

**LJMU LEARNING AGREEMENT STUDY ABROAD 2019-20**

Every student going on Study Abroad regardless of destination, are required to complete a Learning Agreement (LA) together with their International Mobility Coordinator (IMC). The LA is subject to Faculty Approval and no student can commence study abroad without having an approved Learning Agreement.

The purpose of the Learning Agreement is

A): to ensure the Student, the IMC and the student’s Programme of Study are informed about the modules/courses the student will undertake at the host University

*and*

B): to ensure that the student receives recognition for the period successfully completed overseas.

The deadlines for the student and IMC to complete the LA are:

 12th April for students studying abroad during Sem. 1 only, or the full academic year

 08th November for students studying abroad during Sem. 2 only.

The IMC should ensure the LA is signed by the appropriate Programme Leader before submitting to the Study Abroad Team (SAT).

The student should keep a copy for information when selecting courses at the host university or completing the Erasmus+ LA (students studying in Europe only).

If a student needs to make any changes after the LA has been approved they should

***either*:** choose among the courses listed under ‘B Alternative Modules’ in the first instance and inform their IMC immediately by email (students going to USA and Japan)

***or:***Complete the ‘1C Change to Study Placement’ document (Erasmus students only)

1. ***STUDENT DETAILS***

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| --- | --- | --- | --- |
| **Last name:** |   | **First name (s):** |   |
| **Date of Birth:** |   | **Student ID:** |   |
| **Faculty/School:** |  | **Name of IMC:** |  |
| **Programme of Study at LJMU:** |  | **Level of Study while abroad:** |  |

1. ***EXCHANGE PROGRAMME DETAILS***

|  |  |
| --- | --- |
| **Name of Host University :** |  |
| **City/Country:** |  |
| **Period abroad (Sem. 1/ Sem2/ or Full year** |  |

1. ***ENROLMENT DETAILS***

Students and IMCs need to familiarise themselves with the required credit load at their host university. If unsure, the IMC should contact their faculty registrar for clarification.

A): Modules to be taken at Host University – please enter the modules that you will be taking and the credits associated with each module. If going for a full year, list modules for both semester if host’ module list is available. (Add rows if necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| **Module code(if any)** | **Module title**  | **Semester** | **Number of host Credits\***  |
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B): Alternative modules to be taken at Host University if the modules listed above are not available. Students should list one alternative module for any first choice module listed. (Add rows if necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| **Module code(if any)** | **Module title**  | **Semester** | **Number of host Credits\***  |
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\*The Full-time Credit load for studying in the USA is 12-18 credits. LJMU students are expected complete their Learning Outcomes within 12 credits and can typically do so across levels 2-5. They should also enrol on an elective module where possible, making their total credit load 15 per semester.

C): LJMU modules the above will replace if the student is studying abroad for a semester only

|  |  |  |  |
| --- | --- | --- | --- |
| **Module code(if any)** | **Module title**  | **Semester** | **Number of host Credits\***  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***4) SIGNATURES***

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| --- |
| **The student** |
| Name |  |
| Signature  |  | Date |  |
| **International Mobility Coordinator** I confirm that I was consulted in the development of this learning agreement |
| Name |  |
| Signature  |  | Date |  |
| **Programme Leader**I confirm that the learning to be completed by the student will meet the relevant learning outcomes of the student’s programme of study |
| Name |  |
| Signature  |  | Date |  |
| Has the University established parity of marking and a grade conversion formula for this partner? *(If yes, conversion formula and associated documents should be appended to this form)* |  |

*ACADEMIC REGISTRY APPROVAL*

|  |
| --- |
| **Faculty Registrar Approval:** |
| Faculty |  |
| Name |  |
| Any further comment on the LA |  |
| Signature  |  | Date |  |