Learning Agreement for studies abroad

|  |
| --- |
| Student identification number |
| Name |
| Study programme |
| E-mail |
| Telephone |

Academic programme abroad

|  |  |
| --- | --- |
| Host institution | |
| Country | |
| Pre-approved courses | ECTS/credits |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |
| 9 |  |
| 10 |  |

Signatures

|  |
| --- |
| Student |
| Academic staff |

How to write a Learning Agreement:

* Course descriptions from the host institution must be attached before the agreement

will be signed by an academic staff.

* The course descriptions can be a print out from the host institution’s web page or a copy

of a course handbook. It is the student’s responsibility to get the information needed for

the Program Coordinator/ Head of Department to approve the courses abroad.

* If you have further questions about the learning agreement, please contact the Student Advisor

of your study programme.

The original Learning Agreement must be kept by the faculty and the student keeps a copy of the signed agreement.

Final Approval

When you have concluded your studies abroad you need to present the transcript of records

from the host institution to HSN for final approval. To get the final approval you must provide

the transcript of records to the Student Advisor.

If you have passed all courses and they are according to the learning agreement this process will

not take long. However, if you have changed courses without getting those preapproved or failed

exams the process will take longer. It is the student’s responsibility to provide HSN with the

transcript of records from the host institution.

Changes to original proposed Learning Agreement

(Only to be filled in while abroad if changes are done)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course unit code (if any) and page no. in the info package | Course unit title (as indicated in the information package) | Deleted course unit | Added course unit | Number of ECTS/credits |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*If necessary, continue this list on a separate sheet*

|  |  |
| --- | --- |
| Student’s signature | Place and date |
| Sending institution:  We confirm that the above-listed changes to the initially agreed programme of study/learning agreement are approved.  Place and date:  Academic staff signature........................................................................................ | |