

## PROTOCOL FOR THE PREPARATION, MANAGEMENT ON PLATFORMS AND RECOGNITION OF THE LEARNING AGREEMENT (Erasmus, International Programme, SICUE)

This protocol shall apply to learning agreements for exchange mobilities lasting either one semester or one full academic year. For Double Degrees (DT), compliance is also mandatory, although specific, duly justified cases, arising either from partner policies or the unique circumstances of DT students, may be eligible for a partial exemption.

### General rules for the preparation of the mobility learning agreement:

1. The UV establishes **mandatory deadlines for preparing the learning agreement** and uploading it to the UV digital platform. The modules included in the learning agreements will be **automatically transferred** to each student's enrolment records.
2. During online enrolment, students participating in a mobility programme must only add the modules they intend to take at the UV. This means that:
  - SEMESTER MOBILITY STUDENTS must only add the modules for the semester they will be studying at the UV.
  - FULL-YEAR MOBILITY STUDENTS must not add any additional modules to their enrolment, but they **MUST** complete the online enrolment process regardless.
3. Upon completing the online enrolment procedure and **downloading the "Enrolment Summary"**, it is the student's responsibility to check that all modules are correctly listed:
  - For full-year mobility students, only the modules from the Learning Agreement.
  - For semester mobility students, both the modules to be taken at the UV and the modules from the Learning Agreement.
4. If a student fails to complete their learning agreement on the platform with the mobility coordinator's authorization within the specified timeframe, they will be unable to enrol in the modules listed in their mobility agreement during their online enrolment appointment, resulting in the cancellation of their mobility placement. Therefore, it is strongly recommended to finalise and close the agreement on the platform well ahead of the final deadline.
5. **Host universities also establish a strict deadline** for sending and/or uploading all required documentation to their respective platforms. If the student fails to meet these requirements within the deadline, they will lose their mobility placement.
6. **Modules from the host university cannot be split into separate parts** as if they were two different modules sharing the same name. They must appear in the learning agreement only once, reflecting their full credit value. For example, if a UK module titled "Leadership and Organisation" is worth 10 credits, it cannot be split into two 5-credit modules.

7. **The credits assigned to each module at the host institution must be reflected in the agreement accurately without altering the information.** For instance, in the USA, 3-credit modules are equivalent to 6 credits at the UV, and they must be recorded as such in the learning agreement. For South Korea, the credit equivalence is 1 Korean credit to 1.67 ECTS.
8. In cases where modules at the host university carry **fewer credits** than those at the UV, multiple modules may be used to count towards a single UV module. For example, two 3-ECTS modules (or one 3-ECTS module and one 2-ECTS module) can be used to recognise a 4.5-ECTS module at the UV.
9. In cases where a module at the host university carries **more credits** than the corresponding UV module, that single module can be used to cover multiple modules at the UV. For instance, a 10 or 12-ECTS module can offset two 6-ECTS modules, and a 9-ECTS module can offset two 4.5-ECTS modules.
10. The learning agreement must be structured so that **the total sum of ECTS** credits at the host university is greater than or equal to the total sum of ECTS credits at the UV (the difference must not exceed 1 or 2 credits).
11. As previously mentioned, discrepancies between individual modules may occur **within the agreement**, but the overall ECTS credit count must strictly adhere to the rule outlined above. For example, two 6-ECTS modules at the UV may be matched with one 10-ECTS module at the host university. Conversely, a 6-ECTS module at the host university may be balanced against a 4.5-ECTS module at the UV.
12. Students may propose the recognition of **any module within their UV degree syllabus that they have not yet passed**, provided that its core content is related to the paired module at the host university. To recognise a **compulsory module**, the corresponding module at the host university must cover a **high percentage of equivalent content** (approximately 80%).

#### Management of study agreements on mobility platforms:

1. The home mobility coordinator (Coord.UV) will send outgoing students for the upcoming academic year the **instructions** for preparing the Learning Agreement, as well as the relevant deadlines. These instructions will include the specific requirements of each degree programme.
2. Once the host university contacts the student, the student shall proceed to **prepare the Learning Agreement** in accordance with the instructions provided by the Coord.UV.

3. After **validation of the Learning Agreement** by the Coord.UV, the document must be uploaded to **Portalumne**. This step is mandatory for all programmes (PI, SICUE and Erasmus) in order to subsequently formalise enrolment at the University of Valencia.

#### Learning Agreements in PI, SICUE and ERASMUS **without** EWP programmes

4. The Learning Agreement generated in *Portalumne* must be **signed** by all **three parties**: the student, the Coord.UV, and the mobility coordinator at the host university (Coord.Dest).
5. The Learning Agreements generated in *Portalumne*, once signed, must be **uploaded by the student to ENTREU**.

#### Learning Agreements in PI, SICUE and ERASMUS **with** EWP programmes (except UK and Switzerland)

4. Once the Learning Agreement has been validated and uploaded to *Portalumne* (points 1–3), the student must also upload it to the **EWP** platform. This will generate an Online Learning Agreement (OLA).
5. The **OLA** must be signed by all three parties: the student, the Coord.UV, and the Coord.Dest.
6. The **OLA** must **not** be uploaded to *ENTREU*.
7. In this case, the Learning Agreement generated through *Portalumne* must also not be uploaded to *ENTREU* (*if it is uploaded by mistake, this is not a problem, as the IIRR will not take it into account*).
8. The existence of an *OLA* does not exempt the student from the obligation to export and sign the Learning Agreement generated in *Portalumne* and submit it to the Coord.UV for inclusion in the academic record.
9. If the host university is connected to *EWP*, it will be accepted that the *Portalumne* Learning Agreement contains only two signatures. In any case, the *OLA* must include all three signatures.

**Modifications to the learning agreement after the start of the placement:**

1. During the **formal changes period established** at the beginning of the academic year at the host university, students may modify their Mobility Agreement (or at the start of the second semester for modules corresponding to that term). Any adjustments must be agreed upon by both coordinators and the student as swiftly as possible (within a maximum of two weeks) following the student's request.
2. Changes must be driven **by justified reasons or unforeseen circumstances** beyond the student's control (e.g., timetable clashes, module difficulty, module cancellations, staff retirement, or academic sabbaticals).
3. **Under no circumstances may the agreement be modified at the end of the placement** to retroactively match the modules passed abroad with those at the UV.

**Grade conversion using the ToR (Transcript of Records, the official certificate of grades issued by the host university):**

1. Credit and grade recognition will strictly respect the agreement signed by all parties, as the contents therein are **fully binding for the three signatories**. Consequently, depending on how the host modules were linked to the UV modules, the student will ultimately receive a total number of recognized credits that may be lower than, equal to, or higher than the total number of credits passed at the host university, in accordance with the ToR.
2. Should the agreement tie two host modules to a single UV module, and one of those two is failed or the student fails to sit the examination, the final grade recorded for the UV module will be the **weighted average of both grades** from the host university (the grade of the passed module combined with the grade of the failed or un-sat module).
3. Credit recognition will be processed in accordance with the **equivalence tables** officially approved by the UV for all faculties and degree programmes.

*Approved during the meeting of the Mobility Commission of the FdE on 2 February 2023, and ratified on 21 May 2026.*