

Erasmus Procedures for Incoming and Outgoing Students

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Section 1 IADT Procedures for the Registration of Incoming Erasmus Students

1.1 Prior to Student Arrival – Application Stage

It is a legal requirement of the Erasmus+ Programme to publish an online module catalogue. This catalogue will inform any potential incoming student of the modules available to study in any given programme.

Programme Chairs and Heads of Department are responsible for keeping their programmes module catalogues up to date with the Erasmus Office. An up-to-date module catalogue speeds up the registration process of the incoming student.

The Erasmus Student Charter states that all Erasmus students must complete a [Learning Agreement](#) to enable them to get full credit at their home institution for the work that is done at the host institution (IADT).

1.2 Arrival at IADT

On arrival at IADT in September for Term 1 the Erasmus students will attend an Induction programme where they meet with the IADT President, the Registrar and Programme Chairs and Year Tutors. Erasmus students arriving in January for Term 2 will attend an Induction programme with the Erasmus Co-ordinator who will also conduct a tour of the Institute and introduce students to their Faculty.

All incoming Erasmus students will meet the IADT Erasmus Co-ordinator in order to complete the Learning Agreement. The Learning Agreement is then sent to the student's home institution and to the IADT Examinations Office in order for them to register students on the agreed modules, and to facilitate their access to Blackboard). A copy is also kept in the IADT Erasmus Office.

If there is no up to date module catalogue within the Erasmus Office, the Erasmus Co-ordinator will refer the student to the Programme Chair and they will complete the learning agreement with the student.

Where a student wishes to make any changes to the choice of modules throughout the year, it is important for them to inform both their Programme Chair and the Erasmus Co-ordinator. The Erasmus Co-ordinator records the changes on the Learning Agreement and informs the student's home institution and the IADT Examinations Office.

Failure to properly complete and return a Learning Agreement to the IADT Erasmus Co-ordinator will mean that the student cannot be registered.

1.3 Steps to fill in the Learning Agreement

- 1 Select the modules to be studied with the student. Please bear in mind the following:
 - Students only coming for one term cannot study a module that runs from September to May, unless a one-term variation of the module exists. For instance, a 10 ECTS module cannot be offered as a 5 ECTS module to a student.

- 2 Check when the student is leaving IADT so that there are no assignments deadlines/ examinations after their departure. A student has to complete all assignments/examinations before leaving IADT and is entitled to submit for all elements of assessment, in order to fulfil the requirements of the validated module for which the student is registered.

Please see [Appendix 1](#) for a copy of the Learning Agreement for Studies.

Section 2 Procedure for Outgoing Erasmus Students

- 1 The student completes an application form and returns it to Head of Department.
- 2 The Head of Department select students and provisionally informs them that they will be receiving an Erasmus scholarship. The number of scholarships awarded will be dependent on funding awarded to the Institute by the Erasmus+ Programme
- 3 The Head of Department will liaise with the Erasmus Co-ordinator regarding the number and names of students receiving an Erasmus scholarship.
- 4 The IADT Erasmus Co-ordinator writes a Letter of Nomination to the host institution. Any special learning supports required by the student are communicated to the host institution at this stage.
- 5 The student applies to and is offered a place by the host institution.
- 6 The student presents letter of acceptance by the host institution to the IADT Erasmus Co-ordinator.
- 7 The IADT Erasmus Co-ordinator confirms to the student that an Erasmus grant will be awarded.
- 8 Prior to the student's departure to the host institution, the student must provide proof of private insurance. Private insurance covering health/medical and repatriation costs is compulsory.
- 9 The student fills in the following forms with the IADT Erasmus Co-ordinator:
 - IADT Grant Application Form
 - Erasmus Grant/Financial Agreement
- 10 The IADT Erasmus Co-ordinator emails the student a copy of the Erasmus Charter, Erasmus Grant/Financial Agreement, [Learning Agreement](#), Acknowledgement of Receipt of Grant and Certificate of Attendance.
- 11 The student fills in the following form with the Programme Chair/Head of Department/IADT Erasmus Co-ordinator:
 - Learning Agreement - in some partnerships it is required to be filled in prior to arrival at the host institution

