Student's name :

Instructions and notes on how to fill in the form are available at the end of the document.
*This document must be completed electronically **(no manual filling)***

LEARNING AGREEMENT

Student

Name		First name	
Date of birth		Nationality	
Gender (*M/F*)		Academic year	
Study cycle		Field of study	
Phone number		Email	

Sending institution

Name	Université de Caen Normandie	Department / Faculty	
Address	Esplanade de la Paix CS-14032 14032 CAEN cedex cedex5	Country	France
Study abroad advisor	Stéphanie Houstin	Contact person Email/phone	intl.interu.sortants@unicaen.fr Tel: 00(33) +2 31 56 53 14

Host institution

Name	
Faculty	
Country	

Contact person Name		Contact person Email/phone	

Student's name :

Section to be completed BEFORE MOBILITY

I. ACADEMIC MOBILITY SCHEME

Planned period of the mobility: from (month/year) [   ] to (month/year) [   ]

Table A: Academic mobility programme at the host institution

Faculty code (if any)	Name of the faculty/educational component (as indicated in the course catalogue) at the host institution	Semester (autumn/spring) or Term	Number of ECTS credits to be awarded by the host institution upon successful completion
			Total:

Student's name :

Table B: List of the components which should normally be validated at the sending institution and which correspond to the study programme carried out during the mobility period.
NB: a line-by-line correspondence with Table A is not required.

Faculty code (if any)	Name of the faculty/educational component (as indicated in the course catalogue) at the sending institution	Semester (autumn/spring) or term	Number of ECTS credits
			Total:

Provisions applying if the student does not successfully complete some of the components:

If the student does not earn all the ECTS credits awarded to the programme (or equivalent), he is declared to have failed the semester or year by the examination board and must then re-register the following academic year at the University of Caen Normandie. The examination board will decide which of the French courses on the semester or year curriculum are validated, taking into account the number of ECTS credits (or equivalent) earned at the host university, and which remain to be validated by the student for the semester or year.

Student's name :

II. COMMITMENT OF THE 3 PARTIES

By signing this document, the student, the sending institution and the host institution confirm that they approve the learning contract and that they comply with all the provisions agreed on by the 3 parties. The sending and host institutions undertake to apply the principles of the Interinstitutional Agreement for institutions located in partner countries and relating to learning mobility.

The host institution certifies that the components listed in Table A are in line with those indicated in the catalogue.

The sending institution commits to recognise all the credits earned at the host institution for the successfully completed components and to record them on the transcript to the student's diploma, as indicated in Table B. Any exception to this rule must be set out in an annex to this contract and agreed upon by the 3 parties.

The student and the host institution will communicate to the sending institution as well as to the contact person, any problems or changes related to the learning mobility scheme and/or to the study period.

III.   COLLABORATORS AT UNICAEN

Academic advisor at the sending institution (UNICAEN):

Name: Signature: Date:

Academic Director of the diploma (UNICAEN):

Name: Signature: Date:

Visa – Department for international mobility

Stamp:

Date:

The student

Signature   Date:

The host institution

Signature – Academic advisor at the host institution: Date:

Student's name :

Section to be completed DURING MOBILITY

AMENDMENTS TO THE INITIAL LEARNING AGREEMENT

Table C: Exceptional modifications to the learning mobility scheme or addition of pedagogical elements, if and to the extent that the mobility period initially established in the contract is extended

Faculty code (if any) at the host institution	Name of the faculty/educational component (as indicated in the course catalogue) at the host institution	Course cancelled (tick the box if necessary)	Additional course (tick the box if necessary)	Reason for change (see below)	Number of ECTS credits to be awarded by the host institution upon successful completion
		○ I	○ I		
		○ I	○ I		
		○ I	○ I		
		○ I	○ I		
		○ I	○ I		
		○ I	○ I		
				Total:	

A1) The previously selected component is not available at the host establishment
A2) The component is taught in a language other than that indicated in the course catalogue
A3) Timetable problem
A4) Deletion: other reason (please specify)

B1) Replacement of a deleted component
B2) Extension of the mobility period
B3) Addition: other reason (please specify)

The student, the sending and host institutions confirm that they approve the changes made to the learning agreement.

	Student	Academic advisor	Academic Director	Department for international mobility	Academic advisor at the host institution
Date :					
Signature :					