



Learning Agreements

All exchange students with an Erasmus scholarship need to submit a learning agreement. Learning agreements can only be signed by us if filled in entirely.

Please note that we do not keep paper files of your learning agreement. It is your own responsibility to keep the original, get the necessary signatures, and submit your documents on schedule.

Your home university will provide you with the document and will also inform you about deadlines and the minimum number of ECTS you are supposed to achieve during your study abroad.

Erasmus+ learning agreements are divided into three parts: 1. Before the mobility, 2. During the mobility, and 3. After the mobility. In the following we will give you detailed information on how to fill out the part “after the mobility”.

“after the mobility”

1. Please indicate the exact dates of your study period in the table “after the mobility” or “transcript of records at the receiving institution” (day/month/year). Usually, those dates are the first day your presence at the receiving institution was obligatory and the last day your presence at the receiving institution was obligatory. If unsure, please discuss this topic with your home university.
2. Indicate the course codes and course titles in the appropriate columns.
3. Indicate whether you have successfully completed the module by filling in “yes” or “no” in the appropriate column.
4. Fill in the number of ECTS per module.
5. Fill in the corresponding grades.
 - a. You might not know yet whether you have passed all of your courses when submitting your learning agreement “after the mobility”. In this case you can leave the last three columns for those courses unfilled. We will then make a note on your learning agreement that some of your grades have not been issued yet and will be sent in an official transcript of records as soon as possible.
6. Submit your learning agreement. Please be aware that we aim to work in an efficient and environmentally friendly way. In order to do so we only keep digital files and also send out documents by email. That means that we also only accept learning agreements sent by email.



university of
 groningen

faculty of economics
 and business

Please send your learning agreement to exchange.in.feb@rug.nl. Please indicate in your email whether you need a hard copy of your learning agreement. If you don't ask us for a hard copy, we will just send a scan of the learning agreement to you.

7. Send your signed learning agreement to your contact person at your home university.