

The background of the entire page is a photograph of three young adults, two men and one woman, looking intently at a laptop screen. They are dressed in light blue shirts. The image is slightly blurred, focusing on the students' faces and their shared activity.

Comprehensive User Guide for Digital Erasmus+ Learning Agreements

Erasmus+

Enriching lives, opening minds.

Higher education

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Introduction

This guide is for practitioners in higher education institutions working with digital learning agreements for studies (LAs) for Erasmus+ mobilities. It aims to clarify the digital processes in the 2021-2027 Erasmus+ programme for student mobility for studies between EU Member States and third countries associated to the programme. In particular, this guide provides a non-technical overview and definitions of all data fields exchanged via the [Erasmus Without Paper \(EWP\) Network](#) to conclude learning agreements for studies. The guide also describes basic requirements for end users and provides guidance and recommendations on how to manage specific scenarios users may encounter in their daily work. In doing so, we aim to foster a common understanding amongst all partner institutions exchanging mobility data in EWP.

This guide presents general rules and recommendations for exchanges between partner institutions via the EWP network. The guide complements the [Erasmus+ programme guide](#) and the official [learning agreement template](#). Terminology used in the guide corresponds to the official template. The next upgrades of the EWP network will align all data standards with the latest template. In case of discrepancies between the template and a system connected to the EWP network, and until the next upgrade of the technical standards, users can continue to use their current system as it is.

It is important to highlight that user interfaces and terminology used may differ between systems connected to the EWP network. This guide does not cover the specifics of any system connected to the EWP network and should be treated as complementary to system-specific user guides. Some functionalities and data standards described in the guide will become available with the next EWP network updates. All such cases are clearly marked in the overview table of data fields and users will be notified when relevant updates have been made. By providing information to users about both current and planned features, institutions are able to prepare to use the network with their partners in its current and future configuration.

To prepare this guide, a broad consultation was organised through the [EWP Governance forums](#) and a survey launched in the [EWP Users Groups](#) where colleagues shared examples of situations they have encountered in their daily work where it was unclear for them what to do. As a result, this guide incorporates input from around 500 higher education institutions across Europe using different systems to connect to the EWP network.

The guide starts by introducing standard processes related to digital learning agreements for studies and administrative steps for end users. In the second part the Erasmus+ programme requirements are described.

The third part covers the fields and situations that most commonly cause confusion amongst end users. The fourth part will provide guidance and recommendations to users on how to manage exceptional scenarios in EWP. Finally, the guide provides an overview and definition of all fields exchanged via the EWP network and whether data entry is mandatory, optional or conditional for users.

Learning agreements for studies in EWP

About EWP

In order to have a fully digitalised learning agreement for studies, it is important that the information included in the learning agreement for studies can be exchanged digitally between systems. Therefore, the system you use to create learning agreements for studies needs to “speak a common language” with the other systems used by your partners. This language is defined centrally by the EWP network in the so-called [“API-specification”](#). It enables the seamless exchange of data such as learning agreements for studies with your partners connected to the network.

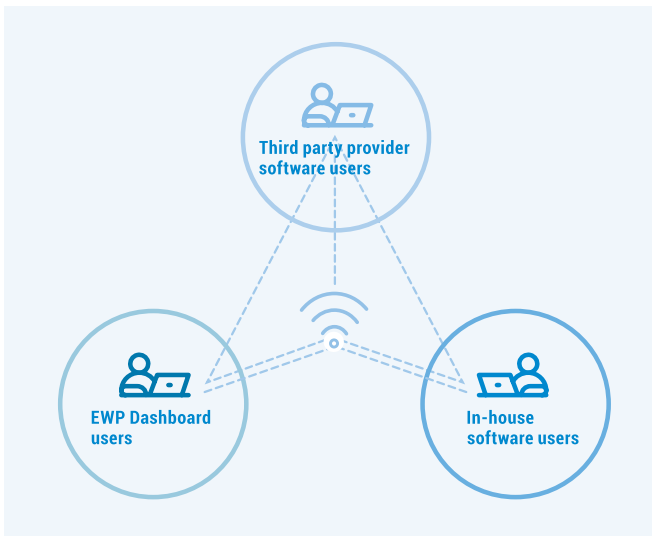
The provider of the software system you use to create digital learning agreements for studies needs to develop specific functionalities to connect the system to the EWP network. Once you and your partner are both using systems that have been connected, you can start exchanging agreements following the pre-defined protocols. In doing so, you as the end user can see the data shared by your partner and approve an agreement shared by them and vice-versa. You can see if your partner has already connected to the EWP network by looking them up in the [EWP Stats Portal](#). The portal provides information on the connection status of your partners for different processes, including if they are ready to exchange learning agreements for studies (to learn more about how you can use the Stats Portal, see the [tutorial](#)). Some institutions are connected but are not actively sending and receiving data yet which causes confusion for students and staff. Institutions are strongly encouraged to start exchanging data as soon as their connections are activated and to inform their partners in case of a delay.

For more information on how the EWP network functions, you can take a look [here](#).

Joining the EWP Network

You do not join or register to the EWP Network personally, your institution does. EWP-functionality needs to be integrated in the software used to manage mobility. Your institution has three options to [join the EWP network](#):

- via [3rd party mobility management software](#);
- via [in-house software](#);
- via [EWP Dashboard](#).



