*First name Last name*

Personal Information

Student number: …

Email address: …

Program: …

Bachelor/Master Choose an item.

Timing: Choose an item.

Host University: …

Country: …

# Drafting your Learning Agreement (LA)

After you have been nominated to go on an exchange it is time to prepare your Learning Agreement (LA). In your Learning Agreement you indicate the courses you will follow at your host institution and match them with the VUB courses you are replacing.

* 1. **Drafting the LA step by step**

1. Check your (provisional) schedule for next year and list the 1st and/or 2nd semester courses you will be replacing, except for courses that can not be replaced (see below);
2. Check for possible courses at your host institution that could (more or less) match your VUB courses **including a link to the webpage of the course of choice**;
3. Send a draft Learning Agreement to [mobility.es@vub.be](mailto:mobility.es@vub.be) for approval;
4. After approval, fill out the information in Mobility Online;
5. Double check what you have entered in Mobility Online is correct (course name/code/credits), as this is how it will appear on your final VUB transcript;
6. Once you completed your LA in Mobility Online, mark it as final.

If needed, the learning agreement can still be adjusted after the beginning of your studies abroad up until 3 weeks after your arrival (e.g. because the course doesn’t meet your expectations or because of criteria to be fulfilled that you weren’t aware of before, etc.). In this case get in touch with us as soon as possible to make changes to your Learning Agreement:

[mobility.es@vub.be](mailto:mobility.es@vub.be).

* 1. **Matching courses** 
     1. ***ECTS***

You preferably exchange a **minimum of 21 ECTS** if possible. You are allowed a **maximum deviation of 2 ECTS**.

For example: if you replace VUB courses for a total of 30 ECTS, you must select courses at your host institution for a minimum of 28 ECTS. You may however enroll for more ECTS (for instance 33 ECTS or up) than you would be exchanging at VUB.

For non-EU destinations, your host university might use a different credit system. In this case, contact [mobility.es@vub.be](mailto:mobility.es@vub.be) for help with the credit conversion.

* + 1. ***Course content***

For thematic courses, the content and level of the courses at your host institution should be more or less in line with your program or your orientation at VUB, but they do not need to match completely. You can not enroll for bachelor year 1 courses at your host institution.

For methodology courses, you can only take BA3 or MA level methodology courses at your host institution as the content and level need to be more advanced, and match more closely with the VUB courses.

If you can’t find (enough) matching courses at your preferred destination(s), let us know via [mobility.es@vub.be](mailto:mobility.es@vub.be).

* + 1. ***Irreplaceable VUB courses***

Some VUB courses can not be replaced and/or must be finished in distance learning:

* Microeconomics of Competitiveness
* International Business Project
* Technological Business Development Project – EUTOPIA Learning Unit
* Trade mission/Handelsmissie
* Bachelor Paper
* Master Thesis
  + 1. ***Language of instruction***

Some host institutions do not offer (many) courses in English, so make sure to thoroughly check the language of instruction for each course to avoid unpleasant surprises upon arrival.

It is your responsibility to carefully assess the level of your language skills.

**Not all courses with an English name are necessarily taught in English!**

# Proposal Learning Agreement (LA)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course - host university** | **Course code\* + Link** | **ECTS** | **Local credits  (if applicable)** | **Course - VUB** | **Course code** | **ECTS** |
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|  |  |  |  |  |  |  |
|  | Total ECTS host |  |  |  | Total ECTS VUB |  |

\* If you cannot find the course code of the courses at the host university, please indicate ‘?’.

**Send your approved Learning Agreement as a PDF to** [**mobility.es@vub.be**](mailto:mobility.es@vub.be)