**LEARNING AGREEMENT**

On this form you have to indicate the courses you would like to follow during your exchange at LIUC, please note that you can upload the file in the Application online if you have it already signed by your home university and yourself before the deadline, if you do not have this document at the time of the application you can send it at a later stage by e-mail to ccolombo@liuc.it or by post to the address you will find on the second page of this file.

LIUC will provide a format of the learning agreement along with all the other documents and information but if your university has its own form for the same purpose please use that one! as LIUC will accept that one. The one provided by LIUC is on the following page.

In order to complete this form LIUC is providing you with the list of courses offered in English in your exchange semester (second) in the separate file called “Courses in English 2 sem 2017\_18.xls”.

The syllabi of the courses are available online on our website <http://www.liuc.it/international-office/incoming-students/> .

Some more information:

-please note that some courses have a limited number of places and therefore it is extremely important to send this document at least one month before the start of the semester (end of December).

This form is extremely important and should list all the courses you wish to attend. It is suggested to enrol for a maximum of 30 credits per semester. *Please write in capital letters* or even better *with the PC.*

-please note that if you attend courses of different Schools you will have some schedule problems.

-please be aware that timetable overlapping may mean you cannot follow all the courses you have chosen. You may have to change your selection once in Italy.

You will have 2 weeks once courses have started to finalise your choice for the courses.

-if you are interested in studying in Italian please refer to the following links:

ECONOMICS: <http://en.liuc.it/courses/degree-courses-in-business-economics/>

ENGINEERING: <http://en.liuc.it/courses/degree-courses-in-engineering/>

LAW: <http://en.liuc.it/courses/degree-courses-in-law/>

From these links you have to choose if you wish to follow courses at Bachelor level (Corsi di laurea) or at Master level (Corsi di laurea magistrale), then choose among the possible specialisations and finally study plan (piano studi).

If you have any questions feel free to contact me directly.

You may choose any course offered in English or Italian provided you have the necessary prerequisites.

Please be aware that timetable overlapping may mean you cannot follow all the courses you have chosen. You may have to change your selection once in Italy.

You will have 2 weeks once courses have started to finalise your choice for the courses.

# ITALIAN LANGUAGE COURSES

The university offers 3 levels of Italian language.

* Italian Level 1 – beginners (European Framework Level A1);
* Italian Level 2 – pre-intermediate (European Framework Level A2);
* Italian Level 3 – intermediate-upper intermediate (European Framework Level B1/B2).

All students following courses only in English are suggested to take a course in Italian language. Students following courses exclusively in Italian are offered an intermediate-advanced level course. It is not possible to combine levels.



***Student’s name***

***Academic Year 2017/2018***

**Higher Education**

**Learning Agreement for Studies**

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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) | **Field of education** [[3]](#endnote-3) |
|  |  |  |  |  |  |  |
| **Sending Institution** | **Name** | **Faculty/Department** | **Erasmus code**[[4]](#endnote-4)  **(if applicable)** | **Address** | **Country** | **Contact person name**[[5]](#endnote-5)**; email; phone** |
|  |  |  |  |  |  |
| **Receiving Institution**  | **Name** | **Faculty/ Department** | **Erasmus code (if applicable)** | **Address** | **Country** | **Contact person name; email; phone** |
| Università CarloCattaneo- LIUC |  | I CASTELL 01 | Corso Matteotti, 2221053 Castellanza | Italy | Cristina COLOMBOccolombo@liuc.it0039 0331 572 295 |
| **Before the mobility** |
|  | ***Study Programme at the Receiving Institution*****Planned period of the mobility: from [month/year] February/2017. to [month/year] June/2017** |
| **Table A****Before the mobility** | **Component**[[6]](#endnote-6) **code**(if any) | **Component title at the Receiving Institution**(as indicated in the course catalogue[[7]](#endnote-7)) | **Semester** [e.g. autumn/spring; term] | **Number of ECTS credits (or equivalent)**[[8]](#endnote-8) **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: [*web link to the relevant information*] |
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| The level of language competence[[9]](#endnote-9) 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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|   | ***Recognition at the Sending Institution*** |
| **Table B****Before the mobility** | **Component code** (if any) | **Component title at the Sending Institution**(as indicated in the course catalogue) | **Semester** [e.g. autumn/spring; term] | **Number of ECTS credits (or equivalent) to be recognised by the Sending Institution** |
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|   |  |  |  | **Total: …** |
| Provisions applying if the student does not complete successfully some educational components: *[web link to the relevant information]**In case the student will not successfully complete the agreed study plan, the recognitions in LIUC will be re-evaluated.**In case of changes to the approved study plan the recognition in LIUC might also change* |
|  |  |  |  |  |  |  |  |  |
| ***Commitment*** By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements 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 Sending Institution and the student should also commit to what is set out in the Erasmus+ grant 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. 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 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 the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period. |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Student |  |  | *Student* |  |  |
| Responsible person[[10]](#endnote-10) at theSending Institution |  |  |  |  |  |
| Responsible person at theReceiving Institution[[11]](#endnote-11) | Cristina COLOMBO | ccolombo@liuc.it | International Office |  |  |

GUIDELINES

1. **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-1)
2. **Study cycle:** 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). [↑](#endnote-ref-2)
3. **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at <http://ec.europa.eu/education/tools/isced-f_en.htm> should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution. [↑](#endnote-ref-3)
4. **Erasmus code**: a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries. [↑](#endnote-ref-4)
5. **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-5)
6. 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-6)
7. **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-7)
8. **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-8)
9. **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-9)
10. **Responsible person at the Sending Institution**: an academic 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-10)
11. **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-11)