exception to this rule must be set out in an annex to this contract and agreed upon by the 3 parties.

The student and the host institution will communicate to the sending institution as well as to the contact person, any problems or changes related to the learning mobility scheme and/or to the study period.

**III. COLLABORATORS AT UNICAEN**

|  |
| --- |
| **Academic advisor at the sending institution (UNICAEN):**  Name:  Signature: Date:  **Academic Director of the diploma (UNICAEN):**  Name:  Signature: Date: |
| **Visa – Department for international mobility 5**  Stamp: Date: |
|  |

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| --- |
| **The student**  Signature Date: |

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| --- |
| **The host institution** |
| Signature – Academic advisor at the host institution: Date: |

**Section to be completed DURING MOBILITY**

#### **AMENDMENTS TO THE INITIAL LEARNING AGREEMENT**

#### **I. EXCEPTIONAL MODIFICATIONS TO THE LEARNING MOBILITY SCHEME**

#### Table C: Exceptional modifications to the learning mobility scheme or addition of pedagogical elements, if and to the extent that the mobility period initially established in the contract is extended.

|  |  |  |  |  |  |
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| **Faculty code  (if any) at the host institution** | **Name of the faculty/educational component (as indicated in the course catalogue) at the host institution** | **Course cancelled**  ***[tick the box if necessary]*** | **Additional course**  ***[tick the box if necessary]*** | **Reason for change** | **Number of ECTS credits to be awarded by the host institution upon successful completion** |
|  |  | □ | □ |  |  |
|  |  | □ | □ |  |  |
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|  |  | □ | □ |  |  |
|  | | | | | Total: ………… |

The student, the sending and host institutions confirm that they approve the changes made to the learning agreement.

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| --- | --- | --- | --- | --- | --- |
|  | **Student** | **Academic advisor** | **Academic Director** | **Visa department for international mobility** | **Academic advisor at the host institution** |
| Date : |  |  |  |  |  |
| Signature : |  |  |  |  |  |