Learning Agreement Tutorial
INDEX

1. The complete Learning Agreement (LA)
2. Page 1, Part 1 – How and where to fill
3. Page 1, Part 2 – continued
4. Page 2 of the LA – What to do if you want to make changes to your choice of courses
5. Example – This is what your LA should look like in the end
6. STEP by STEP explanation of the process
7. Frequently Asked Questions (FAQ)
This is what the Bilgi-Learning Agreement looks like

| ECTS - EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM |
| LEARNING AGREEMENT |
| ACADEMIC YEAR 20.../21... - FIELD OF STUDY: |

**Name of student:**

**Sending institution:**

**ISTANBUL BILGI UNIVERSITY**  **Country: Turkey**

**DETAILS OF THE PROPOSED STUDY PROGRAMME ABROAD: LEARNING AGREEMENT**

<table>
<thead>
<tr>
<th>Receiving institution:</th>
<th>Country:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Course unit code (if any) and page no. of the information package</th>
<th>Course unit title (as indicated in the information package)</th>
<th>Number of ECTS credits</th>
</tr>
</thead>
</table>

**If necessary, continue the list on a separate sheet**

<table>
<thead>
<tr>
<th>Student’s signature</th>
<th>Date:</th>
</tr>
</thead>
</table>

**SENDING INSTITUTION**

We confirm that the proposed programme of study/learning agreement is approved.

**Departmental coordinator’s signature**

**Institutional coordinator’s signature**

**Date:**

**RECEIVING INSTITUTION**

We confirm that this proposed programme of study/learning agreement is approved.

**Departmental coordinator’s signature**

**Institutional coordinator’s signature**

**Date:**
Fill in the Academic Year of your exchange period

Your name and surname

The University you WILL go to

Where is this University? Which country?

You will find a course number (if available). It can consist of numbers and letters

Name of the course that you chose (same order)

Write down the number of ECTS credits that you would get for each course you have chosen
Attention! Get these two parts filled and signed BEFORE you leave Turkey!

Student’s signature

Sign here! Student has to signed first

Date: ________________________________

Fill in the date of signature

SENDING INSTITUTION

We confirm that the proposed programme of study/learning agreement is approved.

Departmental coordinator’s signature

Get a signature from your Bilgi University department Erasmus coordinator. He/she has to approve your choices.

Institutional coordinator’s signature

Get a signature from the Erasmus Office at Bilgi

Date: ________________________________

RECEIVING INSTITUTION

We confirm that this proposed programme of study/learning agreement is approved.

Departmental coordinator’s signature

This part needs to be filled by your HOST University’s Department Coordinator! You need to get his/her contact information as soon as you arrive.

Institutional coordinator’s signature

The Incoming Exchange Coordinator’s Signature at your HOST University.

Date: ________________________________
ATTENTION!!

• Only fill out this page if you want to add/drop courses. You must get the approval of your Departmental Erasmus Coordinator at Bilgi before changes and then you use this sheet.
• Get the HOST university’s signatures first (Scan it and send it to erasmus@bilgi.edu.tr for the signatures at Bilgi).

Fill in your name, university (Bilgi) and Country.

To drop courses from the original Learning Agreement (Page 1) you have to write the code and name of the course and then select Deleted course unit.

To add courses to the original Learning Agreement you have to write the code and name of the course and then select Added course unit.

Sign and get the signatures again. (see previous slide)
EXAMPLE of a filled Learning Agreement:

Please keep in mind that this is only an example and should NOT be copied.

The Learning Agreement has to be filled electronically!

