

Zarządzenie Nr 5/2026
Rektora Wyższej Szkoły Prawa i Administracji Rzeszowskiej Szkoły Wyższej
z dnia 9 lutego 2026 roku
w sprawie zasad dotyczących odbywania części studiów
oraz praktyk za granicą przez studentów
WSPiA Rzeszowskiej Szkoły Wyższej
w ramach programu Erasmus Plus mobilność edukacyjna

Na podstawie § 36 ust. 2 Statutu WSPiA Rzeszowskiej Szkoły Wyższej, zarządzam co następuje:

§ 1

Na podstawie § 7 ust. 5 Regulaminu studiów Wyższej Szkoły Prawa i Administracji Rzeszowskiej Szkoły Wyższej, studenci Wyższej Szkoły Prawa i Administracji Rzeszowskiej Szkoły Wyższej, zwanej dalej Uczelnią macierzystą, mogą odbywać część studiów oraz praktyki za granicą w ramach Programu Erasmus Plus.

§ 2

Studenci, o których mowa w § 1, zwani dalej studentami, odbywają część studiów lub praktykę za granicą po zakwalifikowaniu przez Komisję Rekrutacyjną, zwaną dalej Komisją, której skład ustala Rektor odrębnym Zarządzeniem.

§ 3

1. Rekrutacja studentów do odbycia części studiów za granicą, przeprowadzana jest od 8 października do 8 grudnia. W uzasadnionych sytuacjach (potwierdzonych w formie pisemnej) za zgodą Rektora ramy czasowe naboru mogą być rozszerzone.
2. Rekrutacja studentów do odbycia praktyk za granicą, w danym roku akademickim, rozpoczyna się w dniu 1 października i trwa do dnia 1 czerwca. W uzasadnionych sytuacjach (potwierdzonych w formie pisemnej) za zgodą Rektora ramy czasowe naboru mogą być rozszerzone.

§ 4

1. Prawo do uczestnictwa w programie Erasmus Plus, przysługuje studentowi, który spełnia następujące przesłanki:
 - a) ukończył pierwszy rok studiów pierwszego stopnia lub jednolitych studiów magisterskich lub jest studentem studiów drugiego stopnia,
 - b) nie pozostaje na urlopie od zajęć na Uczelni i zaliczył poprzedni semestr studiów,
 - c) wykazuje się dobrą znajomością co najmniej jednego języka obcego,
 - d) w dotychczasowym toku studiów osiągnął średnią ocen dającą gwarancję rzetelnego odbycia okresu studiów za granicą. W odniesieniu do studentów studiów drugiego stopnia uwzględnia się wyniki uzyskane podczas studiów pierwszego stopnia.
2. Dodatkowymi kryteriami kwalifikacji studenta na wyjazd zagraniczny są:
 - a) zaangażowanie, w szczególności w: pracach koła naukowego, organizacji sportowej i Samorządzie Studenckim,
 - b) uzasadniona motywacja do odbycia części studiów/praktyk za granicą,
 - c) dotychczasowe uczestnictwo w programie Erasmus Plus.
3. W przypadku wyjazdu na praktykę dopuszcza się udział absolwentów, przy czym kandydat powinien zostać zrekrutowany do wyjazdu w trakcie ostatniego roku studiów i musi

zrealizować i ukończyć praktyki za granicą w ciągu jednego roku od złożenia egzaminu dyplomowego.

4. Student ubiegający się o odbycie części studiów/praktyki za granicą składa w dziekanacie odpowiedni Formularz zgłoszeniowy, którego wzór stanowi Załącznik Nr 1 do Zarządzenia.
5. Student składając formularz zgłoszeniowy zaznacza czy jest uprawniony do stypendium socjalnego na Uczelni bądź, czy jest osobą niepełnosprawną i przedkłada w tym celu stosowne zaświadczenie.

§ 5

1. Na podstawie złożonych formularzy zgłoszeniowych Komisja, o której mowa w § 2 Zarządzenia, kierując się limitem dofinansowania uzyskanego w ramach umów podpisanych z Agencją Narodową oraz statusem studenta z tzw. mniejszymi szansami, dokonuje kwalifikacji studenta (studentów) uwzględniając kryteria określone w § 4 ust. 1 oraz preferencje studenta co do kraju i terminu wyjazdu.
2. W przypadku większej liczby studentów spełniających przesłanki określone w § 4 ust. 1 niż liczba dostępnych miejsc na wyjazd w celu odbycia części studiów/praktyki za granicą, Komisja przeprowadza dodatkowo rozmowy kwalifikacyjne z kandydatami. Komisja, po przeprowadzeniu rozmów z kandydatami sporządza listę studentów zakwalifikowanych do odbycia części studiów/praktyki za granicą oraz listy rezerwowe studentów.
3. W stosunku do studentów, którzy nie spełnili przesłanek określonych w § 4 ust. 1 Komisja podejmuje decyzje odmawiające zgody na odbycie części studiów/praktyki za granicą.
4. Student w ciągu 7. dni od dnia posiedzenia Komisji, zostaje poinformowany przez Koordynatora Programu Erasmus Plus o decyzji Komisji.
5. Studentowi niezakwalifikowanemu do wyjazdu za granicę przysługuje prawo odwołania do Rektora Wyższej Szkoły Prawa i Administracji w ciągu 14 dni od otrzymania informacji o decyzji Komisji.

§ 6

Z przebiegu rekrutacji Komisja sporządza protokół, którego wzór stanowi Załącznik Nr 2 do Zarządzenia. Protokół podpisują członkowie Komisji.

§ 7

Student zakwalifikowany na wyjazd za granicę w celu odbywania części studiów/praktyki może z niego zrezygnować. Rezygnacja powinna nastąpić, w formie pisemnej, najpóźniej w ciągu 14. dni od dnia ogłoszenia decyzji o zakwalifikowaniu na wyjazd. W takim przypadku Komisja kwalifikuje na wyjazd kolejnego studenta z listy rezerwowej. O decyzji w tej sprawie student jest niezwłocznie informowany przez Koordynatora Programu Erasmus Plus.

§ 8

1. Student zakwalifikowany na wyjazd w celu odbycia części studiów/praktyki za granicą, podpisuje umowę z Uczelnią macierzystą, której wzór stanowi Załącznik Nr 3 do Zarządzenia. Wzór umowy, o którym mowa w zdaniu poprzedzającym zamieszczony jest na oficjalnej stronie internetowej dotyczącej mobilności w ramach Erasmus Plus (<https://erasmusplus.org.pl/dla-beneficjentow/szkolnictwo-wyzsze/linki/umowy>).
2. Osoby ze stwierdzoną niepełnosprawnością mogą wnioskować o dodatkowe wsparcie bezpośrednio do Fundacji Rozwoju Systemu Edukacji, zwanej dalej FRSE.
3. Na podstawie podpisanych umów, Koordynator Programu Erasmus występuje do Rektora Uczelni macierzystej z wnioskiem o uruchomienie stypendium dla każdego studenta na wyjazd za granicę.

4. W przypadku wyjazdu studenta w celu odbycia części studiów za granicą, student otrzymuje Porozumienie o programie zajęć (Learning Agreement), które zobowiązany jest odbyć w uczelni zagranicznej, ustalone między Uczelnią macierzystą a uczelnią zagraniczną przyjmującą studenta. Wzór porozumienia, o których mowa w zdaniu poprzedzającym stanowi Załącznik Nr 4 do Zarządzenia. Wzór porozumienia zamieszczony jest na oficjalnej stronie internetowej dotyczącej mobilności w ramach Erasmus Plus (<https://erasmusplus.org.pl/dla-beneficjentow/szkolnictwo-wyzsze/linki/umowy>).
5. Student przebywający za granicą ma możliwość zmiany określonego przed wyjazdem Learning Agreement. Zmiana ta musi być dokonana najpóźniej w okresie do miesiąca od rozpoczęcia studiów na zagranicznej uczelni.
6. Student przed wyjazdem zostaje poinformowany o pojawiających się różnicach programowych. Określa się wykaz różnic oraz dokładny termin ich zaliczenia.
7. W przypadku wyjazdu studenta w celu odbycia praktyki za granicą, student otrzymuje Porozumienie o programie praktyki (Training Agreement), którą zobowiązany jest odbyć, ustalone między uczelnią macierzystą a podmiotem przyjmującym studenta na praktykę. Wzór porozumienia, o którym mowa w zdaniu poprzedzającym stanowi Załącznik Nr 5 do Zarządzenia. Wzór porozumienia zamieszczony jest na oficjalnej stronie internetowej dotyczącej mobilności w ramach Erasmus Plus (<https://erasmusplus.org.pl/dla-beneficjentow/szkolnictwo-wyzsze/linki/umowy>).
8. Student przebywający na praktyce zagranicznej ma możliwość zmiany określonego przed wyjazdem Training Agreement. Zmiana ta musi być dokonana najpóźniej w okresie do miesiąca od rozpoczęcia praktyki zagranicznej.
9. Student wyjeżdżający za granicę w celu odbycia części studiów/praktyki w ramach Programu Erasmus Plus otrzymuje Kartę Studenta Erasmusa, której wzór w języku polskim stanowi Załącznik Nr 6, a w języku angielskim Załącznik Nr 7 do Zarządzenia.

§ 9

Student skierowany na studia zagraniczne ma obowiązek odbyć tę część studiów w zakresie określonym w Porozumieniu o programie zajęć, o którym mowa w § 8 ust. 4 Zarządzenia.

§ 10

Student wyjeżdżający na praktykę ma obowiązek odbyć tę praktykę w zakresie określonym w Porozumieniu o programie praktyki, o której mowa w § 8 ust. 5 niniejszego Zarządzenia.

§ 11

1. Warunkiem koniecznym uznania okresu studiów/praktyk zagranicznych jest przedstawienie przez studenta - odpowiednio - Wykazu zaliczeń lub Porozumienia o programie praktyki potwierdzonego przez podmiot, w którym student odbywał studia/praktykę.
2. Uznawanie studiów/praktyki zrealizowanych za granicą, przez Uczelnię macierzystą, następuje na podstawie procedur wypracowanych w systemie ECTS (Europejski System Akumulacji i Transferu Punktów).

§ 12

1. Przy uznawaniu zajęć w ramach studiów odbytych za granicą za zaliczone, Dziekan kieruje się zbieżnością efektów uczenia się, liczbą przydzielonych do przedmiotu punktów ECTS, treściami programowymi, formą i wymiarem zajęć oraz formą ich zaliczenia. W przypadku uznania zajęć zaliczonych za granicą za równoważne wydaje się Kartę uznania zaliczeń, której wzór stanowi Załącznik Nr 8 do niniejszego Zarządzenia.
2. W przypadku, gdy ze względu na specyfikę danego kierunku studiów nie wszystkie przedmioty zaliczone za granicą mogą być uznane za równoważne, Dziekan, przed skierowaniem na studia bądź praktykę zagraniczną zobowiązuje studenta do uzupełnienia po

powrocie różnic w celu osiągnięcia efektów uczenia się założonych w programie studiów Uczelni macierzystej.

3. W przypadku konieczności zaliczenia dodatkowych przedmiotów po powrocie z studiów/praktyki zagranicznej student może uzyskać zgodę na studiowanie według indywidualnej organizacji semestru.
4. W przypadku zaliczenia za granicą większej liczby godzin zajęć niż wymaga „Porozumienie o programie zajęć” lub zajęć, które ze względu na specyfikę danego kierunku studiów nie mogą być uznane za równoważne, nadwyżka ta może być zaliczana do zajęć fakultatywnych wyższego semestru. W przypadku uznania zajęć za dodatkowe wydaje się Kartę uznania zaliczeń dodatkowych, której wzór stanowi Załącznik Nr 9 do niniejszego Zarządzenia.
5. Dziekan z Uczelni macierzystej lub osoba upoważniona, na podstawie Wykazu zaliczeń, potwierdza wpisem w karcie okresowych osiągnięć studenta sporządzonej w postaci wydruków danych elektronicznych potwierdza osiągnięcia studenta uzyskane za granicą.

