



**Prešovská  
univerzita  
v Prešove**

**Opatrenie rektora  
13/2014**

**Platnosť od:** 30. 6. 2014

**Vydanie:** 1

**Strana:** 1 zo 7

**VSK 05-27**

**Názov: POSTUP REALIZÁCIE PRICHÁDZAJÚCICH ŠTUDENTSKÝCH  
MOBILÍT V RÁMCI PROGRAMU ERASMUS+**

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|                                                                                       |          |                                                                                           | dátum                                                                                                      | podpis |
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|                                                                                       |          |                                                                                           |                                                                                                            |        |
| <b>Vypracovali:</b><br>PaedDr. Ivana Cimermanová,<br>PhD.<br><br>Dátum: 20. 06 . 2014 |          | <b>Za správnosť:</b><br>doc. Ing. Peter Adamišin,<br>PhD.<br><br><b>Dátum:</b> 27.06.2014 | <b>Schválil:</b><br>prof. RNDr. René Matlovič,<br>PhD. – rektor univerzity<br><br><b>Dátum:</b> 27.06.2014 |        |
| <b>Manažér pre kvalitu:</b> doc. Ing. Andrej Šutaj-Eštok, CSc.                        |          |                                                                                           | <b>Dátum:</b> 26.06.2014                                                                                   |        |

## **1. ÚČEL**

Opatrenie rektora „Postup realizácie prichádzajúcich študentských mobilit v rámci programu Erasmus+“ je na Prešovskej univerzite v Prešove (ďalej len „PU“) vydávané na základe ustanovenia § 15 ods. 1 písm. l) zákona č. 131/2002 Z. z. o vysokých školách a o zmene a doplnení niektorých zákonov v znení neskorších predpisov (ďalej len „zákon o vysokých školách“).

Týmto opatrením rektora vedenie PU určuje priebeh aktivít jednotlivých aktérov súvisiacich s realizáciou študentských mobilit zo zahraničia v rámci programu Erasmus+.

### **1.1 Úvodné ustanovenia**

Opatrenie rektora reaguje na hlavné myšlienky Bolonského procesu, vytvoriť medzinárodne uznávaný európsky spoločný vysokoškolský vzdelávací priestor na základe spoločne akceptovaných štandardov a noriem kvality vzdelávania. PU pri koncipovaní kvality vzdelávania aplikuje prístupy deklarované v súčasných koncepciách určovania a hodnotenia výsledkov vzdelávania. Opatrenie rektora je spracované v súlade s § 87a zákona o vysokých školách.

### **1.2 Postupy zabezpečenia kvality**

Východiskom určenia postupov zabezpečenia kvality vzdelávania na PU a jej súčiastiach sú normy a smernice na zabezpečovanie kvality v Európskom priestore vysokoškolského vzdelávania (ESG). PU, fakulty a ďalšie jej súčasti vytvárajú, implementujú, monitorujú, hodnotia a revidujú pravidlá, nástroje a postupy prijaté podľa § 87a ods. 6 zákona o vysokých školách.

## **2. OBLASŤ PLATNOSTI**

Toto opatrenie rektora platí pre všetky súčasti PU a pre všetkých zamestnancov i študentov. Jednotlivé súčasti PU majú, vychádzajúc z tohto opatrenia rektora, právo v prípade potreby doplniť jednotlivé body tohto opatrenia podľa vlastných špecifických podmienok a tieto potom upraviť vlastným opatrením.

## **3. POJMY A POUŽÍVANÉ SKRATKY**

Operátor – funkčné miesto (pracovná pozícia), ktoré danú aktivitu vykonáva.

Vlastník procesu – funkčné miesto zodpovedné za stanovenie priebehu procesu, jeho implementáciu, udržiavanie a zdokonaľovanie.

**ÚVV** – Útvar vonkajších vzťahov

**RPU** – Rektorát Prešovskej univerzity v Prešove

**KEK** – Katedrový Erasmus koordinátor

**MID** – Medziinštitucionálna dohoda

## 4. ZODPOVEDNOSŤ A SPOLUPRÁCA

Operátori – vykonávatelia procesov a podprocesov sú stanovení pri jednotlivých aktivitách procesu. Majiteľom procesu je prorektor pre vonkajšie vzťahy. Za riadenie tohto procesu sú zodpovední: prorektor pre vonkajšie vzťahy a vecne príslušní prodekani fakúlt. Jednotliví vykonávatelia procesu a podprocesov sú uvedení pri popise procesu a súvisiacich podprocesov.

