



Learning Agreement

Student Mobility for Studies

Higher Education:
Learning Agreement form
Student's name
Academic Year 20.../20...

Student	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ¹	Field of education ²
Sending Institution	Name	Faculty/Department	Erasmus code ³ (if applicable)	Address	Country	Contact person name ⁴ ; email; phone	
	ASE Bucharest		RO BUCURES04	Piata Romana 6 010374-Bucharest	Romania	Maria Todircan / Teodora Fulga erasmus@ase.ro, +40 21 319 19 10	
Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	

Before the mobility

Study Programme at the Receiving Institution

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

Table A Before the mobility	Component ⁵ code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue ⁶)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) ⁷ to be awarded by the Receiving Institution upon successful completion
				Total: ...

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information]

The level of language competence⁸ 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

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
				Total: ...

Provisions applying if the student does not complete successfully some educational components: *The student can attend resit exams at the host institution (if available) or will sit exams at the home institution in order to complete the number of ECTS credits required to complete the programme (the list of exams will be established by the departmental coordinator at the home institution).*

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 Beneficiary 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 or equivalent units 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		

¹ **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport.



Responsible person ⁹ at the Sending Institution			Erasmus+ Department coordinator		
		erasmus@ase.ro	Erasmus+ institutional coordinator		
Responsible person at the Receiving Institution ¹⁰					

During the Mobility

Exceptional changes to Table A (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)							
Table A2 During the mobility	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 ¹¹	Number of ECTS credits (or equivalent)	
				<input checked="" type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
				<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	

Exceptional changes to Table B (if applicable) (to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)						
Table B2 During the mobility	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]	Number of ECTS credits (or equivalent)	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	

Commitment	Name	Email	Position	Date	Signature
Student			<i>Student</i>		
Responsible person ¹² at the Sending Institution			Erasmus+ Department coordinator		
		erasmus@ase.ro	Erasmus+ institutional coordinator		
Responsible person at the Receiving Institution ¹³					

After the Mobility

Transcript of Records at the Receiving Institution						
Start and end dates of the study period: from [day/month/year] to [day/month/year]						
Table C After the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Was the component successfully completed by the student? [Yes/No]	Number of ECTS credits (or equivalent)	Grades received at the Receiving Institution	



				Total: ...

Transcript of Records and Recognition at the Sending Institution

Start and end dates of the study period: from [day/month/year] to [day/month/year]

Table D After the mobility	Component code (if any)	Title of recognised component at the Sending Institution (as indicated in the course catalogue)	Number of ECTS credits (or equivalent) recognised	Grades registered at the Sending Institution (if applicable)
			Total: ...	

¹ **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).

² **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/iscsed-f_en.htm) available at http://ec.europa.eu/education/tools/iscsed-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.

³ **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.

⁴ **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.

⁵ 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.

⁶ **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.

⁷ **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.

⁸ **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>

⁹ **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.

¹⁰ **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.

¹¹ **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

Reasons for deleting a component	Reason for adding a component
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<ol style="list-style-type: none"> 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) 	<ol style="list-style-type: none"> 5. Substituting a deleted component 6. Extending the mobility period 7. Other (please specify)
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¹² **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.

¹³ **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.

INSTRUCȚIUNI DE COMPLETARE

Contractul de studii este un document obligatoriu, anexă la contractul financiar Erasmus+. Documentul semnat reprezintă garanția recunoașterii integrale a studiilor efectuate în străinătate.

1. **In antetul documentului**, se trec numele, prenumele și anul universitar în care se va desfășura mobilitatea (2020/2021) – se editează dând dublu click în secțiunea respectivă.
2. **Completarea datelor de identificare:**
 - ale studentului/ei: nume, prenume, data nașterii, cetățenia (în caz de cetățenie multiplă – cea care va fi utilizată în relația cu universitatea gazdă), sex, ciclul de studiu în care veți fi înmatriculat/ă anul viitor (Licență = Bachelor = 1st cycle = EQF level 6 / Master = 2nd cycle = EQF level 7 / Doctorat = 3rd cycle = PhD = EQF level 8) și domeniul de studii (se trece domeniul de studii Erasmus, așa cum este prevăzut în acordul inter-universitar și în oferta de mobilități – ex.: 0410 – Business and administration studies; 0311 – Economics etc.)
 - ale universității de origine (ASE): sunt pre-completate – trebuie adăugată doar facultatea de origine
 - ale universității de destinație: minim numele universității și țara

Students	Last-name(s)	First-name(s)	Date-of-birth	Nationality	Sex {M/F}	Study-cycle	Field-of-education
Sending-Institutions	Name	Faculty/Department	Erasmus-code ³ (if-applicable)	Address	Country	Contact-person name ⁴ ; email; phone	
	ASE-Bucharest		RO-BUCURES04	Piata Romana 6-010374-Bucharest	Romania	Maria Todirca / Teodora Fulga erasmus@ase.ro, +40-21-319-19-10	
Receiving-Institutions	Name	Faculty/Department	Erasmus-code (if-applicable)	Address	Country	Contact-person name; email; phone	

