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| **Student** | **Last name(s)** | | **First name(s)** | **Date of birth** | | **Nationality**[[1]](#endnote-1) | | **Sex [M/F]** | | **Study cycle**[[2]](#endnote-2) | | | | **Study Course at PoliMi**[[3]](#endnote-3) | |
|  | |  | gg/mm/aaaa | |  | |  | |  | | | |  | |
| **Sending Institution** | **Name** | | | **School** | | **Address** | | **Country** | | **Contact person name**[[4]](#endnote-4)**; email; phone** | | | | | |
| **Politecnico**  **di Milano** | | |  | | Via Lambruschini, 15 – 20156 MILANO | | **IT** | | **Exchange Mobility Unit Bovisa**  **Simona Benvenuto; Livia Fabbrini;**  **Simona Rodella; Elisa Zappa**  [exchange-bovisa@polimi.it](mailto:exchange-bovisa@polimi.it)  +39 02 2399.5720;5771;5719;5721 | | | | | |
| **Receiving Institution** | **Name** | | | **Faculty/ Department** | | **Address** | | **Country** | | **Contact person name; email; phone** | | | | | |
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| **Before the mobility**  **Planned period of the mobility: from** [month/year] ……………. **to** [month/year] | | | | | | | | | | | | | | | |
|  | **Table A - Before the mobility: Proposed Study Programme at the Receiving Institution** | | | | | | | | | | | | | | |
| **[\*]** | | **Component**[[5]](#endnote-5) **code** (if any) | **Component title at the Receiving Institution** (as indicated in the course catalogue[[6]](#endnote-6)) | | | | | | **Semester** [e.g. autumn/spring term] | | | | **Number of ECTS credits (or equivalent)**[[7]](#endnote-7) **to be awarded by the Receiving Institution upon successful completion** | | |
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|  | |  |  | | | | | |  | | | | **Total: …** | | |
| Web link to the course catalogue at the Receiving Institution describing the learning outcomes*: [indicate here the web link to the relevant information]* | | | | | | | | | | | | | | | |
|  |  | |  | |  |  |  | | | |  |  | | |  | |
| The level of language competence[[8]](#endnote-8) in \_\_\_\_\_\_\_\_ [*indicate here the main language of instruction*] that the student already has or agrees to acquire by the start of the study period is: A1  A2  B1  B2  C1  C2  Native speaker | | | | | | | | | | | | | | | |

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|  | **Table B - Before the mobility: Recognition at Politecnico di Milano** | | | | | | | | | |
| **[\*]** | | **Component code** | | **Component title at Politecnico di Milano** as indicated in the course catalogue | | | **Semester** [e.g. autumn/spring term] | | **Number of ECTS credits (or equivalent) to be recognised**  **by Politecnico di Milano** | | |
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|  | |  | |  | | |  | | **Total: …** | | |
| [\*] Please, use an alphanumeric symbol (e.g. A, B, C…) to state which (group of) *educational components* correspond to each other. Correspondence between the courses followed abroad (Table A) and the ones replaced at the sending institutions (Table B) do not need to be strictly one to one. A group of learning outcomes achieved abroad is meant to replaces a group of learning outcomes at the sending institution, without having a one to one correspondence between particular modules or courses.  Those components that the student does not successfully complete abroad will not be recognised at Politecnico di Milano. | | | | | | | | | | |
| **Commitment** | | | | | | | | | | |
| By signing this document, the student, Politecnico di Milano and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Politecnico di Milano and the Receiving Institution undertake to apply all the principles agreed in the Inter-Institutional Agreement. Politecnico di Milano and the student should also commit to what is set out in the mobility agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. Politecnico di Milano 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 B. **Any exceptions to this rule are documented in an Annex of this Learning Agreement and agreed by all parties.** **The student and the Receiving Institution will communicate to Politecnico di Milano any problems or changes regarding the study programme, Responsible persons and/or study period.** | | | | | | | | | | |
| **Commitment** | | | **Name** | | **Email** | **Position** | | **Date** | | **Signature** |
| **Student** | | |  | |  | *Student* | |  | |  |
| **Responsible person[[9]](#endnote-9)**  **at Politecnico di Milano** | | |  | |  | *Academic Responsible for exchange mobility* | |  | |  |
| **Responsible person at the Receiving Institution[[10]](#endnote-10)** | | |  | |  |  | |  | |  |