- 12 On arrival at the host institution, the student has to return the following forms to the IADT Erasmus Co-ordinator:
- Acknowledgement of Receipt of Grant (confirming receipt of 80% of the Erasmus grant)
- 13 Learning Agreement that has been completed (if it has not been done before departure) and signed by the student and the host institution. In some cases, the host institution sends the learning agreement directly to IADT – it is essential that this Agreement be returned as soon as possible to IADT. It is the student’s responsibility to ensure it is returned.
- 14 When leaving the host institution, the student must request, from the host institution, the following documents:
- Certificate of Attendance
 - Transcript of records
- In some cases, the host institution sends the certificate of attendance and the transcript of records directly to IADT, but it is the student’s responsibility to ensure they are issued.
- 15 On return to IADT, student must submit the following forms to the IADT Erasmus Co-ordinator:
- Certificate of Attendance
 - Transcript of records, if already available
 - Erasmus report/survey on the study visit (online)
- 16 After all paperwork is received, student is paid the remaining 20% of the Erasmus grant. The student confirms the receipt of the 20% of the grant by submitting the signed Acknowledgement of Receipt of Grant to the IADT Erasmus Co-ordinator.

Appendix 1 Learning Agreement for Studies

The Student			
Last name (s)		First name (s)	
Date of birth		Nationality ¹	
Sex [M/F]		Academic year	
Study cycle ²		Subject area, Code ³	
Phone		E-mail	
The Sending Institution			
Name	Dun Laoghaire Institute of Art Design & Technology	Faculty	
Erasmus code (if applicable)		Department 1	
		Department 2	
Address	Carriglea Park, Kill Avenue, Dun Laoghaire, Co Dublin	Country, Country code ⁴	IE
Contact person ⁵ name		Contact person e-mail / phone	
The Receiving Institution			
Name		Faculty	
Erasmus code (if applicable)		Department 1	
		Department 2	
Address		Country, Country code	
Contact person name		Contact Person e-mail / phone	

Section to be completed BEFORE THE MOBILITY

1 Proposed Mobility Programme

Planned period of the mobility	from [month/year]		till [month/year]	
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Table A: Study Programme Abroad

Component ⁶ code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Term [autumn / spring] [or term]	Number of ECTS credits to be awarded by the receiving institution upon successful completion
			Total:

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

[Web link(s) to be provided.]

Table B: Group of educational components in the student's degree, which would normally be completed at the sending institution and which will be replaced by the study abroad. N.B. no one to one match with Table A is required. Where all credits in Table A are recognised as forming part of the programme at the sending institution without any further conditions being applied, Table B may be completed with a reference to the mobility window (see guidelines).

Component code (if any)	Component title (as indicated in the course catalogue) at the sending institution	Term [autumn / spring] [or term]	Number of ECTS credits
			Total:

If the student does not complete successfully some educational components, the following provisions will apply:

[Please, specify or provide a web link to the relevant information.]

Language competence of the student

The level of language competence⁷ in *[the main language of instruction]* that the student already has or agrees to acquire by the start of the study period is:

A1 A2 B1 B2 C1 C2

2 Responsible Persons

Responsible person ⁸ in the sending institution: (Department 1)			
Name		Function	
Phone Number		Email	
Responsible person ⁹ in the sending institution: (Department 2)			
Name		Function	
Phone Number		Email	

Responsible person ¹⁰ in the receiving institution: (Department 1)			
Name		Function	
Phone Number		Email	
Responsible person ¹¹ in the receiving institution: (Department 2)			
Name		Function	
Phone Number		Email	

3 Commitment of the Three Parties

By signing this document, the student, the sending institution and the receiving institution confirm that they approve the proposed Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and receiving institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the inter-institutional agreement for institutions located in partner countries).

The receiving institution confirms that the educational components listed in Table A are in line with its course catalogue.

The sending institution commits to recognise all the credits gained at the receiving institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties.

