

РЪКОВОДСТВО ЗА ПОПЪЛВАНЕ НА Learning agreement

Learning agreement е тристранно споразумение между изпращащата институция, приемащата институция и студента. Чрез това споразумение трите страни се договарят за условията на провеждане на студентската мобилност по програма Еразъм +


I. Learning agreement for Studies

Този документ е разделен на три части – Before the mobility, During the mobility и After the mobility.

1. Before the mobility

- В тази част се попълват данни за трите страни и се договаря периода на мобилност.
- Отбелязва се езикът, на който ще се провежда мобилността и нивото на владеене от страна на студента.
- В таблица А се попълват учебните дисциплини, които студентът ще изучава в приемащия университет, както и и кредитите, които ще получи след успешно покриване на изискванията на съответната дисциплина. Каталог на курсовете, които приемащия университет предлага на Еразъм студенти е публикуван на интернет страницата на университета или е необходимо да се изиска от Еразъм офиса им.

GENA-III-C-Annex IV-Erasmus+ HE Learning Agreement for studies-2015



Higher Education
Learning Agreement for Studies

Student's name
Academic Year 20... /20...

Student	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³
Sending Institution	Name	Faculty/Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
	National Sports Academy "Vassil Leyski"	Coaching Faculty	BG SOFIA17	Studentski grad 1700, Sofia, Bulgaria	Bulgaria	Prof. Tatiana Iancheva, – Institutional Erasmus Coordinator Aleksandra Gencheva – Erasmus coordinator: Erasmus.nsa@gmail.com; +359 2 4014249	
Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	

Before the mobility

Study Programme at the Receiving Institution				
Planned period of the mobility: from [month/year] September 2016 to [month/year] February 2017				
Table A Before the mobility	Component ⁶ code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue ⁷)	Semester (e.g. autumn/spring; term)	Number of ECTS credits (or equivalent) ⁸ to be awarded by the Receiving Institution upon successful completion
Total:				

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information]

The level of language competence⁹indicate here the main language of instruction] that the student already has or wishes to acquire by the start of the study period is: A1 A2 B1 B2 C1 C2 Native speaker

- В таблица В се попълват онези учебни дисциплини от учебния план на НСА, които се припокриват с учебните дисциплини, по които студентът ще се обучава в приемащия университет.
- Документът се подписва от студента и упълномощените за това лица от приемащата и изпращащата институция.

<i>Recognition at the Sending Institution</i>					
Table B Before the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution	
Total: ...					
Provisions applying if the student does not complete successfully some educational components: <i>[web link to the relevant information]</i>					
<i>Commitment</i>					
By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the 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 Sending Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. 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 the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study periods.					
Commitment	Name	Email	Position	Date	Signature
Student			Student		
Responsible person ¹⁰ at the Sending Institution	Prof. Tatyana Yancheva	Erasmus.nsa@gmail.com	Vice-rector		
Responsible person at the Receiving Institution ¹¹					

2. During the mobility

Студентът може да внася промени в предварително договорените условия по време на мобилността (период на мобилност, премахване или добавяне на учебни дисциплини и др.) . Тези промени се отразяват в тази част на Learning agreement.

**During the Mobility**

Exceptional changes to Table A						
<small>(to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)</small>						
Table A2 During the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component <small>(tick if applicable)</small>	Added component <small>(tick if applicable)</small>	Reason for change ^{1,2}	Number of ECTS credits (or equivalent)
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	



Exceptional changes to Table B (if applicable)					
<small>(to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)</small>					
Table B2 During the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component <small>(tick if applicable)</small>	Added component <small>(tick if applicable)</small>	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

3. After the mobility

В тази част се попълват

- периодът на реализираната мобилност
- описват се учебните дисциплини, по които се е обучавал студентът по време на мобилността, заедно с получените кредити и оценки
- Документът се подписва и подпечатва от приемащата институция

After the Mobility

Transcript of Records at the Receiving Institution					
Start and end dates of the study period: from [day/month/year] to [day/month/year]					
Table C After the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Was the component successfully completed by the student? [Yes/No]	Number of ECTS credits (or equivalent)	Grades received at the Receiving Institution
				Total: ...	

Transcript of Records and Recognition at the Sending Institution				
Start and end dates of the study period: from [day/month/year] to [day/month/year]				
Table D After the mobility	Component code (if any)	Title of recognised component at the Sending Institution (as indicated in the course catalogue)	Number of ECTS credits (or equivalent) recognised	Grades registered at the Sending Institution (if applicable)
			Total: ...	

