|  |  |
| --- | --- |
| http://extranet.kajak.fi/loader.aspx?id=df25933c-2892-4a75-8f36-52e11afd7bc9 | **LEARNING AGREEMENT**ECTS - EUROPEAN CREDIT TRANSFER SYSTEM |
|  |  |  |
|  | Academic Year |       | . |       |  |
|  |  |
|  | [ ]  Autumn semester | [ ]  Spring semester |
|  |  |
| Name of student |       |  |  | Version |       |
|  |  |  |  |  |  |  |
| **Receiving Institution** |       |  | **Sending Institution** |       |
|  |  |  |  |  |  |  |
| Coursecode | Below are stated the courses to be studied at the partner university … | Number of local credits |  | Coursecode | … and these will be accredited for the following courses at the home university | Number of ECTS credits |
|       |       |       |  |       |       |       |
|       |       |       |  |       |       |       |
|       |       |       |  |       |       |       |
|       |       |       |  |       |       |       |
|       |       |       |  |       |       |       |
|       |       |       |  |       |       |       |
|       |       |       |  |       |       |       |
|       |       |       |  |       |       |       |
|       |       |       |  |       |       |       |
| Total credits |       |  | Total ECTS credits |       |
|  |
| **Receiving Institution** |       | Country |       |  | **Sending Institution** |       | Country |       |
| Course |       |  | Course |       |
| We confirm that this proposed programme of study/learning agreement is approved. |  | We confirm that this proposed programme of study/learning agreement is approved. |
| Departmental Coordinator´s signature |  | Institutional Coordinator´s signature |  | Departmental Coordinator´s signature |  | Institutional Coordinator´s signature |
|  |  |  |  |  |  |  |  |  |  |  |
| Stamp of University | Date |       |  |  | Stamp of University |  | Date |       |  |
|  |  |  |
|  |
|  |  | **Student’s signature** |  |  |

**INSTRUCTIONS**

**LEARNING AGREEMENT**

ECTS (European Credit Transfer System) is a Europe-wide system for transferring study attainment grades. One ECTS-credit is equal to one Finnish credit. One ECTS credit is worth 27 hours of a student’s work (half of which is contact hours and the other half independent work).

The Learning Agreement (LA) is a study plan for the student exchange drawn up before departure. The LA is compiled together with the School’s International Coordinator based on a list of courses offered at the receiving university. After the course choices have been accepted and signed by the International Coordinator, Kajaani UAS International Office will forward the learning agreement to the receiving university. ***The Erasmus+ -programme requires a separate Learning Agreement but this form is to plan the accreditation of courses in advance.***

During the student exchange students are expected to follow the study plan (=learning agreement) and inform the International Coordinator immediately of possible changes. Changes can be agreed upon via email, but the International Coordinator has to accept the changes before the students can follow them. Please note that the student should save/print emails regarding changes and keep them until the course credits have been accredited!

Before you leave your exchange destination make sure that the learning agreement is up to date and that the host institution has signed it. If there are to be several changes in the Learning Agreement, draw up one final Learning Agreement (a new one) and have it signed at the receiving university. If you do not follow these instructions, you may have to pay a part of your grant funds back!

**ACCREDITATION OF STUDIES COMPLETED ON STUDENT EXCHANGE**

After receiving the transcript of records / study certificate from abroad, draw up the **accreditation proposal using the appropriate online form** (Intranet > Forms for Students). The **transcript of records** from the host university should be enclosed with the accreditation application. The accreditation process can be started with a temporary certificate. **Please note that the remaining part (20 %) of the grant awarded for exchange will be paid only after the accreditation process has started!**

The courses mentioned in your Learning Agreement (+email correspondence) must be exactly the same as the courses you’ve completed on exchange according to the transcript of records! When filling in the accreditation form, please use the full names and codes of courses (available in the Study Guide) at KAMK

In case the partner university does not use ECTS credits, please find out how the local credits are converted to ECTS credits.

Make an appointment with the School’s International Coordinator and bring him/her the original copy of the transcript of records, the Learning Agreement with possible email messages about the changes and the filled in application for accreditation. In this meeting you will discuss and agree which courses will be accredited.

**All accreditation must be completed by 7.9. from previous academic year / spring semester and by 7.2. from autumn semester**. The study office will put the credits in ASIO according to the accreditation form. Make sure you fill in the form carefully with full details.