§ 13

W przypadku zaliczenia przez studenta praktyki zawodowej za granicą, Dziekan lub osoba upoważniona na podstawie Porozumienia o programie praktyk dokonuje wpisu zaliczenia w Dzienniczku praktyk studenta. Dziekan z Uczelni macierzystej lub osoba upoważniona, na podstawie Wykazu zaliczeń, potwierdza wpisem do indeksu i karty okresowych osiągnięć studenta uzyskane w ramach praktyki za granicą oceny.

§ 14

Student odbywający studia/praktykę za granicą oraz student, który zaliczył semestr w związku z odbyciem części studiów za granicą zachowuje prawo do ubiegania się o świadczenia pomocy materialnej w Uczelni na zasadach określonych w Regulaminie ustalania wysokości, przyznawania i wypłacania świadczeń pomocy materialnej dla studentów studiów stacjonarnych i niestacjonarnych obowiązującym w WSPiA Rzeszowskiej Szkoły Wyższej.

§ 15

1. Student zobowiązany jest do odbycia studiów/praktyki zagranicznej w okresie wskazanym w umowie zawartej między Uczelnią a studentem.
2. Skrócenie czasu pobytu studenta za granicą skutkuje koniecznością rozliczenia kwoty stypendium proporcjonalnie do okresu, o który został skrócony pobyt studenta za granicą.
3. Okres finansowania nie ulegnie zmianie, jeśli pobyt uczestnika w uczelni przyjmującej ulegnie skróceniu o maksymalnie 5 dni, pod warunkiem, że nie spowoduje to skrócenia okresu pobytu poniżej wymaganego minimum (minimum wynosi 3 pełne miesiące).
4. Zwrot stypendium nie będzie wymagany od studenta w przypadku zaistnienia okoliczności określonej jako „siła wyższa” (tj. sytuacja niezależna od studenta związana z poważną chorobą lub nieszczęśliwym zdarzeniem). Jeżeli pobyt na stypendium trwał krócej niż 3 miesiące do zakwalifikowania danego przypadku do kategorii „siły wyższej” konieczne jest uzyskanie pisemnej zgody FRSE.

§ 16

Student zakwalifikowany do odbycia części studiów/praktyki za granicą, przed wyjazdem może złożyć wniosek do Rektora WSPiA o zwolnienie z opłat za studia oraz/lub opłat za mieszkanie w Wielomieszkaniowym Domu Studenckim WSPiA w Rzeszowie za okres pobytu za granicą.

REKTOR
dr hab. prof. WSPiA Jerzy Pośluszny

§ 17

W sprawie praw i obowiązków studenta w Uczelni macierzystej, innych niż wymienione wyżej, stosuje się odpowiednio postanowienia Regulaminu studiów Wyższej Szkoły Prawa i Administracji Rzeszowskiej Szkoły Wyższej.

§ 18

Wszystkie informacje wprowadzone przez użytkowników do Portalu Programu Erasmus Plus i Europejskiego Korpusu Solidarności oraz istniejące w Portalu od dnia 15.02.2026 r. mogą być udostępniane upoważnionym osobom z Komisji Europejskiej, Europejskiej Agencji Wykonawczej ds. Edukacji i Kultury (EACEA) oraz Narodowych Agencji od dnia 16.02.2026 r. zgodnie z rozporządzeniem (UE) 2024/2509, rozporządzeniem (UE) 2021/817 i rozporządzeniem (UE) 2021/888.

§ 19

Traci moc Zarządzenie Nr 55/2024 Rektora Wyższej Szkoły Prawa i Administracji Rzeszowskiej Szkoły Wyższej z dnia 23 września 2024 roku w sprawie zasad dotyczących odbywania części studiów oraz praktyk za granicą przez studentów WSPiA Rzeszowskiej Szkoły Wyższej w ramach programu Erasmus Plus mobilność edukacyjna.

§ 20

Zarządzenie wchodzi w życie z dniem wydania.


REKTOR
dr hab. prof. WSPiA Jerzy Postuszny

Formularz zgłoszeniowy kandydata na odbycie studiów /praktyki zawodowej za granicą w ramach programu Erasmus Plus

1. Nazwisko:
2. Imiona:
3. Data i miejsce urodzenie:
4. PESEL:
5. Aktualny adres zamieszkania:
6. Telefon
7. E - mail:
8. Adres stałego zamieszkania:
9. Rok studiów:
10. Kierunek studiów:
11. Znajomość języków obcych – (proszę określić stopień zaawansowania)

JEZYK:	b. dobra	dobra	średnia	słaba	żadna
Angielski					
Niemiecki					
Francuski					
Inny:.....					

Oceny z języka za ostatnie 2 semestry potwierdzone przez Dziekanat (proszę wpisać odpowiednio:
zaliczenie – Zal., egzamin – Egz.

sem....., sem.....,

12. Średnia ocen ze studiów (ostatnie dwa semestry)

Zaliczenia: sem....., sem.....,

Egzaminy: sem....., sem.....,

13. Oceny potwierdzone przez Dziekanat (podpis i pieczęć)

14. Jestem zainteresowany (a) wyjazdem za granicę do uczelni:.....

..... na okres.....

15. Czy studiowałeś/studiowałaś kiedyś za granicą w ramach programu Erasmus ? (odpowiednie
zakreślić)

TAK

NIE

16. Jeśli tak, to kiedy i gdzie (nazwa uczelni i kraj).....

.....

1) Uzasadnij krótko, dlaczego chciałbyś/chciałabyś uczestniczyć w wymianie studentów w ramach
programu Erasmus

.....

.....

2) Zainteresowania:

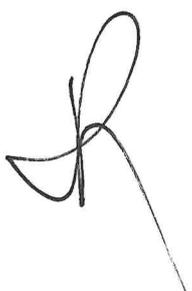


.....
.....
3) Udział w pracy koła naukowego, organizacji sportowej, studenckiej, itp.
.....
.....

4) Czy jesteś uprawniony do otrzymywania stypendium socjalnego w WSPiA? Jeśli tak prosimy załączyć dokument poświadczający prawo do otrzymywani stypendium socjalnego?
.....

5) Czy jesteś osobą ze stwierdzonym stopniem niepełnosprawności?
.....

Podpis studenta:



**Protokół posiedzenia Komisji Kwalifikacyjnej
Wyższej Szkoły Prawa i Administracji Rzeszowskiej Szkoły Wyższej,
kwalifikującej studentów do odbycia części studiów/praktyki
w ramach Programu Erasmus Plus w roku akademickim 20.../20.....**

Na posiedzeniu dnia Komisja kwalifikująca studentów Uczelni do zrealizowania praktyk/studiów za granicą w ramach programu Erasmus+ w roku akademickim /..... w składzie:

- | | |
|----|-----------------------------|
| 1. | <i>Przewodniczący/a</i> |
| 2. | <i>Wiceprzewodniczący/a</i> |
| 3. | <i>Członek</i> |
| 4. | <i>Członek</i> |
| 5. | <i>Sekretarz</i> |

rozpatrzyła wnioski zgłoszeniowe następujących studentów:

Kryteria oceny kandydatów do stypendium stanowiły dotychczasowe wyniki w nauce (średnia ocen), znajomość co najmniej jednego języka obcego, dodatkowe osiągnięcia naukowe lub w pracy społecznej, motywacje do odbycia studiów/praktyk za granicą.

Na podstawie przeprowadzonej rekrutacji Komisja zatwierdziła kandydatury:

.....
.....
.....
.....
.....
.....
.....

Komisja proponuje przyznać w/w studentom, zakwalifikowanym do odbycia części studiów/praktyk za granicą, stypendia w wysokościach określonych w zarządzeniu Rektora w sprawie podziału środków finansowych z grantu przyznanego przez Agencję Narodową Programu Erasmus+.

Podpisy członków Komisji



ANNEX 6: TEMPLATE FOR AGREEMENT BETWEEN BENEFICIARIES AND PARTICIPANTS

AGREEMENT – ERASMUS+ - MOBILITY OF INDIVIDUALS

Project code: [YYYY-R-NA00-KA000-FFF-000000000]

[This template is applicable for participants taking part in any mobility activities in the higher education sector (KA131 and KA171). The text in yellow is guidance for using this grant agreement template. Please remove this text once the document is completed. The field in grey should be replaced by the relevant information for each case. Options *[in green square brackets]* mean that the applicable option must be chosen, and not chosen options must be deleted.

The content of the template sets minimum requirements and as such, they must not be deleted. This template can be complemented by the NA or by the beneficiary/HEI/sending/receiving organisation]

Field: Higher Education

Academic year: 20../20..

Erasmus+ mobility ID number: [if available – or n/a]

PREAMBLE

This Agreement ('the Agreement') is **between** the following parties:

on the one part,

the **Organisation** ('the organisation'),

[Option for outgoing mobility: Full official name of the beneficiary organisation/consortium/sending institution and Erasmus code if applicable]

[Option for incoming mobility including incoming invited staff from enterprises: Full official name of the beneficiary organisation/consortium/receiving institution and Erasmus code if applicable]

Address: [official address in full]

Email:

represented for the purposes of signature of this agreement by [forename and surname, function]

and

on the other part,

the '**participant**'

[first name and family name], with residence at address: [official address in full]

Date of birth:

Phone:

E-mail:



[Option for participants receiving financial support from Erasmus+, except those receiving only a zero-grant from EU funds, if a European bank account is available:

Bank account where the financial support should be paid:

Bank account holder:

Bank name:

Clearing/BIC/SWIFT number:

Account/IBAN number:]

The parties referred to above have agreed to enter into this Agreement.

The Agreement is composed of:

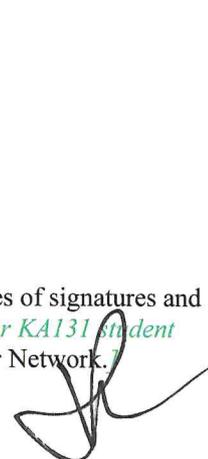
Terms and Conditions

Annex 1: [Erasmus+ learning agreement for student mobility for studies/ Erasmus+ learning agreement for student mobility for traineeships/ Erasmus+ mobility agreement for staff mobility for teaching/ Erasmus+ mobility agreement for staff mobility for training]¹

[Option for students only: Annex 2: Erasmus Student Charter]

The terms set out in the Terms and Conditions will take precedence over those set out in the annex.

¹ It is not compulsory to circulate documents with original signatures for Annex 1 of this agreement: scanned copies of signatures and electronic signatures may be accepted, depending on the national legislation or institutional regulations. *[Option for KA131 student mobility for studies: Learning agreements are exchanged and approved digitally within the Erasmus Without Paper Network.]*



[NA can choose to add below tickboxes if useful]

Total amount includes [delete non-applicable options]:

- Base amount for individual support for long-term physical mobility
- Base amount for individual support for short-term physical mobility
- Top-up amount for students and recent graduates with fewer opportunities on long-term mobility
- Top-up amount for students and recent graduates with fewer opportunities on short-term mobility
- Top-up amount for traineeships [not applicable to KA171 mobility]
- Travel support (green travel or non-green travel)
- Travel days (additional individual support days)
- Exceptional cost for expensive travel (based on real costs) [not applicable to KA171 mobility]
- Inclusion support (based on real costs)

The participant receives [choose one]:

- a financial support from Erasmus+ EU funds
- a zero-grant
- a partial financial support from Erasmus+ EU funds for part of the physical duration [not applicable to KA171 mobility]

TERMS AND CONDITIONS

ARTICLE 1 – SUBJECT OF THE AGREEMENT

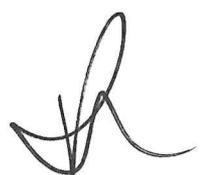
- 1.1 This agreement sets out the rights and obligations and terms and conditions applicable to the support awarded to carry out a mobility activity under the Erasmus+ Programme.
- 1.2 The organisation will provide support to the participant for undertaking a mobility activity.
- 1.3 The participant accepts the support or the provision of services as specified in Article 3 and undertakes to carry out the mobility activity as described in Annex 1.
- 1.4 Amendments to this grant agreement will be requested and agreed by both parties through a formal notification by letter or by electronic message.