Once your institution has decided on how it will join the EWP network, you must follow specific steps to activate your institution's connection. The specific steps depend on the selected option and are described in the above links. The role of the [EWP admin](#) is essential for all three connection options. The EWP admin is the staff member authorised to manage your institution's connection to the EWP network via the EWP Registration Portal. The EWP Registration Portal is an online service that gives your institution control over how it is represented in the EWP network. This means that the EWP admin will enter information on what system your institution is using so data can be correctly exchanged between your institution and your partners. The EWP admin can also change the EWP settings if needed at any stage. In the near future, EWP Dashboard users will also manage their EWP connection via their own EWP admin. Until then, this is managed on their behalf by the operator of EWP Dashboard.

Digital learning agreements for studies

The [Erasmus+ learning agreement for studies](#) is an agreement between a mobile student and the sending and receiving higher education institutions. The purpose is to have a mutual agreement on the study programme during the mobility period to ensure its relevance and quality for all three parties. It also ensures automatic recognition of the ECTS credits awarded during the

mobility period abroad by the sending institution. The learning agreement for studies is exchanged in a digital manner through the EWP network. It needs to be approved by the three parties involved before the mobility takes place.

Creating digital learning agreements for studies

A digital learning agreement for studies is always initiated on the sending institution side - either by a student or a responsible staff member. Once the learning agreement for studies is approved by the student and sending institution, the receiving institution can either approve or reject the agreement with comments. A learning agreement for studies approved by the three parties must be established before the mobility takes place and it is the contractual basis for academic recognition and an annex to the participant grant agreement.

Step 1: The student explores the course catalogue at the receiving institution and discusses with their "responsible person at the sending institution" which courses to take at the receiving institution and how the ECTS credits will be recognised after the mobility period. Once the course selection and recognition has been determined, the digital learning agreement for studies is created. The student will approve it and send it (oftentimes this is an automatic step) to the responsible person at the sending institution for formal approval.

Step 2: The responsible person can either approve or reject the learning agreement for studies with a comment provided to explain the reason for rejection. If the responsible person rejects the learning agreement for studies, it goes back to step 1. If it is approved, it is sent to the receiving institution (step 3).

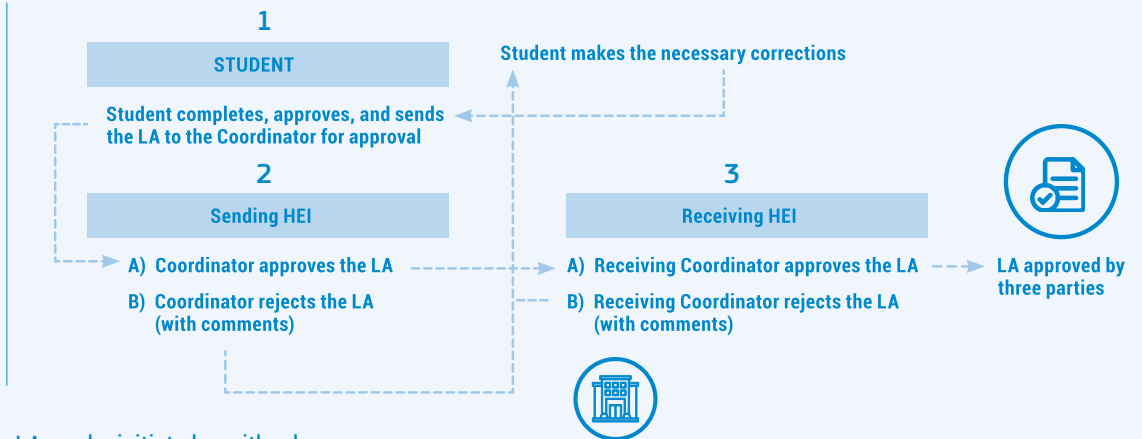
Step 3: The receiving higher education institution receives the learning agreement for studies and either approves it or rejects it with a comment to explain the reason for rejection. If the learning agreement for studies is rejected, it goes back to step 1. If it is approved, the learning agreement for studies is concluded since it has been approved by all three parties (student, sending institution, receiving institution).



Student explores the course catalogue at the receiving institution

Student discusses and decides with the responsible person in charge of approving the content of the learning agreement for studies

Preparation of LA



NOTE: in some systems LA can be initiated as either by the student as or by the responsible person at HEI (e.g. Institutional Coordinator).

A learning agreement for studies approved by the three parties can be modified. Such changes should be exceptional but do occur often due to changes in the courses offered at the receiving institution. New edits require a new round of approvals until all three parties have approved the latest version. **Only one learning agreement for studies per mobility should be shared with the partner via the EWP network.** Therefore, any changes to an earlier exchanged version of the document should be introduced by [modifying the learning agreement for studies](#) and not by creating a new one. Once the [European Student Identifier](#) becomes mandatory, this can be enforced via the EWP network to prevent duplicates and multiple agreements for a single mobility which creates confusion for end users.

processes need to be adapted to align with the scope of data exchanges supported by the EWP network which reflect the minimum Erasmus+ programme requirements. Your institution may add additional requirements and rules at the institutional level but you need to be aware that this can add complexity for your partners. You cannot exchange data outside the scope of the EWP network (e.g. additional signatures or annexes to a learning agreement for studies). Therefore it is highly recommended to consider any additional requirement or administrative step very carefully.

