### Guidelines on how to use the Learning Agreement for Studies

#### Steps to fill in the Learning Agreement for Studies

**Before the mobility**

- Provide study programme.
- Identify Responsible persons.
- Commitment of the three parties with original / scanned / digital signatures.

**During the mobility**

**If modifications are needed:**
A party requests changes within 5 weeks after the start of each semester. Agreement by the three parties has to be reached within 2 weeks after the request.

Request for extension of the duration has to be made at the latest one month before the foreseen end date.

An agreement by the three parties on the changes is possible via email/digital signatures.

**After the mobility**

**The Receiving Institution** provides a Transcript of Records to the student and Sending Institution normally within 5 weeks after publication of the results.

**The Sending Institution** recognises the activities successfully completed by the student during the mobility, counts them towards the student’s the degree and registers them in the student’s Transcript of Records normally within 5 weeks.