Erasmus Online Learning Agreement

Before you start completing the online learning agreement you need to know CONTACT DETAILS for the relevant staff at both UCC and the HOST UNIVERSITY:

1. **UCC Contact Details**
   - **Contact Person:** This is Clare Murphy, International Office
     Email: claremurphy@ucc.ie  Tel: +353 21 4904726
   - **Responsible Person:** This is your academic coordinator
     It is essential that you enter the details of your academic coordinator as the system will send the approval & signature request to this person.

2. **HOST UNIVERSITY Contact Details**
   - **Contact Person:** This is the International Coordinator who has been in contact with you regarding the application process. Contact details will be listed at the end of the information email that you will have received from the university.
   - **Responsible Person:** Please email the International Coordinator to request these contact details. If there are a number of students from the same degree programme studying at the same university then I would advise that one student contact the host university on behalf of the group.
     **It is essential that you get the correct contact details as the system will not allow changes to contact details at a later stage.**

**NB:** It is essential that you enter the email addresses carefully and double check that there are no spelling mistakes. If an incorrect email address is entered then the approval process will not take place.
Step A – Create an account – click on ‘REGISTER’ (top right hand corner).

![Student login form](https://www.learning-agreement.eu/student/home/login.php)

Student login form (For HEI and Erasmus+APP users)

Email

Password

LOGIN

I don't remember password send me reminder

Google sign-in

Google login is for registered users only!

You will then receive an email asking you to activate your Erasmus+ account. Email will be from: support@erasmusapp.eu (please check your spam inbox)

When you have activated your account you will then be able to login to the portal.
Step B – Create a New Learning Agreement

Once you have logged in, you now need to create your learning agreement. Please click:

---

**Step 1: Student Information** – please enter your personal details

- **Academic year** refers to the year of study abroad period. Ie. 2019/2020

- **Field of Education**: please choose most relevant code (codes are set by the EU so will not be an exact match to your degree studies).
Step 2: Sending Institution

Sending Institution

Send Institution Name:
UNIVERSITY COLLEGE CORK - NATIONAL UNIVERSITY OF IRELAND, CORK

Address:
WESTERN ROAD, Cork, Ireland

Country:
Ireland

Erasmus Code:
IRLCORK01

Faculty/Department:
Enter relevant College i.e. College of Business and Law

Contact Person:
Contact Person is: Clare Murphy
claremurphy@ucc.ie
+353 21 4904726

Notes:

Faculty/Department: Please enter name of relevant College

Contact Person is the International Office Erasmus Coordinator:

Clare Murphy
Email: claremurphy@ucc.ie
Tel: +353 21 4904726
Step 3: Receiving Institution

Please be careful when selecting the name of the receiving institution.

Enter the name of the host faculty/department.

Contact Person: This is the person that has contacted you regarding the application process. Generally it is the International/Erasmus Office but could be an Erasmus Officer at department/faculty level.
Step 4: Proposed Mobility Programme

Divided into two sections: Table A: Study Programme at the Receiving Institution & Table B: Recognition at the Sending Institution

Table A: Study Programme at the Receiving Institution

Please list the modules that you wish to study at the receiving institution. To do so, click on ‘Add Subject’.

You need to enter modules details one by one. You will be asked for the following information:

- Module Code
- Module Name
- Semester the module will be taught (First semester / second semester or full academic year)
- Credit weighting
- Link to the course catalogue

See example below

Click on ‘Submit’ when all details entered. Repeat process for additional modules.
Receiving institution component

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Component code (if any)
EC12

Component title at the Receiving Institution (as indicated in the course catalogue) *
Italian Economics

Component title: 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.

Semester (e.g. autumn/spring; term) *
First semester (Winter/Autumn)

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion. (Use DOT "." as decimal separators) *
6.0

In countries where the "ECTS" system is not in place, in particular for Institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

Link to course website
www.unibo.it/coursecatalogue

---

**TABLE A: STUDY PROGRAMME AT THE RECEIVING INSTITUTION**

<table>
<thead>
<tr>
<th>COMPONENT CODE</th>
<th>COMPONENT TITLE</th>
<th>SEMESTER</th>
<th>ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC12</td>
<td>Italian Economics</td>
<td>First semester (Winter/Autumn)</td>
<td>6.0</td>
</tr>
</tbody>
</table>

[Link to course website](www.unibo.it/coursecatalogue)
When finished entering modules:

<table>
<thead>
<tr>
<th>COMPONENT CODE</th>
<th>COMPONENT TITLE</th>
<th>SEMESTER</th>
<th>ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC12</td>
<td>Italian Economics</td>
<td>First semester (Winter/Autumn)</td>
<td>6</td>
</tr>
<tr>
<td>IT101</td>
<td>Italian Language Level B2</td>
<td>First semester (Winter/Autumn)</td>
<td>3</td>
</tr>
<tr>
<td>MG60</td>
<td>Manager International Programs</td>
<td>First semester (Winter/Autumn)</td>
<td>6</td>
</tr>
<tr>
<td>MG50</td>
<td>Management Funding</td>
<td>First semester (Winter/Autumn)</td>
<td>3</td>
</tr>
<tr>
<td>EC60</td>
<td>Economics Material</td>
<td>Full academic year</td>
<td>30</td>
</tr>
<tr>
<td>EC101</td>
<td>Economics of Italy</td>
<td>Second semester (Summer/Spring)</td>
<td>12</td>
</tr>
</tbody>
</table>

Total: 60

Link to course catalogue: [http://www.unibo.it/coursecatalogue](http://www.unibo.it/coursecatalogue)
**Table B: Recognition at the Sending Institution**

Most students are registered for an **International Pathway** – adding an additional year to your degree programme. Therefore, you are not replacing UCC third year modules. In this case, you are completing a ‘Mobility Window’.

- Click on ‘Add Subject’. You will be asked for the following information:

  - **Module Code:** Please leave this blank
  - **Module Name:** Enter Mobility Window
  - **Semester:** Duration of your study period (either first semester / second semester or full academic year)
  - **Credit weighting:** 30 credits for a semester / 60 credits for the full year

  - **Link to the course catalogue:** enter link to your degree programme: available at: [https://www.ucc.ie/admin/registrar/calendar/](https://www.ucc.ie/admin/registrar/calendar/) (click on the relevant College)

  - **Link to provisions:** Marks and Standards for the relevant College: [https://www.ucc.ie/admin/registrar/marksandstandards/](https://www.ucc.ie/admin/registrar/marksandstandards/)

  - **Planned period of the mobility:** Please enter Month and Year

  - **Language:** Language in which you will complete your studies

  - **Language Level:** Range from A1 – C1 (A is lowest and C is the highest). Information regarding levels is available at [https://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf](https://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf)

  Students should have a minimum level of a B1
### Table B: Recognition at the Sending Institution

<table>
<thead>
<tr>
<th>Component Code</th>
<th>Component Title</th>
<th>Semester</th>
<th>ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mobility Window</td>
<td>Full academic year</td>
<td>60</td>
</tr>
</tbody>
</table>

**Total:** 60

**Link to course catalogue:**
http://www.ucc.ie/admin/registrar/calendar/

Web link to the course catalogue at the sending institution describing the learning outcomes.

**Link to provisions:**
http://www.ucc.ie/admin/registrar/calendar/

If the student does not complete successfully some educational components, the following provisions will apply.

**Planned period of the mobility**

- **From:** 09/2018
- **To:** 06/2019

**Language competence of the student**

The level of language competence in **No Language set** (the main language of instruction) that the student already has or agrees to acquire by the start of the study period is **No Level set**.

<table>
<thead>
<tr>
<th>Language</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Italian</td>
<td>B1</td>
</tr>
</tbody>
</table>
Step 5: Responsible Persons

The responsible person is the person who will approve and sign your learning agreement. For UCC, it is your programme (academic) coordinator. Please see information on page 1.

NB: It is imperative that you enter correct contact details. The online learning agreement will not be delivered if you enter an incorrect email address. It is not possible to amend details once you submit the learning agreement. If you enter an incorrect email then you will need to complete a new learning agreement again.

Responsive Persons

Responsible person at the Sending Institution

Responsible person at the Sending Institution: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned in Step 2.

Name *  

Position *  

Email *  

Phone Number

Numbers, spaces and * symbol are accepted

Responsible Person at the Receiving Institution

Responsible person at the Receiving Institution: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned in Step 3.

Name *  

Position *  

Email *  

Phone Number

Numbers, spaces and * symbol are accepted

NB: Need to enter Academic Coordinator details
Step 6: Commitment
Your signature is required. Please click on ‘Sign online’

Commitment of the three parties

By signing this document, the student, the sending institution and the receiving institution confirm that they approve the proposed Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and receiving institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the inter-institutional agreement for institutions located in partner countries).

The receiving institution confirms that the educational components listed in Table A are in line with its course catalogue.

The sending institution commits to recognize all the credits gained at the receiving institution for the successfully completed educational components and to count them towards the student’s degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties.

The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

Before signing, ask your institution coordinator if they accept touchscreen scanned signatures.

SIGN ONLINE

STUDENT’S SIGNATURE
Date:

SEND TO SENDING INST. COORDINATOR
Learning Agreement is then sent to your UCC Academic Coordinator for their approval and signature. If your coordinator approves, then the learning agreement will be sent to the coordinator at the host institution for their approval. You will receive an email updating you on the status of your learning agreement. I would advise you to save a pdf copy of the LA and to email your academic coordinator to inform them that you have completed the Online Learning Agreement.