[Guidelines on how to use the Erasmus+ Learning Agreement for Studies \(KA131\)](#)

[Practical guidelines: implementing digital Learning Agreements](#)



Erasmus+ programme requirements

Institutions, and students, are expected to conclude learning agreements for studies digitally via the EWP network, as stipulated in the [Erasmus Charter for Higher Education \(ECHE\) 2021-2027](#). The minimum programme requirements and rules for digital learning agreements for studies are provided in the [official Erasmus+ learning agreement for studies template](#). The required data structure is described in the final section of this guide. All institutions need to comply with the minimum data requirements and rules. Institutions are strongly encouraged not to request any additional data from their partners or students, thereby contributing to the simplification of the Erasmus+ programme as a whole. This can mean that your internal administrative

Automatic recognition

Automatic mutual recognition of the outcomes of a learning period abroad is addressed in a [council recommendation](#) (a high level European Policy note) and is an integral part of the Erasmus+ programme. It entails the right to have the learning outcomes of a learning period recognised: as agreed beforehand in a learning agreement for studies and confirmed in the transcript of records. Concretely, it means applying the rule set out in the [2015 ECTS Users' Guide](#).

Automatic recognition is reflected in the digital learning agreements for studies where the sending institution/student has to either confirm automatic recognition in line with the above principles or justify the reason for awarding an alternative recognition. By default, each learning component listed in table B is automatically

recognised. By maintaining this default, the sending institution confirms that all credits gained abroad as agreed in the digital learning agreement for studies and confirmed by the transcript of records will be transferred without delay and counted towards the students' degree. Without delay means without any additional work or assessment of the student. If the component is not automatically recognised, a clear and transparent justification needs to be provided and an indication on what other type of formal recognition will be applied. For more information, please read the [Guidelines on how to use the Erasmus+ learning agreement for studies \(KA131\)](#).



What does full automatic recognition mean in practice?

It means that all ECTS credits gained during the period of study abroad – as agreed in the learning agreement for studies and confirmed by the transcript of records – should be transferred without delay and counted towards the students' degree without any additional work or assessment of the student. The responsible person at the sending institution confirms the institutional commitment for the automatic recognition.

ECTS credits

In general the number of ECTS credits (or equivalent) should correspond to full time studies which means 30 ECTS per term or 60 ECTS for an academic year. The number of ECTS credits is required in all tables for the learning agreement for studies for long-term mobility and the learning agreement for short-term mobility with a mandatory virtual component. Number of ECTS credits are optional for learning agreements for short-term doctoral mobility.

Clarifications about certain fields

European Student Identifier

The European Student Identifier (ESI) is a unique European electronic identifier used to correctly identify and authenticate mobile students. It allows systems to link data about students that is shared throughout the mobility process (e.g. nomination, learning agreement for studies, transcript of records) to the right individual student.

The identifier is technical and not meant for students or staff to provide manually. It is included in the official template to raise awareness about its importance. The identifier itself should not be requested by the student nor be displayed for end users in the digital (and PDF)

version of the learning agreement for studies. If the sending institution does **not yet issue an ESI**, they are highly recommended to do so as soon as possible as ESI is a crucial building block for digital exchanges via Erasmus Without Paper and will become mandatory in the future.



Is it mandatory for institutions to issue a European student identifier for its mobile students?

ESI is a mandatory field in the learning agreement for studies. Sending institutions must fill the ESI field with data (it cannot be empty). However, for the time being the format of ESI is not checked and validated.

If the sending institution does **not yet issue an ESI** for its students, an alternative mechanism for digitally identifying and authenticating students can be accepted (e.g. email address). Nevertheless, we strongly recommend issuing the ESI in the right format indicated in the **technical documentation** as soon as possible.

The **ESI format** will become mandatory in the future as it is necessary for the delivery of European student cards. It ensures that data/documents can be linked to the right student throughout the mobility cycle.

Field of education

The field of education follows the ISCED-F 2013 standard. You should provide a 4-digit narrow field code and it is highly recommended to use the most up to date [Beneficiary Module data dictionary](#) as a reference. Each of the fields of education (also referred to as ISCED codes), has a standard description (see Beneficiary Module data dictionary). Only the code itself (e.g. 0511) is exchanged via the EWP network. The standard code description (e.g. Medicine for code 0912) might also be visible to you depending on how your system is designed.

The field of education indicates the field closest to the subject of the student's degree awarded at the sending institution. In many cases this will correspond with the field of education from the inter-institutional agreement.

Field of education – clarification

Given that the field of education (based on the 4-digit narrow fields included in the [Beneficiary Module data dictionary](#), see above) is not always specific enough, the field of education - clarification field can be used to further specify the area of studies. For example ISCED 0232, the field indicating literature and linguistics, might require further specification of the specific language(s) in the clarification field. Or for 0913 nursing and midwifery the clarification can be used to indicate that the learning agreement for studies is specifically in the field of midwifery.

Mobility duration

The learning agreement for studies specifies in which academic year the mobility will take place. It also includes a reference to the indicative duration of the mobility. The duration can be provided by giving exact dates (optional) or by indicating month and year. If the preliminary dates change you do not need to change them at the level of the learning agreement for studies.

Web link to the course catalogue at the receiving institution describing the learning outcomes

The link to the course catalogue at the receiving institution facilitates the sharing of necessary information. It helps e.g. the responsible person at the sending institution to find information about the learning outcomes of the selected courses abroad in order to assess the content of the learning agreement for studies.