<table>
<thead>
<tr>
<th>Course unit code (if any) and page no. of the information package</th>
<th>Course unit title (as indicated in the information package)</th>
<th>Number of ECTS credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW 121</td>
<td>Constitutional Law I</td>
<td>6</td>
</tr>
<tr>
<td>LAW 180</td>
<td>Legal Thinking &amp; Skills II</td>
<td>6</td>
</tr>
<tr>
<td>LAW 203</td>
<td>Introduction to Moot Court Competition: Special Topics</td>
<td>6</td>
</tr>
</tbody>
</table>

... AND SO ON

if necessary, continue the list on a separate sheet

<table>
<thead>
<tr>
<th>Student’s signature</th>
<th>Date: DD/MM/YYYY</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td></td>
</tr>
</tbody>
</table>

SENDING INSTITUTION
We confirm that the proposed programme of study/learning agreement is approved.

Departmental coordinator’s signature
Date: DD/MM/YYYY

Institutional coordinator’s signature
Date: DD/MM/YYYY

RECEIVING INSTITUTION
We confirm that this proposed programme of study/learning agreement is approved.

Departmental coordinator’s signature
Date: DD/MM/YYYY

Institutional coordinator’s signature
Date: DD/MM/YYYY

There should be signatures from your host university as well. These will be filled while the student is abroad.
How to handle the Learning Agreement step by step.

1. Fill in the first page of the Learning Agreement as shown in slide 3 and 4.
   
   **IMPORTANT**: Choose courses that are taught in English from the host university’s course list.
   
   Please note that the courses you have chosen may not be your final choices. You may need to add/drop courses due to various reasons such as the unavailability of a course. (Please use the second page of your Learning Agreement)

2. Before leaving Turkey, you need to get the courses you have chosen approved and signed by your departmental coordinator first and then by the Institutional coordinator (Erasmus Office).

3. Bring your Learning Agreement to your host university.
1. Get the first page signed by the departmental and institutional coordinators at your host university (This is Partner University, not Istanbul Bilgi University).

   **Note:** If you want to add/drop courses from your first choices, you have to fill page 2 of the Learning Agreement as shown in slide 5 & 6. Note that you will need signatures from your host university first and then from the home university.

   If you fill in the second page for course changes, please follow these steps!

   1. Do not forget to sign your Learning Agreement yourself!
   2. After you get signatures from host university, scan your Learning Agreement and send it to erasmus@bilgi.edu.tr for the sending university‘s signatures on the second page.
   3. Finally, bring originals of first and second pages to the Erasmus Office of Istanbul Bilgi University after you return.
Frequently Asked Questions (FAQ)

Q: Who has to sign first?
A: First you should sign yourself, then get the signatures from the departmental coordinator and last but not least get the LA signed by your institutional coordinator.

Q: How do I know the ECTS value of the courses I have chosen?
A: You may ask of your coordinator at the host university or check in their courses list that the partner university provided you.

Q: When do I have to send in the Learning Agreement?
A: Whether you want to make changes to your choice of courses or not, you must send back first page of the Learning Agreement within one month after arrival. Change of courses page (second page), must be sent afterwards as well.
Frequently Asked Questions (FAQ)

Q: How do I find the Courselist?
A: You can check on the host university's webpage.

Q: Do the signatures have to be originals or can they be scanned?
A: All signatures have to be originals, the Erasmus Office does not accept any scanned or printed signatures.

Q: Do I have to fill the second page even if I didn't change any courses?
A: No, you just need to fill the second page in case you want to Add or Drop courses from your initial choices.

Q: Do I always have to get signatures for both pages, even if I make changes?
A: Yes! The Learning Agreement is only official and accepted by all parties if all pages are signed by all parties!
Frequently Asked Questions (FAQ)

Q: How many Learning Agreements do I have to prepare?
A: You need to prepare THREE original versions of your Learning Agreement! One is for the Host University, one for you and one is for BILGI.

Q: Are the signatures enough?
A: It is important to get the stamps from both universities too. Otherwise the signatures will not be accepted!

Q: Can I fill the Learning Agreement out by hand?
A: The Learning Agreement always has to be filled electronically.

Q: What if I want to choose more courses, so that it does not fit into the table on the Learning Agreement anymore?
A: You can use a separate sheet from the second page to note down those courses and attach it to the Learning Agreement! Again, all changes need approval from both sending and receiving institution.