ARTICLE 2 – DURATION OF MOBILITY

- 2.1 The mobility period will start on [date] and end on [date].
- 2.2 The period covered by the agreement includes:
 - a physical mobility period from [date] to [date], equal to [number of mobility days] days
 - [Option [...] funded travel days]
 - [Option for blended mobility: a virtual component from [date] to [date]]
- 2.3 The [choose what is applicable: transcript of records/traineeship certificate/certificate of attendance (or statement attached to these documents)] shall provide the confirmed start and end dates of duration of the mobility period, including the virtual component.

ARTICLE 3 – FINANCIAL AND OTHER SUPPORT

- 3.1 The financial support is calculated following the funding rules indicated in the Erasmus+ Programme Guide [202X version].
- 3.2 The participant will receive a financial support from Erasmus+ EU funds for [...] days [The number of days will be equal to the duration of the physical mobility period plus travel days; if the participant will not receive financial support for a part or the entire mobility period, this number of days is to be adjusted accordingly]
- 3.3 The participant may submit a request concerning the extension of the physical mobility period up to the maximum activity duration set out in the Erasmus+ Programme Guide [202X version] of [...] days [to be completed by the beneficiary according to the Erasmus+ Programme Guide rules]. If the organisation agrees to extend the duration of the mobility period, the agreement will be amended accordingly.
- 3.4 [Option for students, NA/beneficiary shall select Option 1 or Option 3]
[Option for staff, NA/beneficiary shall select Option 1, Option 2 or Option 3]



[Option 1:

The organisation will provide the participant the total financial support for the mobility period *[Option if applicable: and travel days]* in the form of a payment of EUR [.../ *Option for zero-grant participants 0]*

[Option 2:

The organisation will provide the participant with the required support in the form of direct provision of the needed support services. The organisation shall ensure that the provision of services will meet the necessary quality and safety standards.]

[Option 3:

The organisation will provide the participant with the required support in the form of a payment of the following amount EUR [...] and in the form of direct provision of: [travel/subsistence]. The organisation shall ensure that the direct provision of services will meet the necessary quality and safety standards.]

- 3.5 The financial support provided for (**[choose what is applicable:]** [inclusion support, exceptional costs for expensive travel, travel support, top-up for fewer opportunities]) - will be based on the supporting documents provided by the participant.

ARTICLE 4 – ENTITLEMENT TO FINANCIAL SUPPORT

- 4.1 The participant is entitled to financial support based on the Article 3 above if they have actually undertaken the activity during the period set out in Article 2. Where financial support is based on real costs, these must be based on supporting documents such as invoices, receipts, etc.
- 4.2 The financial support may not be used to cover costs for activities already funded by Union funds. It is nonetheless compatible with any other source of funding. This includes a salary that the participant could receive for their traineeship or teaching activities, or for any work outside their mobility activities as long as they carry out the activities foreseen in Annex 1.
- 4.3 The participant may not claim reimbursement for currency exchange losses or bank costs charged by the participant's bank for transfers from the sending organisation.

ARTICLE 5 – PAYMENT ARRANGEMENTS

[Option if in Article 3.4 Option 1 or 3 are selected

5.1 *[Option for outgoing mobility*

Payment shall be made to the participant no later than (whichever comes first):

- 30 calendar days after the signature of the agreement by both parties

- *[NA/beneficiary to choose one option: the start date of the mobility period /* **[Not applicable for participants receiving the top-up for fewer opportunities or inclusion support:]** upon receipt of confirmation of arrival by the participant.]

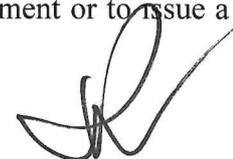
[Option for incoming mobility]

The participant shall receive individual and travel support, if applicable, in a timely manner after the arrival of the participant.]

The payment shall be made to the participant representing [...%] **[organisation to choose between 70% and 100%]** of the amount specified in Article 3. In case the participant did not provide the supporting documents in time, according to the funding organisation's timeline, a later payment of the pre-financing can be exceptionally accepted, based on justified reasons.

[Option if the payment under Article 5.1 is lower than 100% of the financial support

- 5.2 The submission of the participant report via the online EU Survey tool shall be considered as the participant's request for payment of the balance of the financial support. The organisation shall have *[Option for outgoing mobility: 45]* *[Option for incoming mobility: 20]* calendar days to make the balance payment or to issue a recovery order in case a reimbursement is due.]



[Option if in Article 3.4 Option 2 is selected

Not applicable]

ARTICLE 6 – RETURN OF FINANCIAL SUPPORT BY PARTICIPANT

6.1 If the participant does not comply with the terms of the agreement or terminates the agreement before it ends for reasons other than stated in Art 13.1, the participant will have to return the amount of the financial support already paid, except if agreed differently with the sending organisation. The latter shall be reported by the sending organisation and accepted by the National Agency.

ARTICLE 7 – INSURANCE

7.1 The organisation will make sure that the participant has adequate insurance coverage before starting the mobility either by providing itself the insurance, or by making an agreement with the receiving organisation for the latter to provide the insurance, or by providing the participant with the relevant information and support to take an insurance on their own. **[In case the receiving organisation is identified as the responsible party in Art 7.3, a specific document will be attached to this grant agreement defining the conditions of the insurance provision and including the consent of the receiving organisation.]**

7.2 Insurance coverage shall include at minimum a health insurance [mandatory for traineeships and optional for other mobilities:] and a liability insurance and an accident insurance.] **[Explanation: In the case of intra-European mobility, the participant's national health insurance will include a basic coverage during their stay in another EU country through the European Health Insurance Card. However, this coverage may not be sufficient for all situations, for example in case of repatriation or special medical intervention or in case of international mobility. In that case, a complementary private health insurance may be needed. Liability and accident insurances cover damages caused by the participant or to the participant during their stay abroad. Varying regulation of these insurances is in place in different countries and participants run the risk of not being covered by standard schemes, for example if they are not considered to be employees or formally enrolled at their receiving organisation. In addition to the above, insurance against loss or theft of documents, travel tickets and luggage is recommended. The National Agency may amend Article 7.2 if there is a justification to adapt the default requirements to the national context.]**

[It is recommended to also include the following information:][Insurance provider(s), insurance number and insurance policy].

7.3 The responsible party for taking the insurance coverage for the duration of the mobility is: [the organisation OR the participant OR the receiving organisations] **[In the case of separate insurances, the responsible parties may be different and will be listed here according to their respective responsibilities].**

ARTICLE 8 – LANGUAGE LEVEL AND ONLINE LANGUAGE SUPPORT (OLS)

8.1 The participant may carry out the OLS language assessment in the language of mobility (if available) before the mobility period and make use of the language courses available on the OLS platform.

[Option if not included in the Learning Agreement

8.2 The level of language competence in [main language of instruction/work to be specified] that the participant already has or agrees to acquire by the start of the mobility period is: A1 A2 B1 B2 C1 C2

ARTICLE 9 – PARTICIPANT REPORT

9.1 The participant shall complete and submit the participant report on their mobility experience (via the online EU Survey tool) within *[Option for incoming long-term student mobility: 10 / Option for all other mobilities: 30]* calendar days upon receipt of the invitation to complete it. Participants who fail to complete and submit the online participant report may be required by their organisation to partially or fully reimburse the financial support received.

[Option for students mobility for studies

9.2 A complementary online survey may be sent to the participant allowing for full reporting on recognition issues.]



ARTICLE 10 – ETHICS AND VALUES

- 10.1 The mobility activity must be carried out in line with the highest ethical standards and the applicable EU, international and national law.
- 10.2 The parties must commit to and ensure the respect of basic EU values (such as respect for human dignity, freedom, democracy, equality, the rule of law and human rights, including the rights of minorities).
- 10.3 If a participant breaches any of its obligations under this Article, the financial support may be reduced or not be paid.

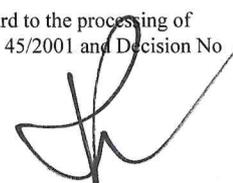
ARTICLE 11 – DATA PROTECTION

- 11.1 Any personal data under the agreement will be processed under the responsibility of the data controller identified in the privacy statement in accordance with the applicable data provision legislation, in particular Regulation 2018/1725² and related national data protection acts and for the purposes set out in the Privacy Statement available at: <https://webgate.ec.europa.eu/erasmus-esc/index/privacy-statement>.
- 11.2 Such data will be processed solely in connection with the implementation and follow-up of the agreement by the sending organisation, the National Agency and the European Commission, without prejudice to the possibility of passing the data to the bodies responsible for inspection and audit in accordance with EU legislation (Court of Auditors or European Antifraud Office (OLAF)).
- 11.3 The participant may, on written request, gain access to his personal data and correct any information that is inaccurate or incomplete. The participant should address any questions regarding the processing of their personal data to the sending organisation and/or the National Agency. The participant may lodge a complaint against the processing of their personal data to the European Data Protection Supervisor with regard to the use of the data by the European Commission.

ARTICLE 12 — AGREEMENT SUSPENSION

- 12.1 The agreement may be suspended by initiative of the participant or of the organisation if exceptional circumstances — in particular *force majeure* (see Article 16) — make implementation impossible or excessively difficult. The suspension will take effect on the day agreed by written notification by the parties. The agreement may be resumed afterwards.
- 12.2 Either party may — at any moment — suspend the agreement, if the other party has committed or is suspected of having committed:
 - a) substantial errors, irregularities or fraud or
 - b) serious breach of obligations under this agreement or during its award (including improper implementation of the action, submission of false information, failure to provide required information, breach of ethics rules (if applicable), etc.).
- 12.3 Once circumstances allow for implementation to resume, the parties must immediately agree on the resumption date (one day after suspension end date). The suspension will be lifted with effect from the suspension end date.
- 12.4 During the suspension, no financial support will be paid to the participant.
- 12.5 The participant may not claim damages due to suspension by the organisation.
- 12.6 Suspension does not affect the organisation's right to terminate the agreement (see Article 13).

² Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.



ARTICLE 13 – TERMINATION OF THE AGREEMENT

- 13.1 The agreement may be terminated by either party if circumstances arise that render the execution of the agreement impracticable, impossible or excessively difficult.
- 13.2 In case of such termination, the participant will be entitled to receive at least the amount of the financial support corresponding to the actual duration of the activity period. The participant will have to return any remaining funds.
- 13.3 In the event of serious breach of obligations or if either party has committed irregularities, fraud, corruption, or is involved in a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking, the other party may terminate the agreement through a formal notification.
- 13.4 The organisation reserves the right to initiate a court action if any requested refund is not voluntarily issued within the deadline notified to the participant by registered letter.
- 13.5 The termination will take effect on the date specified in the notification as ‘termination date’.
- 13.6 The participant may not claim damages due to termination by the organisation.

