



LEARNING AGREEMENT FOR STUDIES

The Student

Last name (s)		First name (s)	
Date of birth		Nationality ¹ Italy	
Sex [M/F]		Academic year	2016/2017
Study cycle ² Level 6		Subject area, Code ³	0215
Phone		E-mail	

The Sending Institution

Civica Scuola di Musica Claudio Abbado		Scuole Civiche di Milano - FdP	
IMILANO20 Via Stilicone, 36 -20154 Milano			
		Italy Country code ⁴ IT	
Eugenia Biancamaria Buzzetti Erasmus Coordinator		Tel +39 02 971524 erasmus_musica@fondazionemilano.eu	

The Receiving Institution

Name		Faculty	
Erasmus code (if applicable)		Department	
Address		Country, Country code	
Contact person ⁴ name		Contact person e-mail / phone	

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Planned duration of the study period:

[Indicative start and end months]

¹ Country to which the person belongs administratively and that issues the ID card and/or passport.

² 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).

³ Please refer to the ISCED 2013 subject field that is closest to the subject of the degree to be awarded to the student by the sending institution. For the list of detailed subject fields, see: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>.

⁴ Please use ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.



		[or term]	

In case some educational components would not be successfully completed by the student, the following provisions will apply: The student will pass the corresponding exam at the SSML to obtain grades and ECTS.

Language competence of the student

The level of language competence⁸ in [*language of instruction*] that the student already has or agrees to acquire by the start of the study period (for the above-mentioned dates) is:

A1 A2 B1 B2 C1 C2

II. RESPONSIBLE PERSONS

Responsible person⁹ in the sending institution:

Name: Eugeniza Biancamaria Buzzetti Function: Erasmus Coordinator

Phone number: +39 02 971524 E-mail: erasmus_musica@fondazionemilano.eu

Responsible person¹⁰ in the receiving institution:

Name: _____ Function: _____

Phone number: _____ E-mail: _____

III. COMMITMENT OF THE THREE PARTIES

By signing¹¹ this document, the student, the sending institution and the receiving institution confirm that they approve the proposed Learning Agreement and that they will comply with all the arrangements

⁸ For the Common European Framework of Reference for Languages (CEFR) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

⁹ An academic who has the authority to approve the mobility programme of outbound students (Learning Agreements), to exceptionally amend them when it is needed, as well as to guarantee full recognition of such programmes on behalf of the responsible academic body.

¹⁰ An academic who has the authority to approve the mobility programme of incoming students and is committed to give them academic support in the course of their studies at the receiving institution.

¹¹ Scanned copies of signatures or digital signatures are recognised. There is no need to circulate papers with original signatures.



agreed by all parties. Sending and receiving institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the inter-institutional agreement for institutions located in partner countries).

The receiving institution confirms that the educational components listed in Table A are in line with its course catalogue.

The sending institution commits to recognise all the credits gained at the receiving institution for the successfully completed educational components and to count them towards the student's degree as described in Table B¹².

The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

The student

Student's signature

Date:

The sending institution

Responsible person's signature

Date:

The receiving institution

Responsible person's signature

Date:

¹² Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties.

Section to be completed DURING THE MOBILITY

CHANGES TO THE ORIGINAL LEARNING AGREEMENT

[The section to be completed before the mobility should be kept unchanged, and changes should be described in this section only.]

I. EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME

[Exceptional changes should be made within a month. Only if absolutely necessary, any party can request changes within the first two-week period after regular classes/educational components have started. All these changes have to be agreed by the three parties within a two-week period after the request.]

Table C: Exceptional changes to study programme abroad

Component code (if any) at the receiving institution	Component title (as indicated in the course catalogue) at the receiving institution	Deleted component <i>[tick if applicable]</i>	Added component <i>[tick if applicable]</i>	Reason for change ¹³	Number of ECTS credits to be awarded by the receiving institution upon successful completion of the component ¹⁴
	Course 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A1	5
	Course 3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	B1	5
					Total:

[Only if changes affect table B, please insert a revised version below and label the table as "Table D: Exceptional changes to set of components to be replaced at sending institution".]

¹³ Reasons for deleting a component: A1) Previously selected educational component is not available at receiving institution A2) Component is in a different language than previously specified in the course catalogue A3) Timetable conflict, A4) Other (please specify).

Reason for adding a component: B1) Substituting a deleted component, B2) Extending the mobility period, B3) Other (please specify).

¹⁴ The sending institution should fully recognise this number of ECTS credits and any exception to this rule should be documented in an annex of the Learning Agreement and agreed by all parties.



II. CHANGES IN THE RESPONSIBLE PERSON(S), if any:

New responsible person in the sending institution:

Name:	Function:
Phone number:	E-mail:

New responsible person in the receiving institution:

Name:	Function:
Phone number:	E-mail:

III. COMMITMENT OF THE THREE PARTIES

The student, the sending institution and the receiving institution confirm that the proposed amendments to the Learning Agreement are approved.

[Agreement of the proposed amendments by email is accepted. Original or scanned signatures are not mandatory for this specific section.]

The student

Student's signature or approval by e-mail Date:

The sending institution

Responsible person's signature or approval by e-mail Date:

The receiving institution

Responsible person's signature or approval by e-mail Date:

Section to be completed AFTER THE MOBILITY

RECOGNITION DOCUMENT

[This Recognition Document must be issued together with the sections before and during mobility and it can additionally be issued independently].

Actual dates of the start¹⁵ and the end¹⁶ of the study period:

from [day/month/year] till [day/month/year]

[The receiving institution commits to provide the sending institution and the student with a Transcript of Records¹⁷ according to Table E below and containing all the educational components agreed in the above sections. This should be done within a period stipulated in the inter-institutional agreement and normally not longer than five weeks after publication/proclamation of the student's results at the receiving institution.]

Table E: Transcript of Records

Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Was the component successfully completed by the student? [Yes/No]	Number of ECTS credits	Receiving institution grade
<i>Example :</i>				
	<i>Course 3</i>	<i>Y</i>	<i>5</i>	<i>...</i>
	<i>Module 2</i>	<i>Y</i>	<i>10</i>	<i>...</i>
	<i>Thesis research</i>	<i>Y</i>	<i>15</i>	<i>...</i>
			<i>Total: 30</i>	

[Following the receipt of the Transcript of Records from the receiving institution, the sending institution commits to provide to the student a Recognition Document including Table E above and the completed Table F below, without further requirements from the student, and within five weeks.]

Table F: Recognition outcomes

Component code (if any)	Component title (as indicated in the course catalogue) at the sending institution	Number of ECTS credits	Sending institution grade, if applicable

¹⁵ First day the student has been present at the receiving institution, for example, for the first course, for a welcoming event organised by the host institution or for language and intercultural courses.

¹⁶ The end of the study period is the last day the student has been present at the receiving institution and not the actual date of departure of the student. This is, for example, the end of exams period, courses or mandatory sitting period.

¹⁷ Grading distribution information should be attached to the Transcript of Records (or a web link where this information can be found).



any)			
<i>Examp e 1:</i>			
	<i>Mobility window</i>	<i>30</i>	
		<i>Total: 30</i>	
<i>Examp e 2:</i>			
	<i>Course x</i>	<i>10</i>	
	<i>Module y</i>	<i>10</i>	
	<i>Laboratory work</i>	<i>10</i>	
		<i>Total: 30</i>	

All the above educational components will appear as well in the student's Diploma Supplement with also the exact title that they had in the receiving institution.