Learning Agreement Guidelines

The Learning Agreement requires a lot of information but here are some simple instructions to guide you through completion and information on when and how to make changes during your placement.

LEARNING AGREEMENT

Essex Abroad has completed much of this for you but there are a few sections which need your attention:

Page 1
- The Student (apart from ‘Study cycle’ and ‘Subject area. Code’)
- The Sending Institution

Page 2
- Proposed Mobility Programme - Table A: Study Abroad Programme
This details the modules you will be enrolled on and require approval and a signature from your Departmental Study Abroad Officer(s) (DSAO), and if appropriate your Departmental Language Coordinator (DLC,) BEFORE you leave. It is important that this is accurate and any changes must also be approved by your DSAO(s) and/or DLC.

Page 3
- Language competence of the student
If you are a modern languages or joint modern languages student you need to select the level of your main language of instruction, in consultation with your DSAO, and insert the language and level.

If you will be taught in English and English is your mother tongue then your level of language competence is C2 (native level).

If you will be taught in English but English is not your mother tongue then you need to refer to the language certificate used for your admission to Essex.

Page 4
- Responsible Persons & Commitment of the three parties
This requires your (physical) signature to agree to the content of the document. Your DSAO, and if appropriate your DLC, should also complete their details and sign.

Once you and the department have signed the Learning Agreement you should return it to Essex Abroad and we will forward it to your host University for their signatures.

You have completed your Learning Agreement

CHANGES TO THE ORIGINAL LEARNING AGREEMENT
This is important since any changes you make to the original Learning Agreement need to be approved by your DSAO(s) and if appropriate your DLC. If you take modules that aren’t approved and they appear on your host University transcript, you will not receive Essex credits for them and you risk failing the year abroad.

Any changes should be recorded on the following page of your learning agreement:

Page 5
- Exceptional changes to the proposed mobility programme
Refer to Table A on page 2 to identify which modules you will no longer be taking and copy the relevant information into Table C, i.e. Component code and title and ECTS credits.
Check Annex 2: End Notes for a code to enter in the column ‘Reason for Change’.

Once you have entered all modules to be deleted, add all the modules to replace them. Include the component code, title, ECTS credits and a reason code from Annex 2.

**IMPORTANT:**

Changes to the Learning Agreement should be agreed by all parties within 4 to 7 weeks after the start of each semester and agreed by all parties within a 2 week period following the request.

Approval of these changes can be made by email or signature. Email this page to your DSAO(s) and if appropriate your DLC, copying in your Essex Abroad Advisor, with your original Learning Agreement so they can cross reference your changes.

Your DSAO(s) and, if appropriate, your DLC will then respond to all either approving the changes or making further suggestions if they are unsuitable.

It is important that when approving module changes, your DSAO(s) and if appropriate your DLC, list in the text of the email the changes they are approving to ensure that a paper trail of approval is maintained. If this is not provided then Essex abroad will insist upon a signed and approved copy of the ‘Changes to the original learning agreement’ form.