ARTICLE 14 – CHECKS AND AUDITS

- 14.1 The parties of the agreement undertake to provide any detailed information requested by the European Commission, the National Agency of [country] or by any other outside body authorised by the European Commission or the National Agency of [country] to check that the mobility period and the provisions of the agreement are being or were properly implemented.
- 14.2 Any finding related to the agreement may lead to the measures set in Article 6 or to further legal action in the terms of the applicable national law.

ARTICLE 15 – DAMAGES

- 15.1 Each party of this agreement exonerates the other from any civil liability for damages suffered by them or their staff as a result of performance of this agreement, provided such damages are not the result of serious and deliberate misconduct on the part of the other party or their staff.
- 15.2 The National Agency of [country], the European Commission or their staff will not be held liable in the event of a claim under the agreement relating to any damage caused during the execution of the mobility period. Consequently, the National Agency of [country] or the European Commission will not entertain any request for indemnity of reimbursement accompanying such claim.

ARTICLE 16 – FORCE MAJEURE

- 16.1 A party prevented by force majeure from fulfilling its obligations under the agreement cannot be considered in breach of them.
- 16.2 ‘Force majeure’ means any situation or event that:
- prevents either party from fulfilling their obligations under the agreement,
 - was unforeseeable, exceptional situation and beyond the parties’ control,
 - was not due to error or negligence on their part (or on the part of other participating entities involved in the action), and
 - proves to be inevitable in spite of exercising all due diligence.
- 16.3 Any situation constituting force majeure must be formally notified to the other party without delay, stating the nature, likely duration and foreseeable effects.



16.4 The parties must immediately take all the necessary steps to limit any damage due to force majeure and do their best to resume implementation of the action as soon as possible.

ARTICLE 17 – LAW APPLICABLE AND COMPETENT COURT

17.1 The agreement is governed by [insert the national law of the NA].

17.2 The competent court determined in accordance with the applicable national law will have sole jurisdiction to hear any dispute between the organisation and the participant concerning the interpretation, application or validity of this agreement, if such dispute cannot be settled amicably.

ARTICLE 18 – ENTRY INTO FORCE

The agreement will enter into force on the day of signature by the organisation or the participant, depending on which is later.

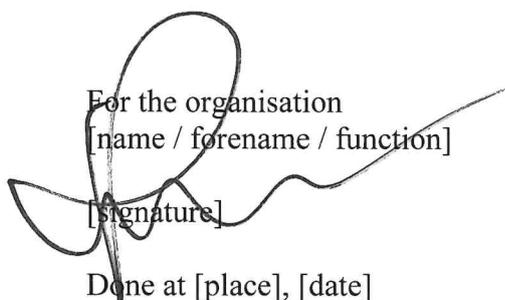
SIGNATURES

For the participant
[name / forename]

[signature]

Done at [place], [date]

For the organisation
[name / forename / function]
[signature]



Done at [place], [date]

Annex 1

[Key Action 1 – HIGHER EDUCATION Institution to select]

- Erasmus+ learning agreement for student mobility for studies
- Erasmus+ learning agreement for student mobility for traineeships
- Erasmus+ mobility agreement for staff mobility for teaching
- Erasmus+ mobility agreement for staff mobility for training



Erasmus+ Learning Agreement

Student Mobility for Studies

Mobility between Erasmus+ countries (EU Member States and third countries associated to the Programme)

[Learning agreements are digital in the Erasmus+ 2021-2027 programme. Higher education institutions can exchange digital learning agreements through an IT system connected to the Erasmus Without Paper Network. This template is provided for those institutions that are in the process of connecting to the network and might need an editable version of the template. For more information, please visit the European Commission's webpage about [Erasmus Without Paper](#).]

General information

[Applicable for all learning agreement types]

Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender
	European Student Identifier (ESI) <small>[Unique electronic identifier for mobile students]</small>		Level of education (EQF level)	Field of education (ISCED code)	<Field of education (clarification)>
Sending Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email
Receiving Institution	Name	<Faculty/Department>	Erasmus code	Country	Administrative contact person name; email
<p>The level of language competence 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:</p> <p style="text-align: center;">A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/></p>					

Learning agreement type and mobility duration

Learning agreement for studies type (select one) <ul style="list-style-type: none"> • Long-term mobility <input type="checkbox"/> / Virtual component <i>(only if applicable)</i> <input type="checkbox"/> • Short-term mobility with a mandatory virtual component <input type="checkbox"/> • Short-term doctoral mobility <input type="checkbox"/> / Virtual component <i>(only if applicable)</i> <input type="checkbox"/> 	Estimated duration (to be confirmed by the Receiving Institution) <p>Planned period of the physical mobility:</p> <ul style="list-style-type: none"> • Academic year [year/year] • from [<day>/month/year] • to [<day>/month/year]
---	--

Based on the selected learning agreement for studies type, only the applicable learning agreement type below is visible to the student, sending and receiving institutions.



Commitment of the three parties

By digitally signing/approving, 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. The Beneficiary Institution and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise 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. 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	Approval
Student			<i>Student</i>		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

Exceptional changes to the learning agreement

Exceptional changes to Table A						
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 [Add the applicable reason code or write other reason]	Number of ECTS credits (or equivalent) to be awarded
			<input type="checkbox"/>	<input type="checkbox"/>	<i>Choose an item</i>	
			<input type="checkbox"/>	<input type="checkbox"/>	<i>Choose an item</i>	

Exceptional changes to Table B (if applicable)							
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>	Number of ECTS credits (or equivalent) to be awarded	Automatic recognition [Yes/No]
			<input type="checkbox"/>	<input type="checkbox"/>			
			<input type="checkbox"/>	<input type="checkbox"/>			

Exceptional changes to Table C (if applicable)						
Table C2	Component code (if any)	Component title or description of the study programme at the Receiving Institution	Short description of the virtual component	Reason for change [Add the applicable reason code or write other reason]	Number of ECTS credits (or equivalent) to be awarded	Automatic recognition [Yes/No]
				<i>Choose an item</i>		
				<i>Choose an item</i>		



By digitally signing/approving 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. The Beneficiary Institution and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise 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. 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	Approval
Student			<i>Student</i>		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

Approval of exceptional changes to the learning agreement

Learning agreement for short-term mobility with a mandatory virtual component

Study Programme at Receiving Institution and recognition at the Sending Institution

Table D	Component code (if any)	Component title or description of the study programme	Short description of the virtual component	Number of ECTS credits to be awarded	Automatic recognition [Yes/No]
				Total: ...	

By digitally signing/approving 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. The Beneficiary Institution and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise 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. 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	Approval
Student			<i>Student</i>		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

Commitment of the three parties

By digitally signing/approving 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. The Beneficiary Institution and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise 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. 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	Approval
Student			<i>Student</i>		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

Exceptional changes to the Learning Agreement

Exceptional changes to Table D

Table D2	Component code (if any)	Component title or description of the study programme at the Receiving Institution	Short description of the virtual component	Reason for change (Add the applicable reason code or write other reason)	Number of ECTS credits (or equivalent) to be awarded	Automatic recognition [Yes/No]
				Choose an item.		
				Choose an item.		

By digitally signing/approving 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. The Beneficiary Institution and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise 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. 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	Approval
Student			<i>Student</i>		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

Approval of exceptional changes to the Learning Agreement



Study Programme at Receiving Institution and recognition at the Sending Institution

By digitally signing/approving 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. The Beneficiary Institution and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise 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. 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	Approval
Student			<i>Student</i>		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

Table E	Component code (if any)	Component title or description of the study programme	Short description of the virtual Component (only if applicable)	<Number of ECTS credits to be awarded>	Automatic recognition [Yes/No]
				Total: ...	

Commitment of the three parties

Exceptional changes to the learning agreement

Exceptional changes to Table E						
Table E2	Component code (if any)	Component title or description of the study programme at the Receiving Institution	Short description of the virtual component (only if applicable)	Reason for change (Add the applicable reason code or write other reason)	<Number of ECTS credits (or equivalent) to be awarded>	Automatic recognition [Yes/No]
				Choose an item.		
				Choose an item.		

Approval of exceptional changes to the Learning Agreement

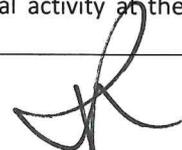


Glossary

By digitally signing/approving 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. The Beneficiary Institution and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise 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. 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	Approval
Student			<i>Student</i>		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

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 electronic identifier number used to identify and authenticate mobile students using Erasmus Without Paper consistently across different IT systems e.g. to share their digital learning agreement and receive the approval of the sending institution and the receiving institution. The identifier is technical and not meant for student or staff to provide manually. The ESI field should not be visible to end users. If the sending institution does not yet issue an ESI for its students an alternative mechanism for digitally identifying and authenticating students can be accepted. Please note that the ESI will become mandatory in the future. For more information on how Higher Education Institutions can deploy the ESI, read the Technical Documentation page of the European Student Card Initiative portal.
Level of education	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). EQF level codes 5 to 8 are equivalent to the ISCED levels 5 to 8.
Field of education	The ISCED-F 2013 search tool available at http://ec.europa.eu/education/international-standard-classification-of-education-isced_en 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 receives that has been awarded with the Erasmus Charter for Higher Education (ECHE). It is only applicable to higher education institutions located in EU Member States and third countries associated to the programme.
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.
Long-term mobility	A physical study period abroad lasting at least one academic term/trimester or 2 months to 12 months.
Blended mobility	Any mobility can be carried out as a "blended mobility" by combining the physical study period abroad with a virtual component at the receiving institution before, during and/or after the physical mobility to further enhance the learning outcomes.
Short description of a virtual component	A description of the virtual component of a blended mobility and the type of online activity(ies) undertaken. For example it can be an online course, embedded in a course selected at the receiving institution; part of a blended intensive programme; and/or other type of virtual activity at the receiving institution.



Short-term mobility with a mandatory virtual component	Students may undertake a study period abroad lasting between 5 days and 30 days and combined with a compulsory virtual component.
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.
ECTS credits (or equivalent)	In countries where the "ECTS" system is not in place, in particular for institutions located in third countries not associated to the programme 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.
Automatic recognition	All credits gained abroad – as agreed in the learning agreement and confirmed by the transcript of records – will be transferred without delay and counted towards the students' degree (study programme) without any additional work or assessment of the student. This is signalled in the learning agreement by the "Yes" check box. If the "No" check box is selected, a clear justification needs to be provided and an indication on what other type of formal recognition will be applied, e.g. registration in the students' diploma supplement or Europass Mobility Document.
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 and automatic recognition of the study programme described in the learning agreement 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.
Reasons for deleting a component	<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)
Reason for adding a component	<ol style="list-style-type: none"> 5. Substituting a deleted component 6. Extending the mobility period 7. Adding a virtual component 8. Other (please specify)

Erasmus+ Learning Agreement

Student Mobility for Studies

Mobility between Erasmus+ countries (EU Member States and third countries associated to the Programme)

[Learning agreements are digital in the Erasmus+ 2021-2027 programme. Higher education institutions can exchange digital learning agreements through an IT system connected to the Erasmus Without Paper Network. This template is provided for those institutions that are in the process of connecting to the network and might need an editable version of the template. For more information, please visit the European Commission's webpage about [Erasmus Without Paper](#).]