The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

The Student			
Student Signature		Date	

The Sending Institution			
Responsible person's signature (1)		Date	
Responsible person's signature (2)		Date	

The Receiving Institution			
Responsible person's signature (1)		Date	
Responsible person's signature (2)		Date	

Section to be completed DURING THE MOBILITY

4 Changes to the Original Learning Agreement

4.1 Exceptional Changes to the Proposed Mobility Programme

Table C: Exceptional changes to study programme abroad or additional components in case of extension of stay abroad

Component code (if any) at the receiving institution	Component title (as indicated in the course catalogue) at the receiving institution	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change ¹²	Number of ECTS credits to be awarded by the receiving institution upon successful completion of the component
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
					Total:

The student, the sending and the receiving institutions confirm that they approve the proposed amendments to the mobility programme. Approval by e-mail or signature of the student and of the sending and receiving institution responsible persons.

4.2 Changes in the Responsible Person(s), if any:

New responsible person in the sending Institution			
Name		Function	
Phone Number		Email	

New responsible person in the receiving Institution			
Name		Function	
Phone Number		Email	

Section to be completed AFTER THE MOBILITY

5 Recognition Outcomes

5.1 Minimum Information to include in the Receiving Institution's Transcript of Records

Start and end dates of the study period	from [day/month/year]		till [day/month/year]	
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Table E: Academic Outcomes at Receiving Institution

Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Was the component successfully completed by the student? [Yes/No]	Number of ECTS credits	Receiving institution grade
			Total	
Responsible person in the receiving Institution (1)				
Signature		Date		
Responsible person in the receiving Institution (2)				
Signature		Date		

5.2 Minimum Information to include in the Sending Institution's Transcript of Records

Start and end dates of the study period	from [day/month/year]		till [day/month/year]	
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Table F: Recognition Outcomes at the Sending Institution

Component code (if any)	Title of recognised component (as indicated in the course catalogue) at the sending institution	Number of ECTS credits	Sending institution grade, if applicable
		Total	
Responsible person in the receiving Institution (1)			
Signature		Date	
Responsible person in the receiving Institution (2)			
Signature		Date	

Annex 1 Guidelines

The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the study period abroad and to ensure that the student will receive recognition in his/her degree for the educational components successfully completed abroad.

It is **recommended** to use this template. However, if higher education institutions already have an IT system in place to produce the Learning Agreement or the Transcript of Records, they can continue using it. What is important is that all the information requested in this template is provided, no matter in which format, so long as it respects certain requirements outlined in the sections below.

Annex 1.1 How to use the Learning Agreement

Before the mobility, it is necessary to fill in page 1 with information on the student, the sending and the receiving institutions and the three parties have to agree on the section to be completed before the mobility (pages 2 and 3). On page 1, all the information mentioned will have to be encoded in the Mobility Tool. Institutions can decide to add more information (eg additional contact person in the coordinating institution of a consortium) or to request less in case some of the information is already provided in other documents internal to the institution. However, it should at least include the names of the two institutions, and names and contact details of the student and persons of contact in both the sending and receiving institutions.

The section to be completed **during the mobility** (page 4) should only be used if there are changes in the responsible persons or in case it is necessary to introduce changes to the original mobility programme. This section and the section before mobility (pages 1 to 4) should always be kept together in all communications.

After the mobility, the receiving institution should send a Transcript of Records to the student and the sending institution (page 5). Finally, the sending institution should issue a Transcript of Records (page 5) to the student or record the results in a database accessible to the student.

Annex 1.2 Proposed Mobility Programme

The proposed mobility programme includes the indicative start and end months of the agreed study programme that the student will carry out abroad.

The Learning Agreement must include **all the educational components to be carried out by the student** at the receiving institution (in table A) and it must contain as well the group of educational components that will be replaced in his/her degree by the sending institution (in table B) upon successful completion of the study programme abroad. Additional rows can be added as needed to tables A and B. Additional columns can also be added, for example, to specify the study cycle-level of the educational component. The presentation of this document may also be adapted by the institutions according to their specific needs.