Provisions applying if the student does not complete successfully some educational components

As part of the learning agreement for studies template the link to provisions applying if the student does not complete successfully some educational components must be provided. The page should contain information on how the sending institution manages situations where the student does not successfully complete one or several study components of the learning agreement for studies. This is important to safeguard the rights of students with full transparency on all aspects of rules around recognition issues.

Three recommended ways to provide this information



Administrative contact person

There are differences in the approach to the administrative contact person between institutions, which may result from the system used but also from internal workflows. Some receiving institutions may be flexible with the details provided (i.e. the learning agreement for studies will reach the actual signee regardless of the administrative contact person details) whereas others require the correct contact person in order to process internally the learning agreement for studies. In the current EWP network exchanges, all the fields of the learning agreement for studies are filled in on the sending institution side (either by a student or staff, this may vary between systems and institutions). Therefore, you are strongly recommended to provide your partners with the up-to-date information on administrative contacts e.g. by adding it to the contact person field in the cooperation conditions in the [inter-institutional agreement](#).

What should I do when a wrong contact person has been indicated by the sending institution?



If the wrong contact person is indicated by the sending institution, there is no need to reject the learning agreement for studies as a change in contacts will not result in a new version of the learning agreement for studies (also see section about [changes and corrections](#) below). The student/sending institution can be contacted to change the contact and an updated learning agreement for studies can be retrieved by the receiving institution.

Learning agreement for studies table for virtual components

Table C must be filled in if the student has chosen to add a virtual component offered by the receiving institution to their study mobility that will award ECTS credits (or equivalent).

Table C must include a title or description of the educational component in addition to a short description of the virtual component e.g. online lectures, online cultural preparation with other exchange students or online training with a teacher. In the same table, the sending institution indicates how the ECTS credits (or equivalent) of the added virtual component will be recognised i.e. either confirm automatic recognition or justify the reason for awarding an alternative recognition.

Changing or correcting learning agreements for studies

Exceptional changes to the general information and duration

Data in the general information section can be modified at any time. Changes to the personal data of the student

(first name, last name and birth date) and modifications in the content of the learning agreement for studies (tables A, B, C, D, E) require a new version of the learning agreement for studies and reapproval by the three parties (student, sending institution, receiving institution).

Changes to the mobility dates or personal data that is not relevant for the content of the learning agreement for studies or identification of students (e.g. change in gender or nationality) do not require a new approval cycle. A structured process for modifying such information will be subject of future EWP network functionalities.

Changes to table D (learning agreement for short-term mobility with a mandatory virtual component) and table E (learning agreement for short-term doctoral mobility) are currently not supported via EWP. This will be addressed in one of the next EWP updates. Also see [introduction](#).

Exceptional changes to the study programme

Changes to the study programme should be exceptional, as the three parties have already agreed on a group of educational components that will be taken abroad. This is based on the course catalogue that the receiving institution has committed to publish well in advance of the mobility period and to update regularly. If a student is required to make changes to the components of any of the tables, it is necessary to prepare exceptional changes. Changes should be introduced as soon as possible within 5 weeks after the start of the mobility. Initiating exceptional changes is possible only when the first - original - version of the learning agreement for studies has been approved by all three parties (must be the case before the start of the mobility period).

Changes are done in reference to the original tables (table A, B, C, D, E) by adding or deleting components in table A2, B2, C2, D2 and E2. Changes can be introduced multiple times, but it's important to keep in mind that they are always recorded in the table A2, B2, C2, D2 or E2 meaning: they substitute the changes done previously (so the whole history of the changes is not preserved).

Table D2 (exceptional changes to the learning agreement for short-term mobility with a mandatory virtual component) and table E2 (exceptional changes to the learning agreement for short-term doctoral mobility) are currently not supported via EWP. This will be addressed in one of the next EWP updates. Also see [introduction](#).

In order to modify the number of ECTS credits or the status of the automatic recognition of a course indicated in the original tables, the course in question should be both deleted (as originally indicated) and added (with corrections) in the corresponding table 2.

Changes in table B are recommended only in case the new course selection impacts the recognition (or for corrections e.g. in component title, credits, term...). Mobility windows, a period of time reserved for inter-

national student mobility that is embedded into the curriculum of a study programme, simplify the use of the table B. Implementing mobility windows is strongly encouraged to make mobility more accessible to students.

Our Student had to change all the courses indicated in the first approved version of learning agreement for studies, as it was prepared on the basis of the course catalogue from the previous academic year. Can we delete this LA and create a new one?

Changes to the learning agreement for studies should be **exceptional**. Partner institutions are obliged to publish an up-to-date course catalogue in advance and keep it updated to avoid such major changes to the LA. If the LA was **approved by three parties**, creating a new one is **not allowed**. In this case, all the courses should be removed from Table A/Table B and replaced in Table A2/B2. **NOTE:** updating Table B is only needed if the change in course selection impacts the recognition.

Reasons for change

In case of exceptional changes to the study programme, a reason for the change must be provided for Table A2 (exceptional changes to Table A) table C2 (exceptional changes to Table C), table D2 (exceptional changes to table D) and table E2 (exceptional changes to Table E).

For table B2 (exceptional changes to Table B), the reason for change is optional.

The reason for change is currently optional for all tables in EWP. This will be addressed in one of the next EWP updates. Also see [introduction](#).

