**OQEANOUS**

Agenda 6

Credit Transfer System in East Asia

**LEARNING AGREEMENT**

Academic year 20 - 20

Study period: from to

STUDENT INFORMATION

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Last name | First name | Date of Birth | Nationality | Gender | Degree | Univ. Year |
|  |  |  |  | □M/□F | □B/ □M | □1/□2/□3/□4 |
| Home address | | Postal code | Country | Phone number(Mobile) | E-mail address | |
|  | |  |  |  |  | |
| Home Institution | |  | | Country |  | |

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| The level of ENGLISH proficiency at the start of the study period is:  □TOEFL 　　　□IELTS　　 □TOEIC　　　　□Other English Tests  □Poor □Conversational　□Fluent　□Native Speaker |

Details of the proposed STUDY PLAN

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| --- | --- | --- | --- | --- |
| OQEANOUS Code | Educational Component  (as indicated in Course Catalog) | Lecturer  in charge | Number of CTSEA credits | Number of credits to be approved at home institution |
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Research Plan ( for DDP students only) If there is not enough space, please use the attachment 1.

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| --- | --- |
| Research Theme |  |
| Abstract of Research |  |
| Research  Contents |  |
| Prospective  Supervisors |  |
| Commitment  The student, the Home Institution and the Host Institution confirm the approval of the Learning Agreement by signing this document, and will comply with all the arrangements agreed by all parties. Home and Host Institutions undertake to apply all the principles of the OQEANOUS Program relating to mobility for studies, and full information of the Credit transfer method of CTSEA should be provided to the student. The student agrees that the credit of the Educational Components above shall be given and fair translation of grades shall be ensured in accordance with CTSEA Guideline.  The Host Institution confirms that the educational components listed above are in line with its course catalogue and should be available to the student.  The Home Institution commits to recognize all the credits or equivalent units gained at the Host Institution for the successfully completed educational components and to count them towards the student's degree as in the table above.  Any exceptions to this rule are documented in annexes and agreed by all parties.  The student and the Host Institution will communicate with the Home Institution if there are any problems or changes regarding this study plan or study period. | |
| Student’s signature  Date: | |

|  |  |
| --- | --- |
| **Home Institution**  OQEANOUS supervisor/advisor’s signature    Date:  Institutional Coordinator’s signature    Date: | **Host Institution**  OQEANOUS supervisor/advisor’s signature    Date:  Institutional Coordinator’s signature    Date: |

|  |  |
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| Contact Person: | |
| At the **Home institution**  Name  Position:  Tel. Email | At the **Host institution**  Name  Position:  Tel. Email |

**Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport.

2**OQEANOUS code**: Please leave blank if it is not decided or unknown.

3**Contact person**: 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 works at the international relations office or equivalent body within the institution.

4An "**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.

5**Course catalogue**: detailed, user-friendly and up-to-date information on the institution’s learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.

6**Level of English Proficiency**: Please choose the level of proficiency. If you have any records of specific English TEST, please be sure to fill in.

7**Institutional Coordinator at the Home Institution and the Host Institution**: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body.

**Annex 1**

**OQEANOUS Study Plan Change Form**

Student’s Name:

Student’s ID Number:

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| --- | --- | --- | --- | --- | --- |
| OQEANOUS Code | Educational Component  (as indicated in Course Catalog) | Lecturer  in charge | Deleted or Added  Component | Number of CTSEA credits to be recognized by the Home Institution | Reasons  Choose 1 Item below |
|  |  |  | □D/□A |  |  |
|  |  |  | □D/□A |  |  |
|  |  |  | □D/□A |  |  |
|  |  |  | □D/□A |  |  |
|  |  |  | □D/□A |  |  |

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| --- | --- |
| Reasons for deleting a component | Reasons for adding a component |
| 1. Previously selected educational component is no available at the Host Institution  2. Component is in a different language than previously specified in the course catalogue  3. Time table conflict  4. Other(Please specify: ) | 5. Substituting a deleted component  6. Extending the mobility period  7. Other(Please specify: ) |

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| Student’s signature  Date: |

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| **Home Institution**  Institutional Coordinator’s signature OQEANOUS coordinator’s signature    Date: Date: |

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| **Host Institution**  Institutional Coordinator’s signature OQEANOUS coordinator’s signature    Date: Date: |

**Form 1**

**OQEANOUS Program Completion Report**

Student’s Name:

Student’s ID Number:

At the Host Institution

Period of the mobility: from〔month/year〕 to〔month/year〕

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| --- | --- | --- | --- | --- | --- |
| OQEANOUS Code | Educational Component  (as indicated in Course Catalog) | Lecturer  in charge | Semester | Number of CTSEA credits awarded by the Host Institution | Grades received at the Host Institution |
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| **Home Institution**  Institutional Coordinator’s signature OQEANOUS administrator’s signature    Date: Date: |

At the Home Institution

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| --- | --- | --- | --- | --- |
| OQEANOUS Code | Educational Component  (as indicated in Course Catalog) | Lecturer  in charge | semester | Number of CTSEA credits recognized by the Home Institution |
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| **Host Institution**  Institutional Coordinator’s signature OQEANOUS administrator’s signature    Date: Date: |

Annex 2

Application for Withdrawal from OQEANOUS DDP Program

I wish to officially withdraw from OQEANOUS DDP Program.

Date:

Student’s signature

Student’s Name:

Student’s ID Number:

(Home) (Host)

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| --- | --- |
| **Confirmation** | **Confirmation** |
| **Home Institution**  Institutional Coordinator’s signature    Date:  OQEANOUS coordinator/advisor’s signature    Date: | **Host Institution**  Institutional Coordinator’s signature    Date:  OQEANOUS coordinator/advisor’s signature    Date: |

Attachment 1

Research Plan ( for DDP students only)

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| --- | --- |
| Research Theme |  |
| Abstract of Research |  |
| Research  Contents |  |
| Prospective  Supervisors |  |