## 5. POPIS

### 5.1 Informácia o procese

Tento proces prispieva k rozvoju poznania, ďalej k rozvoju spolupráce, čo významne prispieva k zvyšovaniu úrovne výučby i výskumu.

Predchádzajúce procesy:

- získanie grantu Erasmus+ pre aktuálny rok, informačná kampaň, zverejnenie výzvy,
- podpísanie medziinštitucionálnych dohôd,
- marketingové aktivity,
- záujem o mobilitu.

Nasledujúce procesy:

- transfer znalostí,
  - študent - študenti – skúsenosti zo štúdia v zahraničí,
  - študent - garant študijného programu – skúsenosti so štruktúrovaním a obsahom vzdelávania na partnerskej inštitúcii v zahraničí,
  - študent – učitelia predmetov, ktoré študent absolvoval v zahraničí.

### 5.2 Popis priebehu procesov a podprocesov

Daný proces sa skladá z nasledujúcich podprocesov:

- I. Príprava mobility.
- II. Realizácia mobility.

#### I. Príprava mobility

- a) Zahraničná univerzita nominuje študentov na štúdium na PU na príslušný semester, resp. akademický rok.  
T: spravidla v apríli (pre zimný semester) a septembri (pre letný semester).
- b) ÚVV RPU pošle nominovaným študentom email s informáciou o štúdiu, podmienkach prijímacieho konania a kontaktom na katedrových Erasmus koordinátorov (KEK) na PU.  
T: spravidla apríl a október.
- c) Zahraničný študent kontaktuje príslušného katedrového Erasmus koordinátora.  
T: spravidla začiatok mája a október.
- d) KEK poskytne študentovi bližšie informácie o možnostiach štúdia na danej fakulte a pomôže študentovi zostaviť Zmluvu o štúdiu (Learning agreement for studies)  
T: spravidla máj a október.

- e) Študent spolu so zahraničným oddelením na svojej univerzite pošle potvrdenú prihlášku spolu s povinnou dokumentáciou na adresu ÚVV RPU.  
T: Termín pre zaslanie prihlášok je spravidla 15. jún kalendárneho roka pre zimný semester; 15. november kalendárneho roka pre letný semester.
- f) ÚVV RPU spracuje prihlášku s dokumentáciou a prihlášku so Zmluvou o štúdiu zašle KEK na odsúhlasenie.  
T: spravidla jún, november.
- g) KEK skontroluje Zmluvu o štúdiu a svojim podpisom odsúhlasí prijatie študenta ako aj výber predmetov (ktorých zabezpečenie bolo odkonzultované s garantom programu a vyučujúcimi).  
T: spravidla jún/júl, november/december.
- h) Podpísanú dokumentáciu odošle KEK na ÚVV RPU.  
T: spravidla júl, december.
- i) Inštitucionálny Erasmus koordinátor schváli prihlášky svojim podpisom (resp. ich neschváli) a ÚVV RPU v prípade schválenia vystaví študentovi Akceptačný dokument.  
T: spravidla júl, december.
- j) ÚVV zabezpečí ubytovanie všetkým Erasmus študentom v študentskom domove.  
V prípade, že študentovi nevyhovuje ubytovanie v ŠD, zabezpečí si ubytovanie sám.
- k) ÚVV RPU vyžiada od prichádzajúcich študentov presný termín ich príchodu a postúpi túto informáciu i na ubytovací referát.
- l) ÚVV RPU informuje ESN UNIPO o prichádzajúcich študentoch, ktorí sa s nimi skontaktujú a pridelia im buddy.

Zodpovednosť: je uvedená v texte.

