

Learning Agreement – Package 1

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 courses successfully completed abroad. By signing this document, the student, the home institution and the host institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Home and host institutions undertake to apply all the principles of the Erasmus Charter for Higher Education and/or the SEMP Charter relating to mobility for studies (and potential principles agreed in the Inter-Institutional Agreement). The host institution confirms that the courses listed in Table A are in line with its course catalogue and should be available to the student. The home institution commits to recognise all the credits or equivalent units gained at the host institution for the successfully completed courses and to count them towards the student's degree. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the host institution will communicate to the home institution any problems or changes regarding the study programme, responsible persons and/or study period.

Student	Last name(s)	First name(s)	Date of birth
	E-mail	Study cycle	Field of study at HEG
		Bachelor	IBM (International Business Management, taught in English)
Sending Institution	Name of institution	Faculty/Department or Study Programme	City and Country
	Erasmus Code	First and last name of contact person	E-mail
Receiving institution	Name of institution	Faculty/Department or Study Programme	City and Country
	HES-SO Haute école spécialisée de Suisse occidentale	Haute école de gestion de Genève (HEG)	Geneva - Switzerland
	Erasmus Code	First and last name of contact person	E-mail
	CH DELEMON02	Xavier Burdet	xavier.burdet@hesge.ch
Planned period of the mobility	from [dd/mm/yyyy] _____ to [dd/mm/yyyy] _____	This LA refers to: autumn semester	

All parties must sign the Learning Agreement before the start of the mobility. It is not compulsory to circulate a paper document to collect original signatures. Scanned copies of signatures or digital signatures may be accepted, depending on the national legislation or institutional regulations. Table A states the courses to be attended at the receiving institution and the number of ECTS credits (or equivalent) to be awarded upon successful completion.

Table A: Courses to be attended at the Receiving Institution			
Course unit code and title	Language of instruction	Credits (ECTS or equivalence)	
30111 Business Management	English	4	
30311 Marketing Principles I	English	3	
30411 Leading yourself	English	2	
30511 Microeconomics	English	4	
30611 Business Law	English	3	
30811 English Communication 1	English	2	
French courses – Alternative course for French native speakers			
<input type="checkbox"/> 30828a French for non-native speakers (A1) 2 TRUE beginners <input type="checkbox"/> 30828b French for non-native speakers (A1) 2 FALSE beginners <input type="checkbox"/> 30828 French for non-native speakers (A1-2) 2 Intermediate B2 <input type="checkbox"/> Alternative course for French native speakers:	French / English	2	
2 electives out of 4 to be confirmed by HEG coordinator upon registration (course code + title)			
Elective 1:	<input type="checkbox"/>	English	5
Elective 2:	<input type="checkbox"/>	English	5
Elective 3:	<input type="checkbox"/>	English	5
Elective 4:	<input type="checkbox"/>	English	5
			Total 30

During the mobility period: exceptional changes

Exceptional changes to the courses listed in Table A have to be approved by the student, the responsible person in the home institution and the responsible person in the host institution by email or signature. Any changes should be clearly documented in a new Learning Agreement and should be done as early as possible after the beginning of the courses.

Student

Place, date: _____ Signature: _____

Responsible contact person at the home institution

Place, date: _____ Signature: _____

Responsible contact person at the host institution

Place, date: _____ Signature: _____