Reasons for deleting a component	<ol style="list-style-type: none"> 1. Previously selected educational component is not available at the receiving institution 2. Component is in a different language than previously specified in the course catalogue 3. Timetable conflict 4. Other (please specify)
Reason for adding a component	<ol style="list-style-type: none"> 5. Substituting a deleted component 6. Extending the mobility period 7. Adding a virtual component 8. Other (please specify)

Dealing with exceptional scenarios

Taking courses from different departments or faculties

According to the learning agreement for studies template and EWP technical specification, there is only a possibility to insert one approval from each institution. The approval from the responsible person from the receiving institution is a commitment for the institution as a whole. If the receiving institution allows students to attend courses from various departments or faculties, it is recommended to foresee an internal (informal) acceptance procedure if needed (e.g., in the form of an email confirmation with the other person(s) in charge).

Extension of mobilities

Student mobilities can be extended. Most often the extension is done within the same academic year. It is also possible for partners to agree on an extension for the next consecutive academic year. The procedures regarding learning agreement for studies differ depending on the scenario.

Possible scenarios of extension the mobilities



Extension of mobility within the academic year

Only one learning agreement for studies per mobility can be shared via the EWP network. Therefore, when extending the mobility duration for the second term of the same academic year the existing learning agreement for studies needs to be modified by preparing the exceptional changes and approved again (e.g., by including courses for the new period).



Extension of mobility spanning different academic years

EWP allows to indicate only one academic year in the learning agreement for studies. Therefore, in case of mobilities extended for the following academic year, it should be considered a separate mobility and require a new learning agreement for studies for the extended part of stay (exceptional changes do not apply here).

Delays in processing of the learning agreement for studies

In case of a delay in the approval of the receiving institution, we advise you to contact the receiving institution outside the EWP network to clarify the situation. In the event of a technical problem (meaning it is not clear why one of the partners does not receive the learning agreement for studies), it is recommended you report the interoperability issue in the [ESCI Service Desk](#).

Once the learning agreement for studies has been shared via the EWP network, any changes need to be done on the same learning agreement for studies (in the "same document"), see [Changes & corrections](#). If a learning agreement for studies is pending or changes are needed, you should not create a new agreement.

Institutions that do not issue the European Student Identifier yet

For the time being, systems connected to the EWP network do not check the value to validate that the European Student Identifier (ESI) has been correctly generated. If your institution does not yet issue an ESI for your students, an alternative mechanism (e.g. email address) can be accepted to help digitally identify the student. However, we strongly recommend that all institutions start to issue the ESI in the right format as soon as possible. The ESI format will become mandatory in the future. It is a crucial building block for the delivery of European student cards and to ensure that several mobility processes (nomination, learning agreements for studies, transcript of records) can be linked to the right student throughout the mobility cycle across different systems.

You as a mobility coordinator are not responsible for ensuring the correct generation of ESI for your outgoing students but your IT department and/or department responsible for student information in your institution. Forward the information [about the ESI format](#) to your relevant colleagues and enquire if your institution is generating ESI and if not, ask that they do so. The process is in many cases easy and can be completed within several days.

Fields to be exchanged via Erasmus Without Paper

General information (for all studies types)

Name of the field	Mandatory (m) / Conditional (c) / Optional (o)	Type of field	Short description of the field (where relevant)
STUDENT			
Last name(s)	m	Text	
First name(s)	m	Text	
Date of birth	m	YYYY-MM-DD	
Nationality	m	ISO 3166-1 alpha-2 country code	
Gender	m	ISO/IEC 5218 code of human sex	0 = Not known; 1 = Male; 2 = Female; 9 = Not applicable
E-mail	m	Valid email addresses following "[^@]+@[^\.]+\.[^\.]+"/> pattern	
ESI	m	ESI with nation-wide (or region-wide) scope student code : urn:schac:personalUniqueCode:int:esi:<country-code><code> ESI with HEI-wide scope student code : urn:schac:personalUniqueCode:int:esi:<sho><code>	The European Student Identifier is a unique electronic identifier number used to identify and authenticate mobile students using Erasmus Without Paper consistently across different IT systems e.g. to share their digital learning agreement and receive the approval of the sending institution and the receiving institution. The identifier is technical and not meant for student or staff to provide manually. The ESI field should not be visible to end users.
Level of education	m	EQF level 1-8	The level of education from the student at the time of departure based on the European Qualifications Framework: - 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).
Field of education (ISCED)	m	ISCED 4-digit code	The field of education based on ISCED-F 2013 standards. It is strongly recommended to use 4-digit codes that are included in the Beneficiary Module data dictionary . Should be the field that is closest to the subject of the degree to be awarded to the student by the sending institution.
Field of education (clarification)	o	Text	Also see section on field of education - clarification .
Mobility-id	m	Key	Technical identifier for the mobility that is part of the data exchanged via EWP (not to be filled out by the users).
SENDING INSTITUTION			
Name	m	Text	
Faculty/department	m	Text	
Erasmus code	m	Text	The beginning of an Erasmus code has a fixed form: one or two characters indicating the country followed by two or one blanks (apart from Ireland and Luxembourg starting with three characters and no blanks). The format is as follows: X- -XXXX01, YY-YYYY01, IRLXXXX01.