General information

[Applicable for all learning agreement types]

Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender	
	European Student Identifier (ESI) <small>[Unique electronic identifier for mobile students]</small>		Level of education (EQF level)	Field of education (ISCED code)	<Field of education (clarification)>	
Sending Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email	
Receiving Institution	Name	<Faculty/Department>	Erasmus code	Country	Administrative contact person name; email	
<p>The level of language competence 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:</p> <p style="text-align: center;">A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/></p>						

Learning agreement type and mobility duration

Learning agreement for studies type (select one) <ul style="list-style-type: none"> • Long-term mobility <input type="checkbox"/> / Virtual component <i>(only if applicable)</i> <input type="checkbox"/> • Short-term mobility with a mandatory virtual component <input type="checkbox"/> • Short-term doctoral mobility <input type="checkbox"/> / Virtual component <i>(only if applicable)</i> <input type="checkbox"/> 	Estimated duration (to be confirmed by the Receiving Institution) Planned period of the physical mobility: <ul style="list-style-type: none"> • Academic year [year/year] • from [<day>/month/year] • to [<day>/month/year]
Based on the selected learning agreement for studies type, only the applicable learning agreement type below is visible to the student, sending and receiving institutions.	

Commitment of the three parties

By digitally signing/approving, 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. The Beneficiary Institution and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise 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. 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	Approval
Student			<i>Student</i>		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

Exceptional changes to the learning agreement

Exceptional changes to Table A						
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 [Add the applicable reason code or write other reason]	Number of ECTS credits (or equivalent) to be awarded
			<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)							
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	Number of ECTS credits (or equivalent) to be awarded	Automatic recognition [Yes/No]
			<input type="checkbox"/>	<input type="checkbox"/>			
			<input type="checkbox"/>	<input type="checkbox"/>			

Exceptional changes to Table C (if applicable)						
Table C2	Component code (if any)	Component title or description of the study programme at the Receiving Institution	Short description of the virtual component	Reason for change [Add the applicable reason code or write other reason]	Number of ECTS credits (or equivalent) to be awarded	Automatic recognition [Yes/No]
				Choose an item		
				Choose an item		

By digitally signing/approving 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. The Beneficiary Institution and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise 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. 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	Approval
Student			<i>Student</i>		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

Approval of exceptional changes to the learning agreement

Learning agreement for short-term mobility with a mandatory virtual component

Study Programme at Receiving Institution and recognition at the Sending Institution

Table D	Component code (if any)	Component title or description of the study programme	Short description of the virtual component	Number of ECTS credits to be awarded	Automatic recognition [Yes/No]
				Total: ...	

By digitally signing/approving 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. The Beneficiary Institution and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise 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. 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	Approval
Student			<i>Student</i>		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

Commitment of the three parties

By digitally signing/approving 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. The Beneficiary Institution and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise 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. 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	Approval
Student			<i>Student</i>		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

Exceptional changes to the Learning Agreement

Exceptional changes to Table D

Table D2	Component code (if any)	Component title or description of the study programme at the Receiving Institution	Short description of the virtual component	Reason for change (Add the applicable reason code or write other reason)	Number of ECTS credits (or equivalent) to be awarded	Automatic recognition [Yes/No]
				Choose an item.		
				Choose an item.		

By digitally signing/approving 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. The Beneficiary Institution and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise 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. 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	Approval
Student			<i>Student</i>		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

Approval of exceptional changes to the Learning Agreement



Study Programme at Receiving Institution and recognition at the Sending Institution

By digitally signing/approving 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. The Beneficiary Institution and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise 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. 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	Approval
Student			<i>Student</i>		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

Table E	Component code (if any)	Component title or description of the study programme	Short description of the virtual Component (only if applicable)	<Number of ECTS credits to be awarded>	Automatic recognition [Yes/No]
				Total: ...	

Commitment of the three parties

Exceptional changes to the learning agreement

Exceptional changes to Table E						
Table E2	Component code (if any)	Component title or description of the study programme at the Receiving Institution	Short description of the virtual component (only if applicable)	Reason for change (Add the applicable reason code or write other reason)	<Number of ECTS credits (or equivalent) to be awarded>	Automatic recognition [Yes/No]
				Choose an item.		
				Choose an item.		

Approval of exceptional changes to the Learning Agreement



Glossary

By digitally signing/approving 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. The Beneficiary Institution and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise 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. 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	Approval
Student			Student		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

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 electronic identifier number used to identify and authenticate mobile students using Erasmus Without Paper consistently across different IT systems e.g. to share their digital learning agreement and receive the approval of the sending institution and the receiving institution. The identifier is technical and not meant for student or staff to provide manually. The ESI field should not be visible to end users. If the sending institution does not yet issue an ESI for its students an alternative mechanism for digitally identifying and authenticating students can be accepted. Please note that the ESI will become mandatory in the future. For more information on how Higher Education Institutions can deploy the ESI, read the Technical Documentation page of the European Student Card Initiative portal.
Level of education	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). EQF level codes 5 to 8 are equivalent to the ISCED levels 5 to 8.
Field of education	The ISCED-F 2013 search tool available at http://ec.europa.eu/education/international-standard-classification-of-education-isced_en 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 receives that has been awarded with the Erasmus Charter for Higher Education (ECHE). It is only applicable to higher education institutions located in EU Member States and third countries associated to the programme.
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.
Long-term mobility	A physical study period abroad lasting at least one academic term/trimester or 2 months to 12 months.
Blended mobility	Any mobility can be carried out as a "blended mobility" by combining the physical study period abroad with a virtual component at the receiving institution before, during and/or after the physical mobility to further enhance the learning outcomes.



Short description of a virtual component	A description of the virtual component of a blended mobility and the type of online activity(ies) undertaken. For example it can be an online course, embedded in a course selected at the receiving institution; part of a blended intensive programme; and/or other type of virtual activity at the receiving institution.
Short-term mobility with a mandatory virtual component	Students may undertake a study period abroad lasting between 5 days and 30 days and combined with a compulsory virtual component.
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.
ECTS credits (or equivalent)	In countries where the "ECTS" system is not in place, in particular for institutions located in third countries not associated to the programme 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.
Automatic recognition	All credits gained abroad – as agreed in the learning agreement and confirmed by the transcript of records – will be transferred without delay and counted towards the students' degree (study programme) without any additional work or assessment of the student. This is signalled in the learning agreement by the "Yes" check box. If the "No" check box is selected, a clear justification needs to be provided and an indication on what other type of formal recognition will be applied, e.g. registration in the students' diploma supplement or Europass Mobility Document.
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 and automatic recognition of the study programme described in the learning agreement 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.
Reasons for deleting a component	<ul style="list-style-type: none"> 9. Previously selected educational component is not available at the Receiving Institution 10. Component is in a different language than previously specified in the course catalogue 11. Timetable conflict 12. Other (please specify)
Reason for adding a component	<ul style="list-style-type: none"> 13. Substituting a deleted component 14. Extending the mobility period 15. Adding a virtual component 16. Other (please specify)



Erasmus+ Learning Agreement Student Mobility for Studies (KA131 International mobility)

General information

[Applicable for all learning agreement types]

Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender	
	European Student Identifier (ESI) <small>[Unique electronic identifier for mobile students]</small>		Level of education (EQF level)	Field of education (ISCED code)	<Field of education (clarification)>	
Sending Institution	Name	Faculty/Department	Erasmus code/City	Country	Administrative contact person name; email	
Receiving Institution	Name	Faculty/Department	Erasmus code /City	Country	Administrative contact person name; email	
<p>The level of language competence 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:</p> <p style="text-align: center;">A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/></p>						

Learning agreement type and mobility duration

Learning agreement for studies type (select one) <ul style="list-style-type: none"> • Long-term mobility <input type="checkbox"/> / Virtual component <i>(only if applicable)</i> <input type="checkbox"/> • Short-term mobility with a mandatory virtual component <input type="checkbox"/> • Short-term doctoral mobility <input checked="" type="checkbox"/> / Virtual component <i>(only if applicable)</i> <input type="checkbox"/> 	Estimated duration (to be confirmed by the Receiving Institution) Planned period of the physical mobility: <ul style="list-style-type: none"> • Academic year [year/year] • from [<day>/month/year] • to [<day>/month/year]
--	--



Commitment of the three parties

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. The Beneficiary Organisation and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise 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. 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	Approval
Student			<i>Student</i>		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

Exceptional changes to the learning agreement

Exceptional changes to Table A						
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 [Add the applicable reason code or write other reason]	Number of ECTS credits (or equivalent) to be awarded
			<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)							
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>	Number of ECTS credits (or equivalent) to be awarded	Automatic recognition [Yes/No]
			<input type="checkbox"/>	<input type="checkbox"/>			
			<input type="checkbox"/>	<input type="checkbox"/>			

Exceptional changes to Table C (if applicable)							
Table C2	Component code (if any)	Component title or description of the study programme at the Receiving Institution	Short description of the virtual component	Reason for change [Add the applicable reason code or write other reason]	Number of ECTS credits (or equivalent) to be awarded	Automatic recognition [Yes/No]	
				Choose an item			
				Choose an item			

Approval of exceptional changes to the learning agreement



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. The Beneficiary Organisation and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise 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. 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	Approval
Student			Student		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

Learning agreement for short-term mobility with a mandatory virtual component

Study Programme at Receiving Institution and recognition at the Sending Institution

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. The Beneficiary Organisation and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise 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. 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	Approval
Student			Student		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

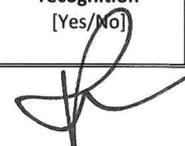
Table D	Component code (if any)	Component title or description of the study programme	Short description of the virtual component	Number of ECTS credits to be awarded	Automatic recognition [Yes/No]
				Total: ...	

Commitment of the three parties

Exceptional changes to the learning agreement

Exceptional changes to Table D

Table D2	Component code (if any)	Component title or description of the study programme at the Receiving Institution	Short description of the virtual component	Reason for change (Add the applicable reason code or write other reason)	Number of ECTS credits (or equivalent) to be awarded	Automatic recognition [Yes/No]

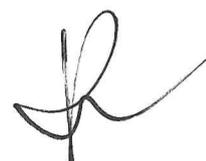


				Choose an item.		
				Choose an item.		

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. The Beneficiary Organisation and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise 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. 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	Approval
Student			<i>Student</i>		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

Approval of exceptional changes to the learning agreement



Learning agreement for short-term doctoral mobility

Study Programme at Receiving Institution and recognition at the Sending Institution

Table E	Component code (if any)	Component title or description of the study programme	<Short description of the virtual component>	<Number of ECTS credits to be awarded>	Automatic recognition [Yes/No]
				Total: ...	

Commitment of the three parties

Exceptional changes to the learning agreement

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. The Beneficiary Organisation and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise 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. 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	Approval
Student			Student		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

Exceptional changes to Table E

Table E2	Component code (if any)	Component title or description of the study programme at the Receiving Institution	Short description of the virtual component (only if applicable)	Reason for change (Add the applicable reason code or write other reason)	<Number of ECTS credits (or equivalent) to be awarded>	Automatic recognition [Yes/No]
				Choose an item.		
				Choose an item.		