3. **Secțiunea "Before the mobility"** – se completează înainte de plecarea în mobilitate

- se completează datele pentru student & ASE (în cazul în care nu se cunoaște semnatarul de la universitatea gazdă – rămâne necompletat),
- se printează secțiunea "before the mobility" în 3 exemplare și se semnează în următoarea ordine: student/ă, coordinator departamental (coordonatorul Erasmus+ la nivel facultății), coordonator instituțional (Biroul Erasmus+) și apoi se trimite spre validare universității gazdă.

LISTA COORDONATORILOR DEPARTAMENTALI ERASMUS+

<i>Facultatea</i>	<i>Prenume, nume</i>	<i>Funcția</i>	<i>Contact</i>
FABIZ	Lect. univ. dr. Roxana CLODNIȚCHI	Prodecan	roxana.clodnitchi@fabiz.ase.ro
AMP	Lect. univ. dr. Oana Matilda SABIE	Prodecan	oana_maty@yahoo.com
CSIE	Prof. univ. dr. Bogdan IFTIMIE	Prodecan	iftimieb@csie.ase.ro
BT	Prof. univ. dr. Olimpia STATE	Prodecan	state.olimpia@com.ase.ro
CIG	Prof. univ. dr. Nadia ALBU	Prodecan	nadia.albu@cig.ase.ro
ETA	Conf. univ. dr. Grigore Ioan PIROȘCĂ	Decan	grigore.pirosca14@gmail.com
EAM	Prof. univ. dr. Roxana PĂTĂRLĂGEANU	Prodecan	rpatarlageanu@eam.ase.ro
FABBV	Conf. univ. dr. Ionela COSTICĂ	Decan	ionela.costica@fin.ase.ro
MAN	Prof. univ. dr. Claudiu CICEA	Prodecan	claudiu.cicea@man.ase.ro
MK	Prof. univ. dr. Ionel DUMITRU	Prodecan	ionel.dumitru@mk.ase.ro
REI	Conf. univ. dr. Irina DAVID	Prodecan	irina.david@rei.ase.ro
DREPT	Conf. univ. dr. Ovidiu Ioan DUMITRU	Decan	ovidiu.dumitru@drept.ase.ro

4. Secțiunea "During the mobility" – se completează pe parcursul mobilității:

- în termen de 2 săptămâni de la începerea semestrului la universitatea gazdă sau dacă apar modificări ale programului de studii pe parcursul semestrului,
- se adaugă / șterg linii, în funcție de necesități,
- se trec doar disciplinele care au suferit modificări (denumire, număr puncte credit, semestru): se "șterge" disciplina din contractul inițial și se "adaugă" disciplina disponibilă / aleasă, cu precizarea motivului modificării.
- se semnează și datează de către student/ă și eventual coordonatorul de la universitatea gazdă și se transmite prin e-mail, spre aprobare, coordonatorului de la ASE (cu cc la erasmus@ase.ro),
- modificările neaprobate nu sunt valabile iar disciplinele respective nu vor fi recunoscute.

During the Mobility

Exceptional changes to Table A1 ¹⁾						
(to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)						
Table A2 ¹⁾ During the mobility:	Component code ²⁾ (if any)	Component title at the Receiving Institution ²⁾ (as indicated in the course catalogue)	Deleted component ²⁾ [tick if applicable]	Added component ²⁾ [tick if applicable]	Reason for change ^{1,3)}	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item	
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item	

Exceptional changes to Table B (if applicable) ¹⁾					
(to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)					
Table B2 ¹⁾ During the mobility:	Component code ²⁾ (if any)	Component title at the Sending Institution ²⁾ (as indicated in the course catalogue)	Deleted component ²⁾ [tick if applicable]	Added component ²⁾ [tick if applicable]	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

Commitment	Name	Email	Position	Date	Signature
Student			Student		
Responsible person ²⁾ at the Sending Institution			Erasmus+ Department coordinator		
		erasmus@ase.ro	Erasmus+ institutional coordinator		
Responsible person at the Receiving Institution ²⁾					

5. Secțiunea "After the mobility":

- se completează după finalizarea mobilității, de universitatea gazdă (valabil doar cu semnătură și ștampilă),
- majoritatea universităților nu îl completează, ci emit documente echivalente: situații școlare (transcript of records),
- în baza situației școlare emise de universitatea gazdă și a contractului de studii aprobat, se realizează recunoașterea perioadei de mobilitate la nivelul Biroului Erasmus+ ASE.