Country	m	ISO 3166-1 alpha-2 country code	
Administrative contact person given name	m	Text	Departmental/faculty advisor at the receiving institution who can support the student with the practical aspects of the learning agreement.
Administrative contact person family name	m	Text	
Administrative contact email	m	Valid email addresses following "[^@]+@[^.]+\..+>/> pattern	
Administrative contact person phone	o	E.164 format (with the leading "+" sign)	<i>This field will be deleted in the next round of EWP updates.</i>
RECEIVING INSTITUTION			
Name	m	Text	
Faculty/department	o	Text	
Erasmus code	m	Text	The beginning of an Erasmus code has a fixed form: one or two characters indicating the country followed by two or one blanks (apart from Ireland and Luxembourg starting with three characters and no blanks). The format is as follows: X- XXXX01, YY-YYYY01; IRLXXX01.
Country	m	ISO 3166-1 alpha-2 country code	
Administrative contact person given name	m	Text	Departmental/faculty advisor at the receiving institution who can support the student with the practical aspects of the learning agreement.
Administrative contact person family name	m	Text	
Administrative contact email	m	Valid email addresses following «[^@]+@[^.]+\..+>/> pattern	
Administrative contact person phone	o	E.164 format (with the leading «+» sign)	<i>This field will be deleted in the next round of EWP updates.</i>
LANGUAGE			
Language of instruction	m	BCP 47	The language of instruction at the receiving institution.
Language competence	m	Cefr-level: A1 to C2	Student's level of the language of instruction.
ESTIMATED DURATION			
Academic year	m	YYYY-YYYY	Academic year from mobility.
From - day	o	DD	Start date from mobility
From - month	m	MM	Start month from mobility
From - year	m	YYYY	Start year from mobility
To - day	o	DD	End date from mobility
To - month	m	MM	End month from mobility
To - year	m	YYYY	End year from mobility

Learning agreement for long-term mobility

Name of the field	Mandatory (m) / Conditional (c) / Optional (o)	Type of field	Short description of the field (where relevant)
TABLE A: study programme at the receiving institution			
Component code	c	Text	If this field is available from the course catalogue at the receiving institution, it must be provided.
Component title at the receiving institution	m	Text	Component title as indicated in the course catalogue from the receiving institution.

Term	m	Number	Term or semester the course is offered at the receiving institution and an indication of total number of terms per academic year.
Number of ECTS credits (or equivalent) to be awarded by the receiving institution upon successful completion	m	Number	Number of ECTS credits from the component at the receiving institution.
Web link to the course catalogue at the Receiving Institution describing the learning outcomes	m	URL	Link to the course catalogue from the receiving institution where the learning outcomes from each of the components are described. This is important info for the responsible person at the sending institution who needs to assess the content of the learning agreement and the compatibility with the courses in table B.

TABLE B: study programme at the sending institution

Component code	c	Text	If this field is available from the course catalogue at the sending institution, it must be provided.
Component title at the sending institution	m	Text	Component title as indicated in the course catalogue from the sending institution.
Term	m	Number	Term or semester the component is offered at the sending institution.
Number of ECTS	o	Number	Number of ECTS credits from the component at the sending institution. <i>This field is currently optional in EWP. Will be revised in the next rounds of EWP updates.</i>
Automatic recognition	m	Text	See the section about automatic recognition .
Provisions applying if the student does not complete successfully some educational components	m	URL	A link to information for outgoing students about the procedure if they do not successfully complete some education components. Also see the specific section . <i>This field is currently optional in EWP. Will be revised in the next rounds of EWP updates.</i>

TABLE C: Description of a virtual component at receiving institution and recognition at the sending institution – the table itself is optional

Component code	c	Text	If this field is available from the course catalogue at the receiving institution, it must be provided.
Component title or description of the study programme at the receiving institution	m	Text	Component title as indicated in the course catalogue from the sending institution. If there is no component title a description of the programme at the receiving institution can be included.
Short description of the virtual component	m	Text	Short description of the virtual component itself.
Term	m	Number	If this field is available from the course catalogue at the receiving institution, it must be provided. <i>This field is currently optional in EWP. Will be revised in the next rounds of EWP updates.</i>
Number of ECTS credits (or equivalent) to be awarded by the receiving institution upon successful completion	m	Number	Number of ECTS credits from the component at the receiving institution. <i>This field is currently optional in EWP. Will be revised in the next rounds of EWP updates.</i>
Automatic recognition	m	Text	See the section about automatic recognition .

TABLE A2: Exceptional changes to Table A

Component code	c	Text	If this field is available from the course catalogue at the receiving institution, it must be provided.
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Component title at the receiving institution (as indicated in the course catalogue)	m	Text	Component title as indicated in the course catalogue from the receiving institution.
Deleted component [tick if applicable]	c	Y/N	This box needs to be ticked if the component is deleted from table A.
Added component [tick if applicable]	c	Y/N	This box needs to be ticked if the component is added to table A.
Reason for change	m	<p>Deleting:</p> <ol style="list-style-type: none"> 1. Previously selected educational component is not available at the receiving institution 2. Component is in a different language than previously specified in the course catalogue 3. Timetable conflict 4. Other (please specify) <p>Adding:</p> <ol style="list-style-type: none"> 5. Substituting a deleted component 6. Extending the mobility period 7. Adding a virtual component 8. Other (please specify) 	<p>Mandatory reason for adding or deleting a component from table A. Reason should be one of the reasons from the list in the format column.</p> <p><i>This field is currently optional in EWP. Will be revised in the next rounds of EWP updates.</i></p>
Number of ECTS credits (or equivalent) to be awarded	m	Number	<p>Number of ECTS credits from the component at the receiving institution.</p> <p><i>This field is currently optional in EWP. Will be revised in the next rounds of EWP updates.</i></p>