Approval of exceptional changes to the learning agreement

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. The Beneficiary Organisation and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise 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. 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	Approval
Student			Student		
Responsible person at the Sending Institution					

Glossary

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 electronic identifier number used to identify and authenticate mobile students using Erasmus Without Paper consistently across different IT systems e.g. to share their digital learning agreement and receive the approval of the sending institution and the receiving institution. The identifier is technical and not meant for student or staff to provide manually. The ESI field should not be visible to end users. If the sending institution does not yet issue an ESI for its students an alternative mechanism for digitally identifying and authenticating students can be accepted. Please note that the ESI will become mandatory in the future. For more information on how Higher Education Institutions can deploy the ESI, read the Technical Documentation page of the European Student Card Initiative portal.
Level of education	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). EQF level codes 5 to 8 are equivalent to the ISCED levels 5 to 8.
Field of education	The ISCED-F 2013 search tool available at http://ec.europa.eu/education/international-standard-classification-of-education-isced_en 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 receives that has been awarded with the Erasmus Charter for Higher Education (ECHE). It is only applicable to higher education institutions located in EU Member States and third countries associated to the programme.
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.
Long-term mobility	A physical study period abroad lasting at least one academic term/trimester or 2 months to 12 months.
Blended mobility	Any mobility can be carried out as a "blended mobility" by combining the physical study period abroad with a virtual component at the receiving institution before, during and/or after the physical mobility to further enhance the learning outcomes.
Short description of a virtual component	A description of the virtual component of a blended mobility and the type of online activity(ies) undertaken. For example, it can be an online course, embedded in a course selected at the receiving institution; part of a blended intensive programme; and/or other type of virtual activity at the receiving institution.
Short-term mobility with a mandatory virtual component	Students may undertake a study period abroad lasting between 5 days and 30 days and combined with a compulsory virtual component.
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.
ECTS credits (or equivalent)	In countries where the ECTS system is not in place, in particular for institutions located in third countries not associated to the programme 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.
Automatic recognition	All credits gained abroad – as agreed in the learning agreement and confirmed by the transcript of records – will be transferred without delay and counted towards the students' degree (study programme) without any additional work or assessment of the student. This is signalled in the

	learning agreement by the “Yes” check box. If the “No” check box is selected, a clear justification needs to be provided and an indication on what other type of formal recognition will be applied, e.g. registration in the students’ diploma supplement or Europass Mobility Document.
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 and automatic recognition of the study programme described in the learning agreement 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.
Reasons for deleting a component	<ul style="list-style-type: none"> 17. Previously selected educational component is not available at the Receiving Institution 18. Component is in a different language than previously specified in the course catalogue 19. Timetable conflict 20. Other (please specify)
Reason for adding a component	<ul style="list-style-type: none"> 21. Substituting a deleted component 22. Extending the mobility period 23. Adding a virtual component 24. Other (please specify)



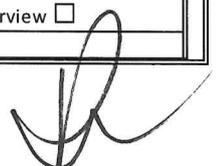
Erasmus+ Learning Agreement Student Mobility for Traineeships¹

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ²	Gender [Male/Female/ Undefined]	Level of education (EQF level) ³	Field of education ⁴
Beneficiary organisation⁵	Name	Faculty/ Department (if applicable)	Erasmus code ⁶ (if applicable)	Address	Country	Contact person name ⁷ ; email	
Sending Institution <small>[only if different from Beneficiary Organisation]</small>	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email	
Receiving Organisation	Name	Department	Address; website	Country	Size	Contact person ⁸ name; position; email	Mentor ⁹ name; position; email
					<input type="checkbox"/> ≤250 employees <input type="checkbox"/> > 250 employees		

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation	
Planned period of the physical component: from [day (optional)/month/year] to [day (optional)/month/year]	
If applicable, planned period of the virtual component: from [day (optional)/month/year] to day (optional)/month/year]	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship (including the virtual component, if applicable):	
Traineeship in digital skills ¹⁰ : Yes <input type="checkbox"/> No <input type="checkbox"/>	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes):	
Monitoring plan:	
Evaluation plan:	
The level of language competence ¹¹ in _____ [indicate here the main language of work] that the trainee already has or agrees to acquire by the start of the mobility period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>	

Table B - Sending Institution	
Please use only one of the following three boxes: ¹²	
1. The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:	
AwardECTS credits (or equivalent) ¹³	Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).	



¹ In case the mobility combines studies and traineeship, the mobility agreement for studies template should be used and adjusted to fit both activity types.

¹ Country to which the person belongs administratively and that issues the ID card and/or passport.

¹ **Level of education:** 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). EQF level codes 5 to 8 are equivalent to the ISCED levels 5 to 8.

¹ **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at http://ec.europa.eu/education/tools/isced-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 trainee by the sending institution.

¹ In the case of outgoing mobility, the beneficiary organisation is the sending institution.

¹ **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 EU Member States and third countries associated to the programme.

¹ **Contact person at the sending institution:** 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 will work at the international relations office or equivalent body within the institution.

¹ **Contact person at the receiving organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.

¹ **Mentor:** the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the organisation (culture of the organisation, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.

¹ **Traineeship in digital skills:** any traineeship where trainees receive training and practice in at least one or more of the following activities: digital marketing (e.g. social media management, web analytics); digital graphical, mechanical or architectural design; development of apps, software, scripts, or websites; installation, maintenance and management of IT systems and networks; cybersecurity; data analytics, mining and visualisation; programming and training of robots and artificial intelligence applications. Generic customer support, order fulfilment, data entry or office tasks are not considered in this category.

¹ **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>

¹ **There are three different provisions for traineeships:**

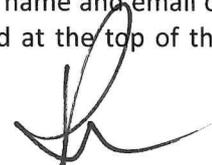
1. Traineeships embedded in the curriculum (counting towards the degree);
2. Voluntary traineeships (not obligatory for the degree);
3. Traineeships for recent graduates.

¹ **ECTS credits or equivalent:** in countries where the "ECTS" system it is not in place, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a web link to an explanation to the system should be added.

¹ **Responsible person at the beneficiary organisation:** this person is responsible for signing the learning agreement, amending it if needed and if the beneficiary organisation is the sending institution, is responsible for recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the learning agreement. 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.

¹ **Responsible person at the sending institution:** this person is responsible for signing the learning agreement, amending it if needed and if the beneficiary organisation is not the sending institution, is responsible for recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the learning agreement. The name and email of the responsible person must be filled in only in case it differs from that of the responsible person at the beneficiary organisation.

¹ **Supervisor at the receiving organisation:** this person is responsible for signing the learning agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate. The name and email of the supervisor must be filled in only in case it differs from that of the contact person mentioned at the top of the document.



Erasmus+ Learning Agreement

Student Mobility for Traineeships¹

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ²	Gender [Male/Female/ Undefined]	Level of education (EQF level) ³	Field of education ⁴
Beneficiary organisation⁵	Name	Faculty/ Department (if applicable)	Erasmus code ⁶ (if applicable)	Address	Country	Contact person name ⁷ ; email	
Sending Institution <small>(only if different from Beneficiary Organisation)</small>	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email	
Receiving Organisation	Name	Department	Address; website	Country	Size	Contact person ⁸ name; position; email	Mentor ⁹ name; position; email
					<input type="checkbox"/> ≤250 employees <input type="checkbox"/> > 250 employees		

Before the mobility

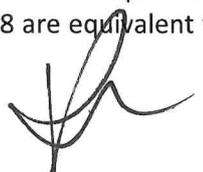
Table A - Traineeship Programme at the Receiving Organisation	
Planned period of the physical component: from [day (optional)/month/year] to [day (optional)/month/year]	
If applicable, planned period of the virtual component: from [day (optional)/month/year] to day (optional)/month/year]	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship (including the virtual component, if applicable):	
Traineeship in digital skills ¹⁰ : Yes <input type="checkbox"/> No <input type="checkbox"/>	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes):	
Monitoring plan:	
Evaluation plan:	
The level of language competence ¹¹ in _____ [indicate here the main language of work] that the trainee already has or agrees to acquire by the start of the mobility period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>	

Table B - Sending Institution	
<i>Please use only one of the following three boxes: ¹²</i>	
1. The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:	
AwardECTS credits (or equivalent) ¹³	Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

¹ In case the mobility combines studies and traineeship, the mobility agreement for studies template should be used and adjusted to fit both activity types.

² Country to which the person belongs administratively and that issues the ID card and/or passport.

³ **Level of education:** 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). EQF level codes 5 to 8 are equivalent to the ISCED levels 5 to 8.



¹ **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at http://ec.europa.eu/education/tools/isced-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 trainee by the sending institution.

¹ In the case of outgoing mobility, the beneficiary organisation is the sending institution.

¹ **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 EU Member States and third countries associated to the programme.

¹ **Contact person at the sending institution:** 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 will work at the international relations office or equivalent body within the institution.

¹ **Contact person at the receiving organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.

¹ **Mentor:** the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the organisation (culture of the organisation, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.

¹ **Traineeship in digital skills:** any traineeship where trainees receive training and practice in at least one or more of the following activities: digital marketing (e.g. social media management, web analytics); digital graphical, mechanical or architectural design; development of apps, software, scripts, or websites; installation, maintenance and management of IT systems and networks; cybersecurity; data analytics, mining and visualisation; programming and training of robots and artificial intelligence applications. Generic customer support, order fulfilment, data entry or office tasks are not considered in this category.

¹ **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>

¹ **There are three different provisions for traineeships:**

1. Traineeships embedded in the curriculum (counting towards the degree);
2. Voluntary traineeships (not obligatory for the degree);
3. Traineeships for recent graduates.

¹ **ECTS credits or equivalent:** in countries where the "ECTS" system is not in place, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a web link to an explanation to the system should be added.

¹ **Responsible person at the beneficiary organisation:** this person is responsible for signing the learning agreement, amending it if needed and if the beneficiary organisation is the sending institution, is responsible for recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the learning agreement. 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.

¹ **Responsible person at the sending institution:** this person is responsible for signing the learning agreement, amending it if needed and if the beneficiary organisation is not the sending institution, is responsible for recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the learning agreement. The name and email of the responsible person must be filled in only in case it differs from that of the responsible person at the beneficiary organisation.

¹ **Supervisor at the receiving organisation:** this person is responsible for signing the learning agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate. The name and email of the supervisor must be filled in only in case it differs from that of the contact person mentioned at the top of the document.

podpis



5/2026
Relacja 489:A z dnia 9 lutego
2026 r.



Karta Studenta Erasmusa

Program Erasmus+ służy wspieraniu rozwoju edukacyjnego, zawodowego i osobistego uczestniczących w nim studentów i jego absolwentów. Wszystkie jego działania mają również na względzie propagowanie równych szans i równego dostępu, włączenia społecznego, różnorodności i sprawiedliwości. Ponadto program przyczynia się do osiągnięcia celów UE związanych z transformacją cyfrową, zrównoważonym rozwojem i aktywnością obywatelską. Karta Studenta Erasmusa odzwierciedla wyżej wymienione wartości i priorytety, a jej celem jest odpowiednie informowanie uczestników o ich prawach i obowiązkach oraz zapewnienie pomyślnej realizacji ich planów w zakresie mobilności.

Erasmus+

**Zmienia życie,
otwiera umyśle.**

PRZED OKRESEM MOBILNOŚCI

TWOJE PRAWA

Masz prawo do otrzymania informacji o procedurze składania wniosków, o instytucji lub organizacji przyjmującej oraz o działaniach możliwych w okresie mobilności za granicą.

Masz prawo do otrzymania płatności zaliczkowej

- w ciągu 30 dni kalendarzowych od podpisania umowy stypendialnej przez obie strony lub
- po potwierdzeniu przyjazdu, najpóźniej w dniu rozpoczęcia okresu mobilności.

Jeśli uczestniczysz w programie mobilności studentów w celu odbycia studiów, prawdopodobnie będziesz mógł/mogła podpisać online porozumienie o programie zajęć

w formie cyfrowej, określające szczegóły działań za granicą. Jeżeli zostanie to uzgodnione z Twoją instytucją wysyłającą, możesz podpisać porozumienie o programie zajęć online za pośrednictwem aplikacji mobilnej Erasmus+.

Masz prawo do otrzymania informacji o stosowanych przez instytucję przyjmującą procedurach automatycznego uznawania osiągnięć i systemie ocen.

Masz prawo do otrzymania informacji o możliwościach ubezpieczenia, zakwaterowania, uzyskania wizy (jeżeli jest wymagana) oraz o udogodnieniach lub środkach wsparcia dostępnych dla osób o specjalnych potrzebach.

