

GUIDELINES TO SUBMIT AND CONVERT THE LEARNING AGREEMENT

(Erasmus+, International Programme, SICUE)

This guideline applies to the Learning Agreements regarding exchange mobility of one semester or annual periods. For double degrees (DD) it is also required although there could be partial exemptions in a few cases due to specific policies from some partner institutions or particularities of DD students.

How to fill in your mobility Learning Agreement:

1. The UV establishes binding time limits to fill in the Learning Agreement (LA) and upload it to the digital platform. If students miss the deadline, they won't be able to enroll in international credits when the self-enrollment period comes, and the mobility exchange will be lost. That's why is highly recommended to complete, upload and close the LA in the platform some time before the mentioned closing date is over.
2. The host universities will also place a deadline to send or upload all the required documents. Once the date is over without forwarding the information, students will lose their mobility exchange too.
3. Courses offered in host universities can't be divided into parts as if they were two different subjects with the same name. They must appear in the LA only once and with all their ECTS credits. For example, if a UK course "*leadership and organization*" has a study load of 10 ECTS, it can't be split into two subjects of 5 ECTS.
4. Learning Agreements must show the real ECTS credits that each subject has in the host university. For example, in USA courses have a study load of 3 ECTS credits equivalent to 6 ECTS credits at the UV, and both must be included in the LA.
5. In case course credits at the host university are less that the ones at the UV, students can enroll in various subjects to complete the totality of credits needed in the UV. For example, two subject with 3 ECTS (or one subject with 3 ECTS and other with 2 ECTS) can be converted into one UV subject of 4.5 ECTS.
6. On the contrary, if course credits at the host university are more that the ones at the UV, one subject can convert several UV subjects. For example, one course of 12 ECTS can convert two UV courses of 6 ECTS.
7. The total sum up of ECTS credits from the host universities must be greater than or equal to the sum up of the UV ECTS credits (the difference can't be more than 1 or 2 ECTS credits).
8. As aforementioned, within the LA may be some course's unbalances but the sum totals of the ECTS credits must meet the requirement of point 7. For example, two courses with 6 ECTS each in the UV can be converted with a 10 ECTS subject at the host university.
9. Students can propose conversion of any failed course within the academic offer of their degree at the UV, as long as the syllabus and knowledge level are similar to the chosen course at the host university. However, to convert a core subject at least the 80% of the syllabus must be equivalent.
10. On the other hand, ECTS credits from optional courses can convert to: 1) language courses; 2) other subjects with no equivalency at the UV.

How to modify the Learning Agreement during mobility:

11. During the period of changes established by the host university at the beginning of the stay (or at the beginning of the second semester in some cases), students may modify the LA. Changes must be agreed by both coordinators and the student in the shortest possible time (two weeks tops).
12. In no case the Learning Agreements can be modified out of the period of changes.

Grading system conversion within the official Transcript of Records:

13. Grade conversion must comply the Learning Agreement as it's fully binding for all three parties. The student will finally convert the total number of credits passed at the host university, according to what is established in the Transcript of Records (TOR).
14. In case two courses at the host university are equivalent to one course at the UV, and the student fails one of the subjects or does not attend the exam, the final grade will be an average of both courses.
15. Conversion will meet the requirement of the grade conversion tables agreed by the UV for all faculties and degrees.