TABLE B2: Exceptional changes to Table B – the table itself is optional

Component code	c	Text	If this field is available from the course catalogue at the sending institution, it must be provided.
Component title at the sending institution (as indicated in the course catalogue)	m	Text	Component title as indicated in the course catalogue from the sending institution.
Deleted component [tick if applicable]	c	Y/N	This box needs to be ticked if the component is deleted from table B.
Added component [tick if applicable]	c	Y/N	This box needs to be ticked if the component is added to table B.
Reason for change	o	<p>Deleting:</p> <ol style="list-style-type: none"> 1. Previously selected educational component is not available at the receiving institution 2. Component is in a different language than previously specified in the course catalogue 3. Timetable conflict 4. Other (please specify) <p>Adding:</p> <ol style="list-style-type: none"> 5. Substituting a deleted component 6. Extending the mobility period 7. Adding a virtual component 8. Other (please specify) 	<p>Optional reason for adding or deleting a component from table B. Reason should be one of the reasons from the list in the format column.</p>
Number of ECTS credits (or equivalent) to be awarded	m	Number	<p>Number of ECTS credits from the component at the sending institution.</p> <p><i>This field is currently optional in EWP. Will be revised in the next rounds of EWP updates.</i></p>
Automatic recognition	m	Text	See the section about automatic recognition .

TABLE C2: Exceptional changes to Table C – the table itself is optional

Component code	c	Text	If this field is available from the course catalogue at the receiving institution, it must be provided.
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Component title or description of the study programme at the receiving institution	m	Text	Component title as indicated in the course catalogue from the receiving institution. If there is no component title a description of the programme at the receiving institution can be included.
Short description of the virtual component	m	Text	Short description of the virtual component itself.
Reason for change	m	<p>Deleting:</p> <ol style="list-style-type: none"> 1. Previously selected educational component is not available at the receiving institution 2. Component is in a different language than previously specified in the course catalogue 3. Timetable conflict 4. Other (please specify) <p>Adding:</p> <ol style="list-style-type: none"> 5. Substituting a deleted component 6. Extending the mobility period 7. Adding a virtual component 8. Other (please specify) 	<p>Mandatory reason for adding or deleting a component from table C. Reason should be one of the reasons from the list in the format column.</p> <p><i>This field is currently optional in EWP. Will be revised in the next rounds of EWP updates.</i></p>
Number of ECTS credits (or equivalent) to be awarded	m	Number	<p>Number of ECTS credits from the component at the receiving institution.</p> <p><i>This field is currently optional in EWP. Will be revised in the next rounds of EWP updates.</i></p>
Automatic recognition	m	Text	See the section about automatic recognition .

COMMITMENT

Student - timestamp	m	YYYY-MM-DD	Date & time the student signs the learning agreement.
Student - signing app	o	Text	App used by student for signing the learning agreement.
Responsible person at the sending institution - name	m	Text	Name, email and position of the responsible person at the sending institution. This person is responsible for the recognition of the study period abroad.
Responsible person at the sending institution - email	m	Valid email addresses following "[^@]+@[^.]+\."/> pattern	
Responsible person at the sending institution - position	m	Text	
Responsible person at the sending institution - timestamp	m	YYYY-MM-DD	Date & time the responsible person signs the learning agreement.
Responsible person at the sending institution - signing app	o	Text	App used by the responsible person for signing the learning agreement.
Responsible person at the receiving institution - name	m	Text	Name, email and position of the responsible person at the receiving institution. This person is responsible for confirming that the educational components listed are in line with the course catalogue at the receiving institutions or as agreed otherwise and should be available to the student.
Responsible person at the receiving institution - email	m	Valid email addresses following "[^@]+@[^.]+\."/> pattern	
Responsible person at the receiving institution - position	m	Text	
Responsible person at the receiving institution - timestamp	m	YYYY-MM-DD	Date & time the responsible person signs the learning agreement.
Responsible person at the receiving institution - signing app	o	Text	App used by the responsible person for signing the learning agreement.

Learning agreement for short-term mobility with a mandatory virtual component

Name of the field	Mandatory (m) / Conditional (c) / Optional (o)	Type of field	Short description of the field (where relevant)
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TABLE D: Study Programme at Receiving Institution and recognition at the Sending Institution

Component code (if any)	c	Text	If this field is available from the course catalogue at the receiving institution, it must be provided.
Component title or description of the study programme	m	Text	Component title as indicated in the course catalogue from the receiving institution. If there is no component title a description of the programme at the receiving institution can be included.
Short description of the virtual component	m	Text	Short description of the virtual component itself.
Number of ECTS credits to be awarded	m	Number	Number of ECTS credits from the component at the receiving institution. <i>This field is currently optional in EWP. Will be revised in the next rounds of EWP updates.</i>
Automatic recognition	m	Text	See the section about automatic recognition .

TABLE D2: Exceptional changes to the Learning Agreement

This table is currently not foreseen in EWP. Will be revised in the next rounds of EWP updates.