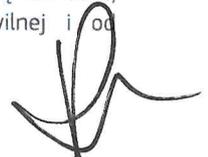
TWOJE OBOWIĄZKI

Musisz podpisać umowę stypendialną z instytucją wysyłającą, zaś z instytucją wysyłającą i instytucją przyjmującą – porozumienie o programie zajęć, zawierające szczegółowe informacje o działaniach za granicą. Porozumienie to jest podstawą automatycznego uznawania okresu mobilności za granicą, gdyż określa przewidywane punkty zaliczeniowe, które uzyskasz i które będą zaliczone na poczet studiów w uczelni macierzystej.

Po pomyślnym przejściu procesu selekcji musisz wykonać przez internet nieodpłatny test biegłości językowej za pośrednictwem systemu wsparcia językowego online (pod warunkiem że jest on dostępny w głównym języku nauczania lub pracy za granicą). Test ten ma ocenić Twój

poziom językowy i umożliwić Ci dostęp do specjalnych funkcji systemu wsparcia dostosowanych do Twoich potrzeb w zakresie nauki języka, abyś mógł/mogła jak najpełniej wykorzystać okres nauki za granicą.

Po otrzymaniu od swojej uczelni informacji dotyczących ubezpieczenia należy postarać się o ubezpieczenie zdrowotne na czas pobytu za granicą. W przypadku mobilności studentów w celu odbycia stażu należy postarać się, wraz z osobą przyjmującą Cię na staż, o ubezpieczenie od odpowiedzialności cywilnej i od następstw nieszczęśliwych wypadków.



PODCZAS OKRESU MOBILNOŚCI

TWOJE PRAWA

Masz prawo do bycia traktowanym na równi z miejscowymi studentami lub pracownikami, bez dyskryminacji ze względu na wiek, pochodzenie etniczne, rasę, narodowość, przynależność do mniejszości narodowej, kulturę, język, płeć, orientację seksualną, stan cywilny, obowiązki opiekuńcze lub rodzicielskie, chorobę, sprawność lub niepełnosprawność, stan zdrowia psychicznego lub fizycznego, wygląd zewnętrzny, status społeczno-ekonomiczny, wyznanie lub przynależność religijną lub ich brak, przynależność polityczną lub opinie lub ich brak, czy jakiegokolwiek inne nieistotne cechy.

Masz prawo do wolności akademickiej przy wypowiedzaniu się i głoszeniu swoich idei i pomysłów, a także przy prowadzeniu ewentualnych badań naukowych przez cały okres mobilności.

Masz prawo korzystać z sieci mentorów i opiekunów, jeżeli są oni dostępni w instytucji lub organizacji przyjmującej.

Masz prawo do bycia wysłuchanym/-ą na forum organizacji studenckich na kampusie i poinformowanym/-ą o ich działalności, o systemach zarządzania i zapewniania jakości instytucji przyjmującej oraz o wszelkich odpowiednich

usługach wsparcia dla studentów (np. o działalności stowarzyszeń studenckich i przedstawicieli studentów czy rzeczników praw obywatelskich).

Podczas pobytu za granicą masz prawo do dalszego otrzymywania stypendiów lub pożyczek studenckich z kraju wysyłającego.

Jeśli jesteś uczestnikiem o mniejszych szansach lub jeśli zdecydujesz się na podróż z wykorzystaniem ekologicznych środków transportu, masz prawo do dodatkowego wsparcia finansowego w formie dopłat uzupełniających.

W okresie mobilności nie mogą być od Ciebie pobierane żadne opłaty za naukę, zapisy, egzaminy ani za dostęp do infrastruktury laboratoryjnej i bibliotek.

Masz prawo zwrócić się o wprowadzenie zmian do porozumienia o programie zajęć w terminie ustalonym przez instytucje wysyłającą i przyjmującą. Masz prawo zwrócić się do swojej instytucji wysyłającej o przedłużenie okresu mobilności.

TWOJE OBOWIĄZKI

Masz obowiązek przestrzegać zasad i przepisów instytucji lub organizacji przyjmującej oraz kraju przyjmującego, w tym zasad postępowania, zdrowia i bezpieczeństwa.

Masz obowiązek przestrzegać kodeksu postępowania instytucji przyjmującej, uznając różnorodność jej społeczności i nie dyskryminując nikogo ze względu na wiek, pochodzenie etniczne, rasę, narodowość, przynależność do mniejszości narodowej, kulturę, język, płeć, orientację seksualną, stan cywilny, obowiązki opiekuńcze lub rodzicielskie, chorobę, sprawność lub niepełnosprawność, stan zdrowia psychicznego lub fizycznego, wygląd zewnętrzny, status społeczno-ekonomiczny, wyznanie lub przynależność religijną lub ich brak, przynależność polityczną lub opinie lub ich brak, czy jakiegokolwiek inne nieistotne cechy.

Masz obowiązek postępować odpowiedzialnie i z szacunkiem wobec społeczności lokalnej i akademickiej. Zachowanie z szacunkiem wobec innych oznacza poszanowanie prawa oraz m.in. powstrzymanie się od molestowania lub nękania kogokolwiek.

Masz obowiązek postępować w sposób, który nie stanowi zagrożenia zdrowia ani bezpieczeństwa Twojego ani innych osób. Masz obowiązek przestrzegać norm bezpieczeństwa i higieny obowiązujących w Twojej instytucji lub organizacji oraz w kraju przyjmującym.

Masz obowiązek przestrzegać zasady rzetelności akademickiej i starać się jak najlepiej wykazywać swoje umiejętności w trakcie wszelkich egzaminów lub innych form oceny.

Zachęcamy do pełnego wykorzystania wszystkich możliwości uczenia się dostępnych w instytucji lub organizacji przyjmującej, a także do maksymalizacji korzyści płynących z pobytu za granicą przez aktywny udział w lokalnej społeczności w ramach działań lub projektów służących angażowaniu się na poziomie międzykulturowym lub obywatelskim.

Może jednak być wymagana niewielka opłata, na takich samych zasadach jak od studentów miejscowych, np. na poczet ubezpieczenia, członkostwa w stowarzyszeniach studenckich i korzystanie z materiałów i urządzeń na potrzeby studiów.

Wniosek o ewentualne przedłużenie okresu mobilności musisz złożyć na co najmniej miesiąc przed końcem pierwotnie planowanego okresu mobilności.

Wraz z instytucjami wysyłającą i przyjmującą masz obowiązek dopilnować, aby zmiany w porozumieniu o programie zajęć zostały po złożeniu wniosku zatwierdzone.



PO OKRESIE MOBILNOŚCI

TWOJE PRAWA

Masz prawo do pełnego automatycznego uznania przez Twoją instytucję wysyłającą wszystkich zajęć pomyślnie ukończonych podczas okresu mobilności, zgodnie z porozumieniem o programie zajęć.

Masz prawo i zdecydowanie powinieneś/powinnaś ubiegać się o dokument Europass-Mobilność, jeśli niedawno ukończyłeś/-aś studia w uczelni zlokalizowanej w kraju programu.

W ciągu pięciu tygodni od ogłoszenia wyników masz prawo otrzymać od instytucji przyjmującej wykaz zaliczeń, w miarę możliwości w formacie cyfrowym, ze wskazaniem uzyskanych punktów i ocen. Po otrzymaniu wykazu zaliczeń Twoja instytucja wysyłająca przekaże Ci pełne informacje o Twoich uznanych osiągnięciach.

Jeżeli uczęszczałeś/-aś do uczelni znajdującej się w kraju programu, masz prawo do wpisania uznanych elementów

studiów do suplementu do dyplomu. Masz prawo do otrzymania suplementu do dyplomu, w miarę możliwości w formacie cyfrowym, również w oryginalnej wersji językowej.

W przypadku stażu masz prawo otrzymać zaświadczenie o stażu, w miarę możliwości w formacie cyfrowym, od organizacji lub instytucji przyjmującej, podsumowujące wykonane zadania i zawierające ocenę stażu. Instytucja wysyłająca przekaże również wykaz zaliczeń, jeżeli zostało to przewidziane w porozumieniu o programie zajęć. Jeżeli staż nie był częścią programu nauczania, możesz zwrócić się o zarejestrowanie go w dokumencie Europass-Mobilność, a jeśli jesteś studentem uczelni znajdującej się w państwie członkowskim procesu bolońskiego, okres mobilności należy dodatkowo wpisać do suplementu do dyplomu.

TWOJE OBOWIĄZKI

Masz obowiązek wypełnić sprawozdanie uczestnika programu, aby przekazać instytucjom wysyłającej i przyjmującej, odpowiednim agencjom narodowym Erasmus+ oraz Komisji Europejskiej informacje zwrotne na temat okresu mobilności w ramach programu Erasmus+.

Na podstawie Twoich doświadczeń Komisja Europejska i agencje narodowe Erasmus+ będą mogły rozważyć, jak ulepszyć i wzbogacić program Erasmus+ dla kolejnych pokoleń uczestników.

Zachęcamy do dzielenia się doświadczeniami związanymi z mobilnością ze znajomymi, innymi studentami, pracownikami instytucji macierzystej, dziennikarzami itp., aby

umożliwić innym osobom zapoznanie się z tym programem i skorzystanie z niego.

W tym celu zachęcamy do korzystania z aplikacji mobilnej Erasmus+ i do dzielenia się swoimi doświadczeniami z przyszłymi studentami.

Zachęcamy do wstępowania do lokalnych i krajowych społeczności absolwentów i stowarzyszeń absolwentów Erasmus+ oraz do organizacji studenckich i projektów propagujących program Erasmus+ i jego wartości oraz wzajemne zrozumienie między ludźmi, kulturami i krajami oraz internacjonalizację na miejscu.



PODCZAS OKRESU MOBILNOŚCI

TWOJE PRAWA

Masz prawo do równego i sprawiedliwego dostępu i takich samych możliwości w ramach programu Erasmus+, a także do sprawiedliwych, integracyjnych i przejrzystych procedur na wszystkich etapach mobilności.

Jeżeli napotkasz problemy lub uznasz, że Twoje prawa nie są przestrzegane, możesz najpierw skontaktować się z instytucją lub organizacją wysyłającą lub przyjmującą i poprosić o pomoc w znalezieniu rozwiązania. Należy jasno określić problem i w zależności od jego charakteru skontaktować się z kompetentną osobą. Jej dane osobowe i kontaktowe powinny być podane w porozumieniu o programie zajęć. W razie potrzeby należy przejść formalne procedury odwoławcze obowiązujące w instytucji

lub organizacji wysyłającej lub przyjmującej. Jeżeli Twoja instytucja lub organizacja wysyłająca lub przyjmująca nie dopełnia obowiązków określonych w Karcie Erasmusa dla szkolnictwa wyższego lub w umowie stypendialnej, możesz skontaktować się z odpowiednią agencją narodową Erasmus+.

Pomocy udzielić mogą również stowarzyszenia studenckie i przedstawiciele studentów zarówno instytucji wysyłającej, jak i przyjmującej. Instytucje wysyłająca i przyjmująca mogą wskazać, gdzie znaleźć dane kontaktowe lokalnych stowarzyszeń studenckich i przedstawicieli studentów

TWOJE OBOWIĄZKI

Zachęcamy do pobrania aplikacji mobilnej Erasmus+, która będzie wspierać Cię na każdym etapie mobilności jako pierwszy punkt dostępu do odpowiednich usług, porad i możliwości dotyczących okresu mobilności za granicą.

Zachęcamy również do korzystania ze wsparcia językowego online przeznaczonego dla uczestników programu Erasmus+ w celu uzyskania dostępu do jego specjalnych funkcji służących do nauki języków. Pomoże Ci to opanować języki, które będą Ci potrzebne

do porozumiewania się na co dzień lub podczas działań związanych z mobilnością.