## II. Realizácia mobility

- a) Študent sa po príchode čo najskôr ohlási na ÚVV RPU.  
T: spravidla do jedného dňa od príchodu.
- b) ÚVV PU nahlási povereným pracovníkom na fakultách zahraničných študentov, ktorí budú v danom semestri študovať na jednotlivých fakultách.  
T: najneskôr 3 dni po začatí výučby.
- c) Poverené referentky zaevidujú študentov v systéme MAIS.  
T: Najneskôr v prvý týždeň výučby.
- d) Študent sa po príchode osobne skontaktuje s KEK a upresní výber predmetov.  
V prípade potreby zmien v Zmluve o štúdiu, vypracujú spoločne dokument Zmeny v zmluve o štúdiu (Changes to Learning agreement for studies).  
T: do 1 týždňa po začatí semestra.
- e) KEK pomôže študentovi zostaviť rozvrh hodín.
- f) Študent bezodkladne odovzdá dokument Zmeny v zmluve o štúdiu podpísaný KEK na ÚVV RPU, najneskôr však do 14 dní po začatí semestra.
- g) Inštitucionálny Erasmus koordinátor svojim podpisom schváli Zmeny v zmluve o štúdiu. ÚVV RPU zabezpečí odoslanie dokumentu na partnerskú inštitúciu.
- h) ÚVV PU nahlási povereným zamestnancom na fakultách, ktoré predmety budú študovať.  
T: najneskôr 3 týždne po začatí semestra.
- i) Poverené referentky zaevidujú predmety jednotlivým študentom v systéme MAIS.  
T: Najneskôr 4 týždne po začatí semestra.



### **5.3 Zdroje**

Proces si okrem získania grantu Erasmus+ nevyžaduje žiadne dodatkové, resp. špecifické zdroje.

### **5.4 Monitorovanie a meranie procesov**

V tomto procese je sledovaný vývoj počtu študentských mobilit. Taktiež sú zaznamenané odporúčania študentov pre zvýšenie účinnosti tohto procesu. S tým súvisiaca dokumentácia je uložená u prorektora pre vonkajšie vzťahy, resp. u vecne príslušného prodekana. Získané poznatky sú využívané pri zefektívňovaní procesov súvisiacich s mobilitou študentov do zahraničia i v rámci iných schém. Údaje o študentských mobilitách sú zverejňované pravidelne ročne vo výročnej správe PU.

## **6. ODKAZY A POZNÁMKY**

Nie sú.

## **7. DOKUMENTÁCIA**

Riadenie opatrenia rektora:

Za riadenie tohto opatrenia rektora je zodpovedný proktor pre vonkajšie vzťahy.

Súvisiace záznamy:

Záznamy v zmysle bodu 5.4 sú uložené u prorektora pre vonkajšie vzťahy, resp. u vecne príslušných prodekanov.

Formuláre:

Formuláre vysielajúcej inštitúcie  
Prihláška na mobilitu (Student application form for foreign exchange students),  
Zmluva o štúdiu (Learning agreement for studies),  
Certifikát o absolvovaní mobility(Confirmation of Erasmus study period).

## **8. ZMENOVÉ A ZRUŠOVACIE KONANIE**

Za zmenové a zrušovacie konanie tohto opatrenia rektora je zodpovedný proktor pre vonkajšie vzťahy. Zmeny sú vykonávané dodatkami.

## **9. ROZDELOVNÍK**

Toto opatrenie rektora je vyhotovené v troch origináloch, ktoré sú uložené:

- na právnom referáte, ktorý opatrenie zverejní,
- u prorektora pre rozvoj, informatizáciu a hodnotenie kvality,
- u prorektora pre vonkajšie vzťahy, majiteľa procesu.

Opatrenie rektora je zverejnené na webovom sídle PU, čiže tento dokument je prístupný všetkým zainteresovaným stranám.

## **10. PRÍLOHY**

Formulár 1: Prihláška na mobilitu,

Formulár 2: Zmluva o štúdiu,

Formulár 3: Certifikát o absolvovaní mobility.

### STUDENT APPLICATION FORM for FOREIGN EXCHANGE STUDENTS

ACADEMIC YEAR 2014/2015

(Photograph)

☐ Winter semester      ☐ Summer semester      ☐ Academic year

**Deadline for submission:**      **Beginning of semester:**

Winter semester:      15.06.2014      22.09. 2014

Summer semester:      15.11.2014      09.02. 2015

*This application should be completed in BLACK in order to be easily copied, faxed or e-mailed*

APPLICATION SHOULD BE SENT TO THE RECEIVING INSTITUTION:

|                                       |                                                                        |                                                   |
|---------------------------------------|------------------------------------------------------------------------|---------------------------------------------------|
| Name:                                 | <b>UNIVERSITY OF PRESOV      SK PRESOV01</b>                           |                                                   |
| Full address:                         | International Relations Office<br>Ul. 17. novembra 15<br>080 01 Presov | Tel.: +421-51- 7563 126<br>Fax: +421-51- 7563 143 |
| Country:                              | Slovakia                                                               |                                                   |
| Erasmus Institutional coordinator:    | PaedDr. Ivana Cimermanová, PhD.                                        |                                                   |
| Contact person for incoming students: | Mgr. Júlia Pivovarníková    E-mail: julia.pivovarnikova@unipo.sk       |                                                   |

