

To be completed DURING THE MOBILITY - These changes should be agreed by all parties within four to seven weeks after the start of each semester.

**Changes** to the **Learning Agreement**

**2023-2024**

|  |  |
| --- | --- |
| **Name:** |  |
| **Student number:** |  |

# Changes to the mobility period (leave blank if no date changes occur):

|  |  |
| --- | --- |
| **New start date:** |  |
| **New end date:** |  |

#  Changes to my travel plan (to and from destination):

|  |  |
| --- | --- |
| **I have travelled to my destination and will return to TU Delft sustainably and I will complete the necessary documents to confirm this upon my return to receive a 50 EUR Top up.** | **Yes No** |

#  Exceptional changes to the proposed mobility programme

Table A2: Exceptional changes to study programme abroad or additional components in case of extension of stay abroad.

|  |  |
| --- | --- |
|   | **Exceptional changes to Table A****(to be digitally approved by the student, the responsible person at the Sending Institution and the responsible person at the Receiving Institution)** |
| **Table A2** | **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 (see glossary below)** | **Number of ECTS credits (or equivalent)** |
|   |   |  | [ ]  | [ ]  | Choose an item. |  |
|  |  |  | [ ]  | [ ]  | Choose an item. |  |
|  |  |  | [ ]  | [ ]  | Choose an item. |  |
|  |  |  | [ ]  | [ ]  | Choose an item. |  |
|  |  |  | [ ]  | [ ]  | Choose an item. |  |

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|  **Exceptional changes to Table B (if applicable)****(to be digitally approved by the student and the responsible person at the Sending Institution)** |
| **Table B2** | **Component code** (if any) | **Component title at the** **Sending Institution**(as indicated in the course catalogue)  | **Deleted component**[tick if applicable] | **Added component**[tick if applicable] | **Reason for change (see glossary below)** | **Number of ECTS credits (or equivalent)** | **Automatic recognition** |
|   |   |  | [ ]  | [ ]  | Choose an item. |  | *Yes* [ ]  *No* [ ]  |
|  |  |  | [ ]  | [ ]  | Choose an item. |  | *Yes* [ ]  *No* [ ]  |
|  |  |  | [ ]  | [ ]  | Choose an item. |  | *Yes* [ ]  *No* [ ]  |
|  |  |  | [ ]  | [ ]  | Choose an item. |  | *Yes* [ ]  *No* [ ]  |
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| ­By digitally signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the changes to the Learning Agreement and that they will comply with all the arrangements agreed by all parties.  |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Digital Signature** |
| **Student** |  |  | *Student1* |  |  |
| **Responsible person at the Sending Institution** |  |  |  |  |  |
| **Responsible person at the Receiving Institution** |  |  |  |  |  |



₁I agree to the processing of my personal data by TU Delft within the EU Erasmus+ scholarship administration according to the [Privacy Statement](https://www.tudelft.nl/en/privacy-statement/). This data will also be shared with the European Commission, (scholarship provider), staff of TU Delft and the E+ national agency who are responsible for carrying out the Erasmus+ programme. Should you wish to withdraw your permission to share your personal data later on, you can do so by sending an email to erasmusgrant@tudelft.nl . Withdrawal cannot be applied retroactively.

