

STEP 5: COMPLETE THE LEARNING AGREEMENT WITH YOUR ACADEMIC ADVISER

Once you and your Academic Adviser have agreed on your courses, you will need to complete some paperwork, or a LEARNING AGREEMENT, to record what you have agreed.

A Learning Agreement is a formal contract between you, your Academic Adviser at your home institution, and your Partner University. The Learning Agreement ensures that you will receive credit for the courses you take overseas. If you don't fill it out properly, this can't be guaranteed.

Some Partner Universities will include an ECTS Learning Agreement as part of their application form, whereas others will require you to complete a separate document. You may need to fill out a separate Learning Agreement for your home university as well.

WARNING

If you want to make any changes to your Learning Agreement, make sure you follow the process outlined above and, most importantly, ensure that your Academic Adviser approves!!

How to Fill in Your Learning Agreement:

- Don't write anything on the form until your Academic Adviser has approved your module choices.
- Make sure you write neatly and clearly – a copy of the form will be sent to your Partner University!
- Make sure you write the module code IN FULL – include the subject abbreviation – e.g. HIST – as well as the numerical code.
- You and your Academic Adviser need to sign the form.

REMEMBER: Selecting your modules and completing your Learning Agreement does not automatically register you for courses. If you are lucky, the International Office at your Partner University will pre-register you for your modules. If not, you will need to register for your modules upon arrival. Your Partner University will give you full instructions of how to do this. Make sure you register within the specified time frame - otherwise you run the risk that your choices will not be available.