#### SENDING INSTITUTION

|                                   |       |                  |       |
|-----------------------------------|-------|------------------|-------|
| Name of the institution:          | ..... |                  |       |
| Full address:                     | ..... |                  |       |
| Country:                          | ..... | ERASMUS ID code: | ..... |
| Department coordinator – name:    | ..... |                  |       |
| Tel./fax:                         | ..... | E-mail:          | ..... |
| Institutional coordinator – name: | ..... |                  |       |
| Tel./fax:                         | ..... | E-mail:          | ..... |

#### STUDENT'S PERSONAL DATA      (to be completed by the student applying)

|                         |                                                               |                          |       |
|-------------------------|---------------------------------------------------------------|--------------------------|-------|
| Family name:            | .....                                                         | First name (s):          | ..... |
| Date of birth:          | .....                                                         | Nationality:             | ..... |
|                         |                                                               | Place of Birth:          | ..... |
| Sex:                    | <input type="checkbox"/> Male <input type="checkbox"/> Female | No. of passport (or ID): | ..... |
| Correspondence address: | .....                                                         |                          |       |
|                         | .....                                                         | Tel:                     | ..... |
|                         | .....                                                         | Email:                   | ..... |
|                         | .....                                                         |                          | ..... |

### ACCOMMODATION

Do you wish we provide you with the accommodation in the Student Halls of Residence (120 euro/month)? (more information about accommodation are in the attached leaflet)

☐ YES

NO ☐

### STUDY AREA:

| I am applying for the following<br><b>FIELD OF STUDY</b> | Faculty | Department | N° of expected<br>ECTS credits |
|----------------------------------------------------------|---------|------------|--------------------------------|
|                                                          |         |            |                                |

Briefly state the reasons why you wish to study abroad?

.....

.....

.....

.....

### PREVIOUS AND CURRENT STUDY

Diploma/degree for which you are currently studying: .....

Number of higher education study years prior to departure abroad: .....

Have you already been studying abroad?      Yes ☐      No ☐

If Yes, when? at which institution ? .....

**The attached Transcript of records includes full details of previous and current higher education study. Details not known at the time of application will be provided at a later stage.**

### RECEIVING INSTITUTION

We hereby acknowledge receipt of the application, the proposed learning agreement and the candidate's Transcript of records.

The above-mentioned student is

☐ provisionally accepted at our institution

☐ not accepted at our institution

Departmental coordinator's signature

Institutional coordinator's signature

.....

.....

Date: .....

Date : .....

# LEARNING AGREEMENT FOR STUDIES

## The Student

|                          |  |                                    |           |
|--------------------------|--|------------------------------------|-----------|
| Last name (s)            |  | First name (s)                     |           |
| Date of birth            |  | Nationality <sup>1</sup>           |           |
| Sex [M/F]                |  | Academic year                      | 20../20.. |
| Study cycle <sup>2</sup> |  | Subject area,<br>Code <sup>3</sup> |           |
| Phone                    |  | E-mail                             |           |

## The Sending Institution

|                                     |  |                                       |  |
|-------------------------------------|--|---------------------------------------|--|
| Name                                |  | Faculty                               |  |
| Erasmus code<br>(if applicable)     |  | Department                            |  |
| Address                             |  | Country,<br>Country code <sup>4</sup> |  |
| Contact person <sup>5</sup><br>name |  | Contact person<br>e-mail / phone      |  |

## The Receiving Institution

|                                 |  |                                  |  |
|---------------------------------|--|----------------------------------|--|
| Name                            |  | Faculty                          |  |
| Erasmus code<br>(if applicable) |  | Department                       |  |
| Address                         |  | Country,<br>Country code         |  |
| Contact person<br>name          |  | Contact person<br>e-mail / phone |  |

*[Additional contact persons that the sending or the receiving institution wants to introduce can be added in this box.]*

For Guidelines, please look at Annex 1, for end notes please look at Annex 2.

## Section to be completed BEFORE THE MOBILITY

### I. PROPOSED MOBILITY PROGRAMME

Planned period of the mobility: from [month/year] ..... till [month/year] .....