However, **in every case, the two tables A and B must be kept separated**, ie they cannot be merged. The objective is to make clear that there needs to be no one to one correspondence between the courses followed abroad and the ones replaced at the sending institutions. The aim is rather that a **group** of learning outcomes achieved abroad replaces a **group** of learning outcomes at the sending institution, without having a one to one correspondence between particular modules or courses.

A normal academic year of full-time study is normally made up of educational components totalling 60 ECTS* credits. It is recommended that for mobility periods shorter than a full academic year, the educational components selected should equate to a roughly proportionate number of credits. In case the student follows additional educational components beyond those required for their degree programme, these additional credits must also be listed in the study programme outlined in table A.

When mobility windows are embedded in the curriculum, it will be enough to fill in table B with a single line as described below:

Component code (if any)	Component title (as indicated in the course catalogue) at the sending institution	Term [autumn / spring] [or Semester]	Number of ECTS* credits
	<i>Mobility window</i>	...	<i>Total: 30</i>

Otherwise, the group of components will be included in Table B as follows:

Component code (if any)	Component title (as indicated in the course catalogue) at the sending institution	Term [autumn / spring] [or Semester]	Number of ECTS* credits
	<i>Course x</i>	...	<i>10</i>
	<i>Module y</i>	...	<i>10</i>
	<i>Laboratory work</i>	...	<i>10</i>
			<i>Total: 30</i>

The sending institution must **fully recognise the number of ECTS* credits contained in table A** if there are no changes to the study programme abroad and the student successfully completes it. Any exception to this rule should be clearly stated in an annex of the Learning Agreement and agreed by all parties. Example of justification for non-recognition: the student has already accumulated the number of credits required for his/her degree and does not need some of the credits gained abroad.

Since the recognition will be granted to a group of components and it does not need to be based on a one to one correspondence between single educational components, the sending institution must foresee which provisions will apply if the student does not successfully complete some of the educational components from his study programme abroad. A web link towards these provisions should be provided in the Learning Agreement.

The student will commit to reach a certain **level of language competence** in the main language of instruction by the start of the study period. The level of the student will be assessed after his/her selection with the Erasmus+ online assessment tool when available (the results will be sent to the sending institution) or else by any other mean to be decided by the sending institution. A recommended

level has been agreed between the sending and receiving institutions in the inter-institutional agreement. In case the student does not already have this level when they sign the Learning Agreement, they commits to reach it with the support to be provided by the sending or receiving institution (either with courses that can be funded by the organisational support grant or with the Erasmus+ online tutored courses).

All parties must **sign the document**; however, it is not compulsory to circulate papers with original signatures, scanned copies of signatures or digital signatures may be accepted, depending on the national legislation.

* In countries where the "ECTS" system it is not in place, in particular for institutions located in partner countries not participating in the Bologna process, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a web link to an explanation to the system should be added.

Annex 1.3 Changes to the Original Learning Agreement

The section, to be completed during the mobility, is needed only if changes have to be introduced into the original Learning Agreement. In that case, the section to be completed before the mobility should be kept unchanged and changes should be described in this section.

Changes to the mobility study programme should be exceptional, as the three parties have already agreed on a group of educational components that will be taken abroad, in the light of the course catalogue that the receiving institution has committed to publish well in advance of the mobility periods and to update regularly as ECHE holder. However, introducing changes might be unavoidable due to, for example, timetable conflicts.

Other reasons for a change can be the request for an extension of the duration of the mobility programme abroad. The student can make such a request at the latest one month before the foreseen end date.

All parties should agree these changes to the mobility study programme within four to seven weeks (after the start of each Term). Any party can request changes within the first two to five-week period after regular classes/educational components have started for a given Term. The exact deadline has to be decided by the institutions. The shorter the planned mobility period, the shorter should be the window for changes. All these changes have to be agreed by the three parties within a two-week period following the request. In case of changes due to an extension of the duration of the mobility period, changes should be made as timely as possible as well.