Component code (if any)	c	Text	If this field is available from the course catalogue at the receiving institution, it must be provided.
Component title or description of the study programme	m	Text	Component title as indicated in the course catalogue from the receiving institution. If there is no component title a description of the programme at the receiving institution can be included.
Short description of the virtual component	m	Text	Short description of the virtual component itself.
Reason for change	m	Deleting: 1. Previously selected educational component is not available at the receiving institution 2. Component is in a different language than previously specified in the course catalogue 3. Timetable conflict 4. Other (please specify) Adding: 5. Substituting a deleted component 6. Extending the mobility period 7. Adding a virtual component 8. Other (please specify)	Mandatory reason for adding or deleting a component from table D. Reason should be one of the reasons from the list in the format column.
Number of ECTS credits to be awarded	m	Number	Number of ECTS credits from the component at the receiving institution.
Automatic recognition	m	Text	See the section about automatic recognition .

COMMITMENT

Student - timestamp	m	YYYY-MM-DD	Date & time the student signs the learning agreement.
Student - signing app	o	Text	App used by student for signing the learning agreement.
Responsible person at the sending Institution - name	m	Text	Name, email and position of the responsible person at the sending institution. This person is responsible for the recognition of the study period abroad.
Responsible person at the sending Institution - email	m	Valid email addresses following "[^@]+@[^\.]+\.[^\.]+"/> pattern	
Responsible person at the sending Institution - position	m	Text	

Responsible person at the sending institution - timestamp	m	YYYY-MM-DD	Date & time the responsible person signs the learning agreement.
Responsible person at the sending institution - signing app	o	Text	App used by the responsible person for signing the learning agreement.
Responsible person at the receiving institution - name	m	Text	Name, email and position of the responsible person at the receiving institution. This person is responsible for confirming that the educational components listed are in line with the course catalogue at the receiving institutions or as agreed otherwise and should be available to the student.
Responsible person at the receiving institution - email	m	Valid email addresses following "[^@]+@[^.]+" pattern	
Responsible person at the receiving institution - position	m	Text	
Responsible person at the receiving institution - timestamp	m	YYYY-MM-DD	Date & time the responsible person signs the learning agreement.
Responsible person at the receiving institution - signing app	o	Text	App used by the responsible person for signing the learning agreement.

Learning agreement for short-term doctoral mobility

Name of the field	Mandatory (m) / Conditional (c) / Optional (o)	Type of field	Short description of the field (where relevant)
TABLE E: Study Programme at Receiving Institution and recognition at the Sending Institution			
Component code (if any)	c	Text	If this field is available from the course catalogue at the receiving institution, it must be provided.
Component title or description of the study programme	m	Text	Component title as indicated in the course catalogue from the receiving institution. If there is no component title a description of the programme at the receiving institution can be included.
Short description of the virtual component	c	Text	Short description of the virtual component itself.
Number of ECTS credits to be awarded	o	Number	Number of ECTS credits from the component at the receiving institution.
Automatic recognition	m	Text	See the section about automatic recognition .
TABLE E2: Exceptional changes to the Learning Agreement			
<i>This table is currently not foreseen in EWP. Will be revised in the next rounds of EWP updates.</i>			
Component code (if any)	c	Text	If this field is available from the course catalogue at the receiving institution, it must be provided.
Component title or description of the study programme	m	Text	Component title as indicated in the course catalogue from the receiving institution. If there is no component title a description of the programme at the receiving institution can be included.
Short description of the virtual component	c	Text	Short description of the virtual component itself.

Reason for change	m	<p>Deleting:</p> <ol style="list-style-type: none"> 1. Previously selected educational component is not available at the Receiving Institution 2. Component is in a different language than previously specified in the course catalogue 3. Timetable conflict 4. Other (please specify) <p>Adding:</p> <ol style="list-style-type: none"> 5. Substituting a deleted component 6. Extending the mobility period 7. Adding a virtual component 8. Other (please specify) 	Mandatory reason for adding or deleting a component from table E. Reason should be one of the reasons from the list in the format column.
Number of ECTS credits to be awarded	o	Number	Number of ECTS credits from the component at the receiving institution.
Automatic recognition	m	Text	See the section about automatic recognition .

COMMITMENT

Student - timestamp	m	YYYY-MM-DD	Date & time the responsible person signs the learning agreement.
Student - signing app	o	Text	App used by the responsible person for signing the learning agreement.
Responsible person at the sending institution - name	m	Text	Name, email and position of the responsible person at the sending institution. This person is responsible for the recognition of the study period abroad.
Responsible person at the sending institution - email	m	Valid email addresses following "[^@]+@[^.]+" pattern	
Responsible person at the sending institution - position	m	Text	
Responsible person at the sending institution - timestamp	m	YYYY-MM-DD	Date & time the responsible person signs the learning agreement.
Responsible person at the sending institution - signing app	o	Text	App used by the responsible person for signing the learning agreement.
Responsible person at the receiving institution - name	m	Text	Name, email and position of the responsible person at the receiving institution. This person is responsible for confirming that the educational components listed are in line with the course catalogue at the receiving institutions or as agreed otherwise and should be available to the student.
Responsible person at the receiving institution - email	m	Valid email addresses following "[^@]+@[^.]+" pattern	
Responsible person at the receiving institution - position	m	Text	
Responsible person at the receiving institution - timestamp	m	YYYY-MM-DD	Date & time the responsible person signs the learning agreement.
Responsible person at the receiving institution - signing app	o	Text	App used by the responsible person for signing the learning agreement.