Table A: Study programme abroad.<sup>6</sup>

| Component code (if any) | Component title (as indicated in the course catalogue) at the receiving institution | Semester [autumn / spring] [or term] | Number of ECTS credits to be awarded by the receiving institution upon successful completion |
|-------------------------|-------------------------------------------------------------------------------------|--------------------------------------|----------------------------------------------------------------------------------------------|
|                         |                                                                                     |                                      |                                                                                              |
|                         |                                                                                     |                                      |                                                                                              |
|                         |                                                                                     |                                      | Total: .....                                                                                 |

**Web link to the course catalogue at the receiving institution:**

[Web link(s) to be provided.]

Table B: Set of components to be replaced at sending institution

| Component code (if any) | Component title (as indicated in the course catalogue) at the sending institution | Semester [autumn / spring] [or term] | Number of ECTS credits |
|-------------------------|-----------------------------------------------------------------------------------|--------------------------------------|------------------------|
|                         |                                                                                   |                                      |                        |
|                         |                                                                                   |                                      | Total: .....           |

**Provisions that will apply if some educational components would not be successfully completed:**

[Please, specify or provide a weblink to the relevant information.]

#### Language competence of the student

The level of language competence<sup>7</sup> in [language of instruction] that the student already has or agrees to acquire by the start of the study period is:

A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 ☐

[Other specific requirements that the sending or the receiving institution need to introduce can be added in this box.]

## II. RESPONSIBLE PERSONS

**Responsible person<sup>8</sup> in the sending institution:**

|               |           |
|---------------|-----------|
| Name:         | Function: |
| Phone number: | E-mail:   |

**Responsible person<sup>9</sup> in the receiving institution:**

|               |           |
|---------------|-----------|
| Name:         | Function: |
| Phone number: | E-mail:   |

## III. 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 recognise 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.

**The student**

|                     |       |
|---------------------|-------|
| Student's signature | Date: |
|---------------------|-------|

**The sending institution**

|                                |       |
|--------------------------------|-------|
| Responsible person's signature | Date: |
|--------------------------------|-------|

**The receiving institution**

|                                |       |
|--------------------------------|-------|
| Responsible person's signature | Date: |
|--------------------------------|-------|

## Section to be completed DURING THE MOBILITY

### CHANGES TO THE ORIGINAL LEARNING AGREEMENT

#### I. EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME

Table C: Exceptional changes to study programme abroad

| Component code (if any) at the receiving institution | Component title (as indicated in the course catalogue) at the receiving institution | Deleted component<br><i>[tick if applicable]</i> | Added component<br><i>[tick if applicable]</i> | Reason for change <sup>10</sup> | Number of ECTS credits to be awarded by the receiving institution upon successful completion of the component |
|------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------|------------------------------------------------|---------------------------------|---------------------------------------------------------------------------------------------------------------|
|                                                      |                                                                                     | <input type="checkbox"/>                         | <input type="checkbox"/>                       |                                 |                                                                                                               |
|                                                      |                                                                                     | <input type="checkbox"/>                         | <input type="checkbox"/>                       |                                 |                                                                                                               |
|                                                      |                                                                                     |                                                  |                                                |                                 | Total: .....                                                                                                  |

#### II. CHANGES IN THE RESPONSIBLE PERSON(S), if any:

##### New responsible person in the sending institution:

Name: \_\_\_\_\_ Function: \_\_\_\_\_  
Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

##### New responsible person in the receiving institution:

Name: \_\_\_\_\_ Function: \_\_\_\_\_  
Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### III. COMMITMENT OF THE THREE PARTIES

The student, the sending institution and the receiving institution confirm that the proposed amendments to the Learning Agreement are approved.

##### The student

Student's signature or approval by e-mail \_\_\_\_\_ Date: \_\_\_\_\_

##### The sending institution

Responsible person's signature or approval by e-mail \_\_\_\_\_ Date: \_\_\_\_\_

##### The receiving institution

Responsible person's signature or approval by e-mail \_\_\_\_\_ Date: \_\_\_\_\_

## Section to be completed AFTER THE MOBILITY

### RECOGNITION DOCUMENT

Start and end dates of the study period: from *[day/month/year]* till *[day/month/year]*.

