Steps to fill in the Learning Agreement for Studies

**Before the mobility**
- Provide study programme.
- Identify Responsible persons.
- Commitment of the three parties with original / scanned / digital signatures.

**During the mobility**
**If modifications are needed:**
A party requests changes within 5 weeks after the start of each semester. Agreement by the three parties has to be reached within 2 weeks after the request. Request for extension of the duration has to be made at the latest one month before the foreseen end date.

**After the mobility**
**The Receiving Institution** provides a Transcript of Records to the student and Sending Institution normally within 5 weeks after publication of the results.
**The Sending Institution** recognises the activities successfully completed by the student during the mobility and registers them in the student’s Transcript of Records normally within 5 weeks.