Zachęcamy do zwrócenia uwagi na wpływ Twojej mobilności na środowisko, na przykład przez podejmowanie działań, które zmniejszą ślad węglowy podróży.

Zgłoś się do swojej instytucji lub organizacji wysyłającej i przyjmującej po informacje o tym, jak sprawić, by Twoje działania w ramach programu Erasmus+ były bardziej przyjazne dla środowiska.

CO DZIEJE SIĘ W PRZYPADKU NIEPRZESTRZEGANIA KARTY STUDENTA ERASMUSA?

Twoja instytucja wysyłająca lub przyjmująca może podjąć decyzję o zakończeniu Twojego okresu mobilności za granicą.



Luksemburg: Urząd Publikacji Unii Europejskiej, 2022

© Unia Europejska, 2022



Komisja Europejska wdrożyła politykę ponownego wykorzystywania swoich dokumentów zgodnie z decyzją Komisji 2011/833/UE z dnia 12 grudnia 2011 r. w sprawie ponownego wykorzystywania dokumentów Komisji (Dz.U. L 330 z 14.12.2011, s. 39).

Z wyjątkiem przypadków, w których stwierdzono inaczej, ponowne wykorzystywanie tego dokumentu jest dozwolone na podstawie licencji Creative Commons Attribution 4.0 International (CC-BY 4.0) (<https://creativecommons.org/licenses/by/4.0/>). Oznacza to, że ponowne wykorzystywanie jest dozwolone pod warunkiem odpowiedniego poinformowania o autorze oraz o wszelkich zmianach wprowadzonych w dokumencie.

W przypadku wykorzystania lub powielania elementów, które nie są własnością Unii Europejskiej, konieczne może być uzyskanie zgody bezpośrednio od właściwych podmiotów prawa autorskiego. Unia Europejska nie posiada praw autorskich do następujących elementów: strona 3, źródło: istock.com

2026. gada 5. mēneša
Rektora WSP: A zolova
1. katēģorija 2026. g.



European
Commission

Erasmus student charter

The Erasmus+ programme aims to support the educational, professional and personal development of the participating students and graduates. It also seeks to promote equal opportunities and access, inclusion, diversity and fairness across all its actions. Finally, the programme contributes to achieving the EU's goals related to digital transformation, sustainable development and active citizenship. The Erasmus Student Charter reflects the above-mentioned values and priorities, aiming to adequately inform participants about their entitlements and obligations and ensure the successful implementation of their mobility.

Erasmus+
programme

**Enriching lives,
opening minds.**

BEFORE THE MOBILITY PERIOD

YOUR ENTITLEMENTS

You are entitled to receive guidance on the application process and information on the receiving institution/organisation, as well as on activities available for the mobility period abroad.

You are entitled to receive a pre-financing payment within 30 calendar days following the signature of the agreement by both parties or upon receipt of confirmation of arrival, and no later than the start date of the mobility period.

If you are engaging in student mobility for studies, you should be able to sign a digital online learning agreement

setting out the details of the activities abroad. If agreed with your institution, you may sign the online learning agreement via the Erasmus+ Mobile Application.

You are entitled to receive information on the automatic recognition procedures and grading system used by the receiving institution.

You are entitled to receive information on obtaining insurance, finding housing, securing a visa (if required), and facilities/support available for those with special needs.

YOUR OBLIGATIONS AND DUTIES

You must sign a grant agreement with the sending institution and a learning agreement with the sending and the receiving institution, setting out the details of the activities abroad, which is the basis for ensuring the automatic recognition of your mobility period abroad (through spelling out the credits you are expected to earn and counting them towards your home degree).

You need to undergo an online language assessment free of charge through the Online Language Support after being selected (provided this is available in the main language of instruction / work abroad), so as to evaluate

your level and get opportunities to access specific features fitting your language learning needs to make the most of your learning period abroad.

Upon receiving the information and guidance on obtaining insurance from your Higher Education Institution, you should ensure that you have health insurance coverage for your stay abroad. In the case of student mobility for traineeships, you should ensure, together with your traineeship host, that you take up also liability and accident insurance coverage.

DURING THE MOBILITY PERIOD

YOUR ENTITLEMENTS

You are entitled to be treated equally to the home students/employees and not be discriminated against on the basis of your age, ethnic origin, race, nationality, membership of a national minority, culture, language, gender, sexual orientation, marital status, caring or parental responsibilities, illness, ability or disability, mental health status, medical condition, physical appearance, socio-economic background, religious faith or affiliation or lack thereof, political affiliation or opinions or lack thereof, or any other irrelevant distinction.

You are entitled to academic freedom in communicating or sharing ideas and facts, as well as in any potential research you might carry out throughout your mobility period.

You are entitled to benefitting from networks of mentors and buddies where available at the receiving institution/organisation.

You are entitled to be heard in and informed about student organisations on campus, the governance and quality

assurance systems of the receiving institution, as well as any relevant student support services (e.g. student unions and student representatives, ombudspersons).

You are entitled to continue receiving the same student grants or loans from your sending country while abroad.

You are entitled to additional financial support, in the form of top-ups, if you are a participant with fewer opportunities or if you choose to travel with green means of transport.

You must not be charged fees for tuition, registration, examinations or for accessing laboratory and library facilities during the mobility period.

You are entitled to request changes to the learning agreement within the deadline decided by the sending and receiving institutions. You are entitled to submit a request for extending the duration of the mobility period to your sending institution.

YOUR OBLIGATIONS AND DUTIES

You must respect the rules and regulations of the receiving institution/organisation and of the hosting country, including, among others, conduct, health and safety regulations.

You must respect the code of conduct of your receiving institution, by recognising the diversity of the community and not discriminating against others on the basis of their age, ethnic origin, race, nationality, membership of a national minority, culture, language, gender, sexual orientation, marital status, caring or parental responsibilities, illness, ability or disability, mental health status, medical condition, physical appearance, socio-economic background, religious faith or affiliation or lack thereof, political affiliation or opinions or lack thereof, or any other irrelevant distinction.

You must act responsibly and respectfully towards your local and academic community. Behaving in a respectful manner towards others implies respecting the law and, among others, that you do not harass or bully others.

You must engage in a behaviour that does not pose any health or safety risk to yourself or others. You must

respect the health and safety standards of your institutions/organisations and of the hosting country.

You must respect the principle of academic integrity and endeavour to perform to the best of your ability in all relevant examinations or other forms of assessment.

You are encouraged to take full advantage of all the learning opportunities available at the receiving institution/organisation, as well as maximising the benefits of your time abroad by taking an active part in the local society through intercultural or civic engagement activities/projects.

You may be charged a small fee (on the same basis as local students) for costs such as insurance, student unions membership or the use of study-related materials and equipment.

You must submit any request to possibly extend the duration of the mobility period at least one month before the end of the originally planned period.

Together with the sending and the receiving institutions, you must ensure that the changes to the learning agreement are validated after the request has been submitted.

AFTER THE MOBILITY PERIOD

YOUR ENTITLEMENTS

You are entitled to receive full automatic academic recognition from the sending institution for the activities satisfactorily completed during your mobility period, in accordance with the learning agreement.

You are entitled and encouraged to request the Europass Mobility document if you are a recent graduate from a higher education institution located in a Programme Country.

You are entitled to receive a transcript of records, if possible in a digital format, from the receiving institution within five weeks of the publication of your results, showing the credits and grades achieved. Upon receipt of the transcript of records, the sending institution will provide you with complete information on the recognition of your achievements.

If enrolled in a higher education institution located in a Programme Country, you are entitled to have the recognised components included in the Diploma Supplement. You are entitled to receive the Diploma Supplement, if possible, in a digital format, also in its original language version.

When doing a traineeship, you are entitled to receive a traineeship certificate, if possible, in a digital format, from the receiving organisation/institution, summarising the tasks carried out and providing an evaluation. The sending institution will also give you a transcript of records, if specified in the learning agreement. If the traineeship was not part of the curriculum, you may request to have it recorded in the Europass Mobility document and if you are enrolled in a higher education institution located in a member country of the Bologna Process, the mobility period should be additionally recorded in your Diploma Supplement.

YOUR OBLIGATIONS AND DUTIES

You must fill in a participant report to provide feedback on your Erasmus+ mobility period to your sending and receiving institutions, to the relevant Erasmus+ National Agency and to the European Commission.

Based on your experiences, the European Commission and the Erasmus+ National Agencies can then assess how to improve and enrich the Erasmus+ Programme for future generations.

You are encouraged to share your mobility experience with friends, fellow students, staff in the home institution, journalists etc. to let other people know and benefit from the experience. To this end, you are encouraged to use

the Erasmus+ Mobile Application and share your tips with future students.

You are encouraged to join local and national alumni communities and Erasmus+ Alumni Associations, student organisations and projects that promote Erasmus+ and its values, as well as mutual understanding between people, cultures and countries and internationalisation at home.



THROUGHOUT THE MOBILITY PERIOD

YOUR ENTITLEMENTS

You are entitled to equal and equitable access and opportunities under the Erasmus+ programme, as well as to fair, inclusive and transparent procedures at all stages of your mobility

In case you encounter a problem or believe your rights are not respected, you may first contact your sending or receiving institution/organisation and seek a solution with them. You should identify the problem clearly and contact the relevant responsible person, according to the nature of the problem. Their names and contact details should be mentioned in the learning agreement. If necessary, you should go through the formal appeals procedures

established at the sending or receiving institution/organisation. If your sending or receiving institution/organisation fails to fulfil the obligations outlined in the Erasmus Charter for Higher Education or in your grant agreement, you may contact the relevant Erasmus+ National Agency.

Student unions and student representatives, both of your sending and receiving institutions, can be of assistance to you. The sending and receiving institutions can indicate to you where to find the contacts of the local student unions and representatives.

YOUR OBLIGATIONS AND DUTIES

To support you through every step of your mobility, you are encouraged to download the Erasmus+ Mobile App, which is your first entry point to the relevant services, tips and opportunities for your mobility period abroad.

You are also invited to make use of the Online Language Support designed for the Erasmus+ programme participants, so as to get access to language learning specific features which will help you master the languages you wish to talk in your daily life or mobility activities.

You are encouraged to be mindful about the impact of your mobility on the environment, for instance by taking actions that would reduce the carbon footprint of your travels.

Please get in touch with your sending and receiving institutions/organisation on what are the options available to you to make your Erasmus+ experience more environmentally friendly.

WHAT IF YOU DO NOT RESPECT THIS CHARTER?

Your sending and/or receiving institution may decide to end your mobility period abroad.

Karta uznania zaliczeń

Wyższa Szkoła
Prawa i Administracji
Rzeszowska Szkoła Wyższa

ROK AKADEMICKI

STUDIA

Kierunek studiów:

Nazwisko i imię		ROK - SEMESTR		Nr albumu		
Przedmiot z semestru wyjazdowego w uczelni macierzystej	Liczba punktów ECTS	Przedmiot realizowany za granicą uznany za równoważnik	Liczba punktów ECTS	Egzamin/Zaliczenie		
				Ocena	Data	Podpis

DZIEKAN



Karta uznania zaliczeń dodatkowych

Wyższa Szkoła
Prawa i Administracji
Rzeszowska Szkoła Wyższa

ROK AKADEMICKI ...
STUDIA

Kierunek studiów:

... ROK - SEMESTR

Nazwisko i imię	Dodatkowe przedmioty zrealizowane za granicą	Liczba punktów ECTS	Nr albumu		
			Ocena	Data	Podpis

DZIEKAN