Този документ е разделен на три части – Before the mobility, During the mobility и After the mobility.

1. Before the mobility

- В тази част се попълват данни за трите страни и се договаря периода на мобилност.
- Дава се наименование на практиката или се попълва длъжността, която студентът ще изпълнява
- Детайлно се описват задачите и дейностите на студента по седмици или месеци.
- Описват се знанията уменията и компетенциите, които студентът ще придобие след реализиране на мобилността.
- Определя се план за наблюдение над изпълнението на мобилността
- Определят се условията за оценка на представянето на студента след края на мобилността
- Отбелязва се езикът, на който ще се провежда мобилността и нивото на владеене от страна на студента.
- Отбелязва се вида на практиката.
 - Записват се кредитите, които студентът ще получи, ако в учебния план на студента в НСА е предвидено реализирането на практика със сходни параметри с тези на мобилността.
 - Когато практиката, не е част от учебния план на НСА, студентът отбелязва, то тя е доброволна. Студентът може да получи ECTS само, ако приемащата институция е оторизирана да присъжда ECTS.
 - И в двата обяснени по-горе случая практиката на студентът ще бъде вписана в дипломното приложение
 - Ако студентът е наскоро дипломирал се, трябва да попълни полето “ recent graduate”, като за реализираната практика няма да получи ECTS, освен ако приемащата институция не е оторизирана да присъжда кредити.

GfNA-II-C-Annex IV-I-Erasmus+ HE-2015



Higher Education Learning Agreement for Traineeships

Student's name
Academic Year 20.../20...

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ²	Sex [M/F]	Study cycle ²	Field of education ²
Sending Institution	Name	Faculty/ Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ² ; email; phone	
	National Sports Academy "Vassil Levski"		BG SOFIA17	Studentski grad, 1700, Sofia, Bulgaria	Bulgaria	Prof. Daniela Dasheva – Institutional Erasmus Coordinator – dasheva@nsa.bg Aleksandra Gencheva – Erasmus coordinator; Erasmus.nsa@gmail.com ; +359 2 4014249	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person ² name; position; e-mail; phone	Mentor ² name; position; e-mail; phone
					<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees		

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise	
Planned period of the mobility: from [month/year] to [month/year]	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship:	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	
The level of language competence ⁸ in _____ [indicate here the main language of work] that the trainee already has or agrees to acquire by the start of the mobility period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>	

- Отбелязват се условията за застраховане на студента по време на мобилността.
- Попълват се условията, които приемащата организация ще предостави на студента по време на мобилността.
- Документът се подписва от студента и упълномощените за това лица от приемащата и изпращащата институция и се подпечатва.

The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/>					
Table C - Receiving Organisation/Enterprise					
The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/>				If yes, amount (EUR/month):	
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify:					
The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>			The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>		
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>					
The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.					
Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.					
By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period. The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships (or the principles agreed in the partnership agreement for institutions located in Partner Countries).					
Commitment	Name	Email	Position	Date	Signature
Trainee			<i>Trainee</i>		
Responsible person ²² at the Sending Institution					
Supervisor ²² at the Receiving Organisation					

2. During the mobility

Студентът може да внесе промени в предварително договорените условия по време на мобилността (период на мобилност, дейности и задачи и др.) . Тези промени се отразяват в тази част на Learning agreement.

During the Mobility

Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Organisation/Enterprise)	
Planned period of the mobility: from [month/year] till [month/year]	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship period:	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	

3. After the mobility

В тази част се попълват

- Периодът на реализираната мобилност
- Заглавието на мобилността или длъжността, която е изпълнявал студента по време на мобилността .
- Описват се знанията уменията и компетенциите, които студентът е придобил след реализиране на мобилността.
- Оценява се представянето на студента след края на мобилността.
- Документът се подписва и подпечатва от приемащата институция

After the Mobility

Table D - Traineeship Certificate by the Receiving Organisation/Enterprise	
Name of the trainee:	
Name of the Receiving Organisation/Enterprise:	
Sector of the Receiving Organisation/Enterprise:	
Address of the Receiving Organisation/Enterprise [street, city, country, phone, e-mail address], website:	
Start date and end date of traineeship: from [day/month/year] to [day/month/year]	
Traineeship title:	
Detailed programme of the traineeship period including tasks carried out by the trainee:	
Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):	
Evaluation of the trainee:	
Date:	
Name and signature of the Supervisor at the Receiving Organisation/Enterprise:	