Table E: Transcript of Records

| Component code (if any) | Component title (as indicated in the course catalogue) at the receiving institution | Was the component successfully completed by the student? [Yes/No] | Number of ECTS credits | Receiving institution grade |
|-------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------|------------------------|-----------------------------|
|                         |                                                                                     |                                                                   |                        |                             |
|                         |                                                                                     |                                                                   |                        |                             |
|                         |                                                                                     |                                                                   |                        |                             |
|                         |                                                                                     |                                                                   | <i>Total:</i>          |                             |

*[Signature of responsible person in receiving institution and date]*

Table F: Recognition outcomes

| Component code (if any) | Component title (as indicated in the course catalogue) at the sending institution | Number of ECTS credits | Sending institution grade, if applicable |
|-------------------------|-----------------------------------------------------------------------------------|------------------------|------------------------------------------|
|                         |                                                                                   |                        |                                          |
|                         |                                                                                   |                        |                                          |
|                         |                                                                                   |                        |                                          |
|                         |                                                                                   | <i>Total:</i>          |                                          |

*[Signature of responsible person in sending institution and date]*

## Annex 1: Guidelines

This template of Learning Agreement requires the information that the student, the sending and receiving institutions need to agree on to carry out and ensure recognition of mobility study periods under Erasmus+.

If the sending or the receiving institutions need to introduce other specific requirements, these can be added in the box in the first page (e.g. in case other contact people should be mentioned, for example, in the coordinating institution of a consortium).

### PROPOSED MOBILITY PROGRAMME

The proposed mobility programme includes the indicative start and end months and the agreed study programme that the student will carry out during his mobility period and which the sending institution commits to give recognition upon successful completion by the student.

The Learning Agreement must include **all the educational components to be carried out by the student** at the receiving institution (in table A) and it must contain as well the set of components to be replaced at sending institution upon successful completion by the student (in table B). Additional rows can be added as needed to tables A and B.

The student is recommended to take educational components totalling a minimum of 30 ECTS credits per semester or 15 ECTS credits per trimester. In case the student would follow additional educational components above the required number of ECTS credits needed for his/her degree curriculum, these additional credits must also be contained in the study programme outlined in table A.

When there are mobility windows embedded in the curriculum, it will be enough to fill in table B in the following way:

| Component code (if any) | Component title (as indicated in the course catalogue) at the sending institution | Semester [autumn / spring] [or term] | Number of ECTS credits |
|-------------------------|-----------------------------------------------------------------------------------|--------------------------------------|------------------------|
|                         | <i>Mobility window</i>                                                            | ...                                  | <i>Total: 30</i>       |

Otherwise, the set of components will be included as follows:

| Component code (if any) | Component title (as indicated in the course catalogue) at the sending institution | Semester [autumn / spring] [or term] | Number of ECTS credits |
|-------------------------|-----------------------------------------------------------------------------------|--------------------------------------|------------------------|
|                         | <i>Course x</i>                                                                   | ...                                  | <i>10</i>              |
|                         | <i>Module y</i>                                                                   | ...                                  | <i>10</i>              |
|                         | <i>Laboratory work</i>                                                            | ...                                  | <i>10</i>              |
|                         |                                                                                   |                                      | <i>Total: 30</i>       |

The sending institution must **fully recognise the number of ECTS credits contained in table A** and any exception to this rule should be documented in an

annex of the Learning Agreement and agreed by all parties (i.e. in case of additional educational components above the required number of ECTS credits needed for the degree curriculum).

The sending institution must foresee which provisions will apply in case some educational components would not be successfully completed by the student.

All parties must **sign the document**; however, there is no need to circulate papers with original signatures because scanned copies of signatures or digital signatures are recognised.

\* In countries where the "ECTS" system it is not in place, in particular for institutions located in partner countries not participating in the Bologna process, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used.

## CHANGES TO THE ORIGINAL LEARNING AGREEMENT

The section to be completed during the mobility is **only needed if it is necessary to introduce changes into the original Learning Agreement**. In that case, the section to be completed before the mobility should be kept unchanged, changes should be described in this section and both parts should remain together in a single document.

Requests for extension of the **duration** of the mobility programme should be made up to one month before the foreseen end date.

Changes to the mobility **study programme** should be exceptional, as the three parties have already agreed on a set of educational components to be taken abroad and how to recognise them on the light of the course catalogues that the sending and receiving institutions have committed to publish well in advance of the mobility periods and update regularly as ECHE holders. However, introducing changes may be unavoidable due to, for example, timetable conflicts or because the previously selected educational component is not available at receiving institution or it is in a different language than previously specified in the course catalogue.

These exceptional **changes to the mobility study programme should be made within a month**. Any party can request changes within the first two-week period after regular classes/educational components have started. All these changes have to be agreed by the three parties within a two-week period after the request. In the case of changes due to an extension of the duration of the mobility period, changes should be made as well as timely as possible.