Changes to the study programme abroad should be listed in table C and, once all parties agree them, the sending institution commits to fully recognise the number of ECTS credits as presented in table C. Any exception to this rule should be documented in an annex of the Learning Agreement and agreed by all parties. Only if the changes described in table C affect the group of educational components in the student's degree (table B) that will be replaced at the sending institution upon successful completion of the study programme abroad, a revised version should be inserted and labelled as "Table D: Revised group of educational components in the student's degree that will be replaced at sending institution". Additional rows and columns can be added as needed to tables C and D.

All parties must confirm that the proposed amendments to the Learning Agreement are approved. For this specific section, original or scanned signatures are not mandatory and an approval by email may be

enough. The procedure has to be decided by the sending institution, depending on the national legislation.

Annex 1.4 Recognition Outcomes

The receiving institution commits to provide the sending institution and the student with a **Transcript of Records** within a period stipulated in the inter-institutional agreement and **normally** not longer than five weeks after publication/proclamation of the student’s results at the receiving institution.

The Transcript of Records from the receiving institution will contain at least the minimum information requested in this Learning Agreement template. Table E (or the representation that the institution makes of it) will include all the educational components agreed in table A and, if there were changes to the study programme abroad, in table C. In addition, grade distribution information should be included in the Transcript of Records or attached to it (a web link where this information can be found is enough). The actual start and end dates of the study period will be included according to the following definitions:

- The **start date** of the study period is the first day the student has been present at the receiving institution, for example, for the first course, for a welcoming event organised by the host institution or for language and intercultural courses.
- The **end date** of the study period is the last day the student has been present at the receiving institution and not his actual date of departure. This is, for example, the end of exams period, courses or mandatory sitting period.

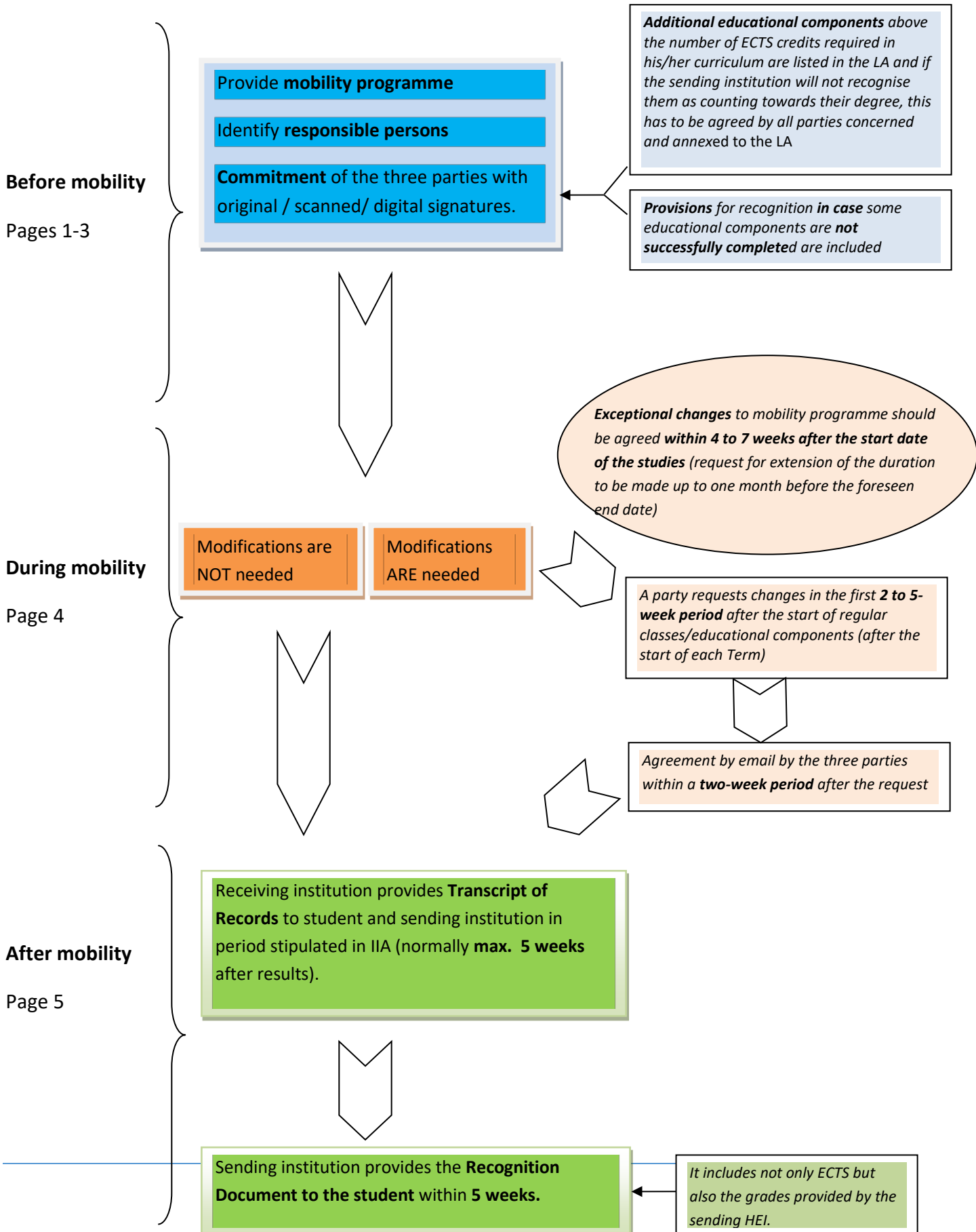
Following the receipt of the Transcript of Records from the receiving institution, the sending institution commits to provide to the student a Transcript of Records, without further requirements from the student, and normally within five weeks. The sending institution’s Transcript of Records must include at least the information listed in table F (the recognition outcomes) and attach the receiving institution’s Transcript of Record.

