



Learning Agreements

All exchange students with an Erasmus scholarship need to submit a learning agreement. Learning agreements can only be signed by us if filled in entirely.

Please note that we do not keep paper files of your learning agreement. It is your own responsibility to keep the original, get the necessary signatures, and submit your documents on schedule.

Your home university will provide you with the document and will also inform you about deadlines and the minimum number of ECTS you are supposed to achieve during your study abroad.

Erasmus+ learning agreements are divided into three parts: 1. Before the mobility, 2. During the mobility, and 3. After the mobility. In the following we will give you detailed information on how to fill out the part “during the mobility”.

“during the mobility”

All course changes must be indicated in the “during the mobility” part of your learning agreement.

1. Add the course titles and course names of all courses you need to delete to the table “Exceptional changes to table A”.
2. For deleted courses, tick the boxes in the column “Deleted component”.
3. Indicate the reason for the course change in the column “Reason for change”. Somewhere in the second half of your learning agreement, there is a table with item numbers that correspond a reason for change.
4. Add the course titles of all courses that you would like to add to the table “Exceptional changes to table A”.
5. For added courses, tick the boxes in the column “Added component”.
6. Indicate the reason for the course change in the column “Reason for change”. Somewhere in the second half of your learning agreement, there is a table with item numbers that correspond a reason for change.
7. Check whether you need to get a signature from the receiving institution to confirm your course changes. Often, it is stated on your learning agreement whether you need a signature or whether a confirmation by email is sufficient. Please contact your contact person at your home university if you are not sure whether you need a signature or confirmation by email.



8. Submit your learning agreement. Please be aware that we aim to work in an efficient and environmentally friendly way. In order to do so we only keep digital files and also send out documents by email. That means that we also only accept learning agreements sent by email.

Please send your learning agreement to exchange.in.feb@rug.nl. Please indicate in your email whether you need a hard copy of your learning agreement. If you don't ask us for a hard copy, we will just send a scan of the learning agreement to you.

9. Send your signed learning agreement or our email confirmation to your contact person at your home university

Please be aware that you might also need to get a signature on the “during the mobility” part if you have not changed any courses. In this case you can leave this part of your learning agreement unfilled and inform us that you need a signature although you haven't changed any courses.