Changes to the study programme abroad should be added in table C and, once they are agreed by all parties, the sending institution should fully recognise the number of ECTS credits present in table C. Any exception to this rule should be documented in an annex of the Learning Agreement and agreed by all parties as in the section before mobility. Only if the changes described in table C affect the set of components to be replaced at the sending institution upon successful completion by the student of the study programme abroad (table B), a revised version should be inserted and labelled as "Table D: Exceptional changes to set of components to be replaced at sending institution". Additional rows can be added as needed to tables C and D.

**All parties must confirm that the proposed amendments to the Learning Agreement are approved.** For this specific section, original or scanned signatures are not mandatory as agreement of the proposed amendments by email is accepted.

## RECOGNITION DOCUMENT

For the Programme purposes, scanned copies of signatures or digital signatures are recognised as well to issue the Transcript of Records and the Recognition Document.

The receiving institution commits to provide the sending institution and the student with a **Transcript of Records** according to table E and containing all the educational components agreed in the table A (and table C in case there were changes to the study programme abroad). In addition, grading distribution information should be attached to the Transcript of Records (or a web link where this information can be found) in case it is different or more specific or it has been updated compared to the information provided in the Inter-institutional Agreement. This should be done within a period stipulated in the inter-institutional agreement and normally not longer than five weeks after publication/proclamation of the student's results at the receiving institution.

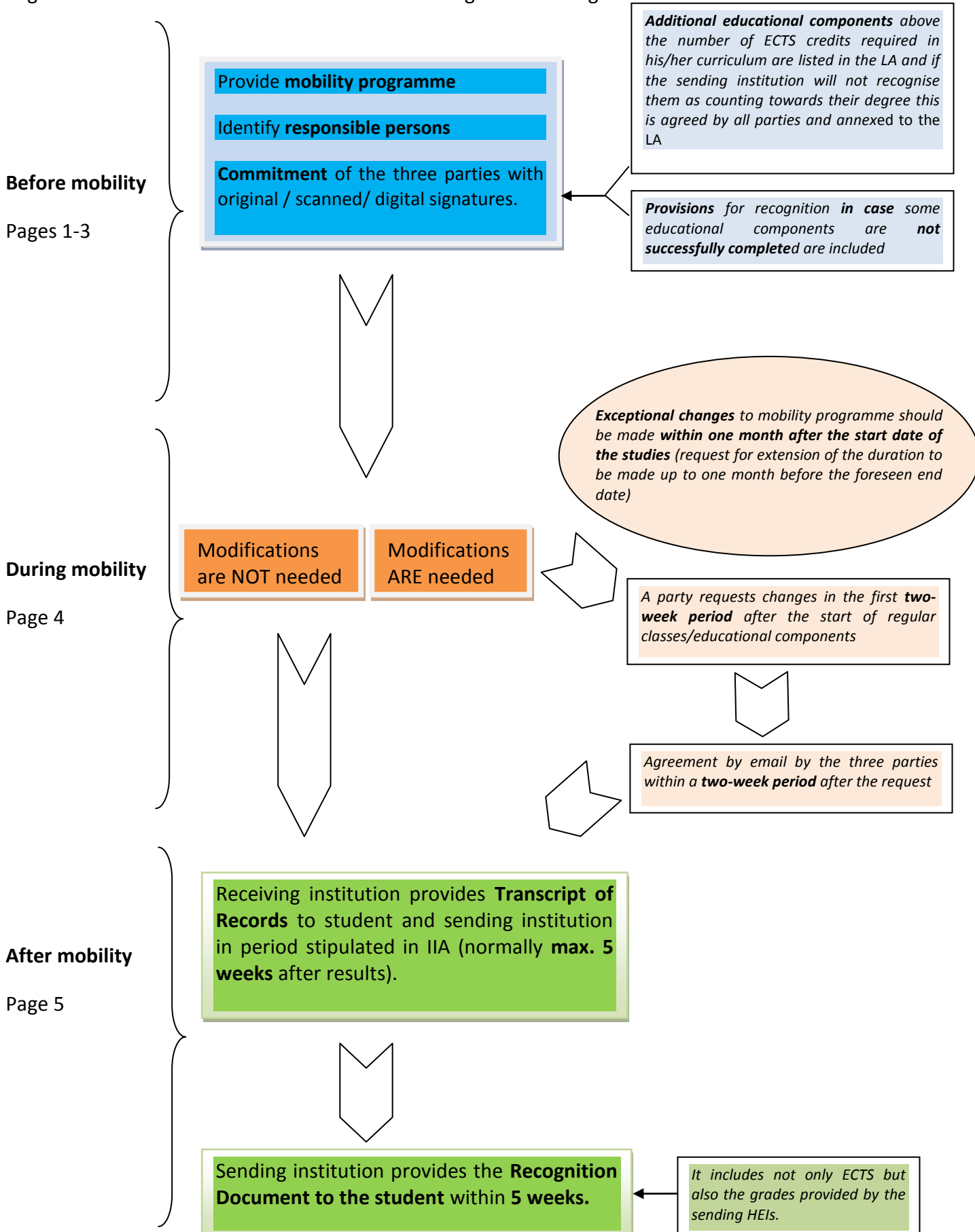
Following the receipt of the Transcript of Records from the receiving institution, the sending institution commits to provide to the student a **Recognition Document** including table E and the completed table F with the recognition outcomes, without further requirements from the student, and within five weeks. The sending institution will translate the grades received by the student (when applicable) taking into account the grading distribution information from the receiving institution. In addition, all the educational components will appear as well in the student's Diploma Supplement with also the exact title that they had in the receiving institution.