In case of mobility windows, table F may be completed as follows:

Component code (if any)	Title of recognised component (as indicated in the course catalogue) at the sending institution	Number of ECTS credits	Sending institution grade, if applicable
	<i>Mobility window</i>	<i>Total: 30</i>	<i>.....</i>

Where applicable, the sending institution will translate the grades received by the student abroad, taking into account the grade distribution information from the receiving institution (see the methodology described in the ECTS Users’ Guide). In addition, all the educational components will appear as well in the student’s Diploma Supplement. The exact titles from the receiving institution will also be included in the Transcript of Records that is attached to the Diploma Supplement.

Annex 1.5 Steps to fill in the Learning Agreement for Studies



Annex 2 End Notes

- ¹ **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.
- ² **Study cycle:** 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).
- ³ The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at http://ec.europa.eu/education/tools/isced-f_en.htm should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the sending institution.
- ⁴ **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.
- ⁵ **Contact person:** a person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or will work at the international relations office or equivalent body within the institution.
- ⁶ An "**educational component**" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.
- ⁷ For the Common European Framework of Reference for Languages (**CEFR**) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>
- ⁸ **Responsible person in the sending institution:** an academic who has the authority to approve the mobility programme of outbound students (Learning Agreements), to exceptionally amend them when it is needed, as well as to guarantee full recognition of such programmes on behalf of the responsible academic body.
- ⁹ **Responsible person in the sending institution:** an academic who has the authority to approve the mobility programme of outbound students (Learning Agreements), to exceptionally amend them when it is needed, as well as to guarantee full recognition of such programmes on behalf of the responsible academic body.
- ¹⁰ **Responsible person in the sending institution:** an academic who has the authority to approve the mobility programme of outbound students (Learning Agreements), to exceptionally amend them when it is needed, as well as to guarantee full recognition of such programmes on behalf of the responsible academic body.
- ¹¹ **Responsible person in the sending institution:** an academic who has the authority to approve the mobility programme of outbound students (Learning Agreements), to exceptionally amend them when it is needed, as well as to guarantee full recognition of such programmes on behalf of the responsible academic body.
- ¹² **Reasons for exceptional changes to study programme abroad:**

<i>Reasons for deleting a component</i>	<i>Reason for adding a component</i>
A1) Previously selected educational component is not available at receiving institution	B1) Substituting a deleted component
A2) Component is in a different language than previously specified in the course catalogue	B2) Extending the mobility period
A3) Timetable conflict	B3) Other (please specify)
A4) Other (please specify)	