

# LEARNING AGREEMENT

## KNOWLEDGE = ACTION

### Why is your learning agreement (LA) so important?

Your LA is part of your study contract at Hasselt University. The courses that you will follow abroad will be added to your study contract once all parties have signed the LA. Hence, it is **IMPORTANT** that your LA is correct! The courses mentioned in your LA will be the ones that will be added to your study contract and your diploma supplement. If however you follow other courses than mentioned on your LA and you forget to warn Hasselt University, these grades will not be acknowledged. Changes to the LA are allowed once within one month of your starting date. The starting date is mentioned in your exchange portal - top right) with the exception of force majeure.

**BEFORE** you start with your LA, make sure to discuss the content of your LA with your [faculty coordinator internationalisation](#).

**SIDE NOTE:** Some host universities might ask the same administration in another template. If so, follow the instructions of your host institution AND the UHasselt instructions below. It is of utmost importance to follow the steps below as well as the instructions of your host university. Please warn your faculty coordinator internationalisation if double administration is required!


The image shows a screenshot of a student portal. On the left, there is a vertical menu with the following items: My Privacy Preferences, My student card, My eID, My tuition fee, My programme (with a double arrow icon), My study progress (with a double arrow icon), Reporting absence and request catch-up exam, Declaration of honour with regard to taking digital exam, and Exchange portal (which is highlighted with a red box). To the right of this menu, there is a section titled 'Via "my student file" you can' followed by a bulleted list of actions: consult and update you, enrol and check your di, consult and check a stu, include course units in, consult your examresu, print a form to unsubs, make a choice from sub, print personalised form, consult timetables for e, and register study time. A red arrow points from the 'Exchange portal' item in the menu to the 'print personalised form' item in the list.

# STEP 1

- Go to 'My student file'
- Click on 'Exchange portal'

Exchange portal

Study	Traineeship
<b>Application for study</b>	<b>Application for traineeship</b>
At the moment the applications for study are closed	Apply for academic year :
	<b>2022-2023 Nieuwe kandidaatstelling</b>
<b>My study file</b>	<b>My traineeship file</b>
<b>2021-2022 Universidad Carlos III de Madrid</b>	You don't have any traineeship file




# STEP 2


Choose the correct file (= choose the correct destination)

**Guest institution**

**Universidad Carlos III de Madrid**  
C/Madrid  
Madrid  
Spanje  
[www.uc3m.es/portal/page/portal/international/students/exchange](http://www.uc3m.es/portal/page/portal/international/students/exchange)  
**Erasmuscode: E MADRID14**

**Learning agreement**




[Contact abroad](#) 


# STEP 3

Click on 'Learning agreement'

Status of your Learning agreement is : **No Status**

Learning agreement		Changed Learning agreement	
			

Course unit code	Name course unit	Type	Course language	ects-credits		
				Semestre 1	Semestre 2	
<input type="text"/>	<input type="text"/>	Course	Not applic	<input type="text"/>	<input type="text"/>	

# STEP 4

Complete all the required fields:

1. Course unit code (at host institution)
2. Course name at host institution (study guide host institution)
3. Type (course, internship, master thesis,...)
4. Language of instruction
5. Number of ECTS credits (per semester)
6. Don't forget to click on the submit button
7. Submit your LA when all courses have been added to the list

**TAKE CARE!** The course unit and the course name **MUST BE CORRECT!**

# STEP 5

As soon as your faculty coordinator internationalisation has approved your LA, you will receive an e-mail to digitally sign your LA via 'My student file - Exchange portal - Learning agreement'. **DO NOT FORGET** to check everything and digitally sign this agreement! After this step, your LA will

automatically be sent to your host university. But to be sure, download the LA and ask your partner institution to approve and sign the LA. Once signed by all parties, send the PDF document to Erika Vandersmissen ([erika.vandersmissen@uhasselt.be](mailto:erika.vandersmissen@uhasselt.be)). It will be added to your exchange file.

## STEP 6

Don't forget to **compose your UHasselt study programme** after re-registration at Hasselt University **by 15 October at the latest**. You only have to register for the subjects that you will follow at Hasselt University!!

Re-registration must happen before 21 September.

## STEP 7

Once you have an original LA, it is possible to change this LA within one month of your starting date (see 'My student file - Exchange portal - Choose the correct destination - look top right). If this date is missing you should contact Ms. Erika Vandersmissen ([erika.vandersmissen@uhasselt.be](mailto:erika.vandersmissen@uhasselt.be)).

**HOW?** When you have an original LA (signed by all parties), it will be possible to start up a change request via 'My students file' - 'Exchange portal'. Take care! A changed LA will not be automatically sent to the partner university. Make sure to download the file once approved by your faculty coordinator and yourself, and ask your partner university to approve and sign this changed LA. Once signed by all parties, send the PDF document to Erika Vandersmissen ([erika.vandersmissen@uhasselt.be](mailto:erika.vandersmissen@uhasselt.be)). The changed LA will be added to your exchange file.