The Recognition Document includes the actual start and end date of the study period, the transcript of records from the receiving institution and the recognition outcomes from the sending institution. The **start date** of the study period is the first day the student has been present at the receiving institution, for example, for the first course, for a welcoming event organised by the host institution or for language and intercultural courses. The **end date** of the study period is the last day the student has been present at the receiving institution and not his actual date of departure. This is, for example, the end of exams period, courses or mandatory sitting period.

The Recognition Document must be issued together with the section before mobility (and the section during mobility if there were changes to the original Learning Agreement) and it can additionally be issued independently.

## Steps to fill in the Learning Agreement for Studies

Page 1 – Information on the student and the sending and receiving institution



## Annex 2: End notes

<sup>1</sup> **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

<sup>2</sup> **Study cycle:** Short cycle (EQF level 5) / bachelor or equivalent first cycle (EQF level 6) / master or equivalent second cycle (EQF level 7) / doctorate or equivalent third cycle (EQF level 8).

<sup>3</sup> The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at [http://ec.europa.eu/education/tools/isced-f\\_en.htm](http://ec.europa.eu/education/tools/isced-f_en.htm) should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the sending institution.

<sup>4</sup> **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

<sup>5</sup> **Contact person:** a person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or will work at the international relations office or equivalent body within the institution.

<sup>6</sup> 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.

<sup>7</sup> For the Common European Framework of Reference for Languages (**CEFR**) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

<sup>8</sup> **Responsible person in the sending institution:** an academic who has the authority to approve the mobility programme of outbound students (Learning Agreements), to exceptionally amend them when it is needed, as well as to guarantee full recognition of such programmes on behalf of the responsible academic body.

<sup>9</sup> **Responsible person in the receiving institution:** an academic who has the authority to approve the mobility programme of incoming students and is committed to give them academic support in the course of their studies at the receiving institution.

<sup>10</sup> **Reasons for exceptional changes to study programme abroad:**

| <i>Reasons for deleting a component</i>                                                    | <i>Reason for adding a component</i> |
|--------------------------------------------------------------------------------------------|--------------------------------------|
| A1) Previously selected educational component is not available at receiving institution    | B1) Substituting a deleted component |
| A2) Component is in a different language than previously specified in the course catalogue | B2) Extending the mobility period    |
| A3) Timetable conflict                                                                     | B3) Other (please specify)           |
| A4) Other (please specify)                                                                 |                                      |



**UNIVERSITY OF PRESOV**  
**RECTORATE**  
**INTERNATIONAL RELATIONS OFFICE**  
UL. 17. NOVEMBRA 15, 080 01 PREŠOV, SLOVAK REPUBLIC

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**UNIVERSITY OF PRESOV**

**CONFIRMATION OF ERASMUS STUDY PERIOD**

|                     |  |
|---------------------|--|
| <b>STUDENT NAME</b> |  |
| <b>INSTITUTION</b>  |  |

This is to confirm that the above mentioned student has completed a period of study at our university –FACULTY OF .... – as part of the Erasmus Student Exchange Programme as detailed below:

Academic year:

Semester:

Study start date:

Study end date:

Field of study:

Signed on behalf of the University of Presov

Date:

doc. PaedDr. Ivana Cimermanová, PhD.  
Erasmus Institutional Coordinator