**ANNEX**

**During the Mobility**

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|  | Table A2 - During the mobility: **Exceptional changes to Table A**  to be approved by e-mail or signature by the student, the Responsible person in the Sending Institution and the Responsible person at Politecnico di Milano | | | | | |
| **[\*]** | **Component code** (if any) | **Component title at the** **Receiving Institution** (as indicated in the course catalogue) | **Deleted component** [tick if applicable] | **Added component** [tick if applicable] | **Reason for change[[11]](#endnote-11)** | **Number of ECTS credits (or equivalent)** |
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|  | Table B2 - During the mobility: **Exceptional changes to Table B (if applicable)**  to be approved by e-mail or signature by the student and the Responsible person at Politecnico di Milano | | | | |
| **[\*]** | **Component code** (if any) | **Component title at the**  **Politecnico di Milano** (as indicated in the course catalogue) | **Deleted component** [tick if applicable] | **Added component** [tick if applicable] | **Number of ECTS credits (or equivalent)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| [\*] Please, use an alphanumeric symbol (e.g. A, B, C…) to state which (group of) *educational components* correspond to each other. Correspondence between the courses followed abroad (Table A) and the ones replaced at the sending institutions (Table B) do not need to be strictly one to one. A group of learning outcomes achieved abroad is meant to replaces a group of learning outcomes at the sending institution, without having a one to one correspondence between particular modules or courses.  Those components that the student does not successfully complete abroad will not be recognised at Politecnico di Milano. | | | | | |

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| **Signatures** | | | | | | |
| By signing this document, the student, Politecnico di Milano and the Receiving Institution confirm that they approve the **Exceptional Changes to the Learning Agreement** and that they will comply with all the arrangements agreed by all parties. | | | | | | |
|  | **Name** | **Email** | **Position** | **Date** | **Signature** | |
| **Student** |  |  | *Student* |  |  | |
| **Responsible person[[12]](#endnote-12)**  **at Politecnico di Milano** |  |  | *Academic Responsible for exchange mobility* |  |  | |
| **Responsible person at the Receiving Institution[[13]](#endnote-13)** |  |  |  |  |  | |

For this specific Annex, original or scanned signatures are not mandatory and an approval by email may be enough.

This Annex and the section Before mobility (pages 1) should always be kept together in all communications

Please, note that it is necessary to fill in the first section with **information** on the student, the sending and the receiving institutions. The three parties have to agree before the mobility (section Commitments).

Section **“Before the mobility”**: the Learning Agreement must include all the *educational components* to be carried out by the student at the receiving institution (Table A) and it must contain as well the group of educational components that will be replaced in his/her degree by the sending institution (Table B) upon successful completion of the study programme abroad**.**

Annex **“During the mobility”**:this section should only be used in case it is necessary to introduce changes to the original study programme. This *Annex* (page2) and the section *Before mobility* (pages 1) should always be kept together in all communications.

**END NOTES**

1. **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-1)
2. **Study cycle:** Bachelor = EQF level 6 / Master = EQF level 7 / Doctorate = EQF level 8. [↑](#endnote-ref-2)
3. **Study course:** to fill in with the degree programme at Politecnico di Milano. [↑](#endnote-ref-3)
4. **Contact person**: person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution. [↑](#endnote-ref-4)
5. **Component code**: an "*educational component*" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives. [↑](#endnote-ref-5)
6. **Course catalogue**: detailed, user-friendly and up-to-date information on the institution’s learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them. [↑](#endnote-ref-6)
7. **ECTS credits (or equivalent)**: in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added. [↑](#endnote-ref-7)
8. **Level of language competence**: a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> [↑](#endnote-ref-8)
9. **Responsible person at Politecnico di Milano:** the academic responsible for exchange mobility who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document. [↑](#endnote-ref-9)
10. **Responsible person at the Receiving Institution**: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document. [↑](#endnote-ref-10)
11. **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

    |  |  |
    | --- | --- |
    | ***Reasons for deleting a component*** | ***Reason for adding a component*** |
    | 1. Previously selected educational component is not available at the Receiving Institution | 5. Substituting a deleted component |
    | 2. Component is in a different language than previously specified in the course catalogue | 6. Extending the mobility period |
    | 3. Timetable conflict | 7. Other (please specify) |
    | 4. Other (please specify) |  |

    [↑](#endnote-ref-11)
12. **Responsible person at Politecnico di Milano:** the academic responsible for exchange mobility who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document. [↑](#endnote-ref-12)
13. **Responsible person at the Receiving Institution**: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document. [↑](#endnote-ref-13)