**Changes** to the **Learning Agreement**

**2023-2024**

**Glossary**

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| **Term** | **Definition/Explanation** |
| **Nationality** | Country to which the person belongs administratively and that issues the ID card and/or passport. |
| **The European Student Identifier (ESI)** | A unique European Identifier number used to identify and authenticate students using the Erasmus+ Mobile App and/or the desktop version of the app to fill in and sign their online learning agreement. If the sending institution does not issue an ESI for its students an alternative mechanism for identifying and authenticating students can be accepted. For more information, visit the Erasmus Without Paper Competence Centre. Currently TU Delft has not yet implemented the ESI. |
| **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). |
| **Field of education** | The ISCED-F 2013 search tool 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. |
| **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. The Erasmus code of TU Delft is NL DELFT01. |
| **Administrative Contact person** | A 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. |
| **Mobility type: Semester(s)** | A study period abroad lasting at least one academic term/trimester or 2 months to 12 months |
| **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. |
| **Table A** | Students must include all the educational components (courses) to be carried out at the Receiving Institution i.e. information about the selected courses or modules as indicated in the course catalogue. In case the student follows additional educational components beyond those required for their IEP (Individual Exam Programme), these additional credits (or equivalent) must also be listed. If no credits will be recognized for a course, ‘not applicable’ can be placed under the number of credits. Students doing a graduation project/research project and will also follow courses must list all courses and the project in Table A. Enter the project as “Thesis or research project/work”. Should no courses be followed, an Erasmus+ traineeship application form must be completed. |
| **Table B** | Where all credits in Table A are recognized as forming part of the IEP (Individual Exam Programme) at the sending institution without any further conditions being applied, Table B may be completed with a reference to the mobility window and the same number of credits as in Table A, and fill in ‘Yes’. E.g. a BSc student taking 30 EC’s at the host as part of their examination programme can enter mobility window, 30 EC’s and tick ‘yes’ for automatic recognition.Where credits are not automatically recognised as part of your IEP (individual Exam programme) but will be listed on the Diploma Supplement, the additional courses must be listed with the number of credits, and ‘NO’ for automatic recognition. These courses will need to be approved by your faculty exam committee. Check with your faculty exchange coordinator for more information, if you are unsure about this process. A Course list with a combination of ‘Yes’ and ‘No’ answers for automatic recognition is possible. |
| **Automatic****recognition** | The basic principle of Erasmus+ automatic recognition is that the Sending Institution (TU Delft) recognizes all credits gained abroad and is confirmed by the receiving institution towards the student’s exam programme (BSc or MSc). |
| **Automatic recognition ‘YES’** | All credits gained abroad– as agreed in the Learning Agreement (Table A) and confirmed by the Transcript of Records – will be transferred without delay and counted towards the students' degree without any additional work or assessment of the student. This is signalled in Table B with the “Yes” check box. |
| **Automatic recognition ‘NO’** | If the student is going to do courses at the Receiving Institution which do not count towards the IEP (Individual Exam Programme) for BSc or MSc, the “no” box must be checked. In that case a clear justification needs to be provided on what other type of formal recognition will be applied e.g. registration in the students’ [diploma supplement](https://europa.eu/europass/en/learn-europe/diploma-supplement) or [Europass Mobility Document.](https://europa.eu/europass/en/learn-europe/certificate-supplement) An example of justification can be: the student has already accumulated the number of credits required for their degree and does not required additional credits gained abroad. |
| **Educational component** | 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. |
| **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 |
| **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. |
| **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. |
| **Blended mobility** | Any mobility can be carried out as a “blended mobility” by combining the study period abroad with on virtual component at the receiving institution before, during or after the physical mobility to further enhance the learning outcomes. TU Delft does not allow a purely virtual mobility or a combination of physical and virtual mobility for semester exchange. Physical presence at the host university for the whole semester is required because we believe that this contributes most to the acquisition of intercultural competences. In order to remain eligible for the Erasmus+ scholarship your physical stay at the host institution must be at least 2 months (60 days). |
| **Short description of a virtual component** | An indication of whether the virtual component is an online course(s), embedded in an course(s) selected at the receiving institution, embedded in a blended intensive programme and/or other type of online activity at the receiving institution alongwith component title(s) or short description of the online activity. |
| **Blended mobility with short term physical mobility** | If a long-term physical mobility is not suitable, the student may undertake a study period abroad lasting between 5 days and 30 days and combined with a compulsory virtual component to facilitate an online learning exchange and/or teamwork. |
| **Short-term doctoral mobility** | A study period abroad lasting between 5 days and 30 days. An optional virtual component to facilitate an online learning exchange and/or teamwork can be added to further enhance the learning outcomes. |
| **Reasons for deleting a component from the Changes to the Learning Agreement Form** | 1. Previously selected educational component is not available at the Receiving Institution
2. Component is in a different language than previously specified in the course catalogue
3. Timetable conflict
4. Other (please specify)
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| **Reason for adding a component to the Changes to the Learning Agreement****Form** | 1. Substituting a deleted component
2. Extending the mobility period
3. Adding a virtual component
4. Other (please specify)
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