



EWP+ Consortium

Development, Implementation and Support of
the European Student Card Initiative

**Mandatory Business requirements Erasmus+
Learning Agreement**

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1. Purpose of this document

This document describes the business requirements and business processes for Erasmus+ learning agreements (LAs) set up in the context of Erasmus Without Paper (EWP). It aims to clarify the requirements for the technical solutions developed under EWP and in the local implementation that should adequately support the business processes related to LAs at Higher Education Institutions.

2. What is a Learning Agreement?

An agreement between the sending/home and receiving/host Higher Education Institution (HEI) and the participating individuals, defining the aims and content of the mobility period in order to ensure its relevance and quality. It is also the basis for recognition of the period abroad by the sending organisation ([Erasmus+ Programme guide 2021](#)).

3. High level process for establishing a Learning Agreement

Before the LA comes into focus a selection process has taken place (out of scope for this document). In some cases, the intended courses to be taken at the receiving/host institution is a selection criterion for the selection process but oftentimes the content of the exchange comes only at a later stage.

As a first step the student should discuss with his/her “Responsible person at the Sending Institution” (terminology from the official template, terminology might differ at several HEIs) what courses to take at the receiving HEI and what courses (or a reference to a mobility window) will be replaced at the sending HEI, sign it and send it (oftentimes this is an automatic step) to the responsible person at the sending HEI for approval. In some cases an additional person needs to have a say about the LA before the responsible person can approve. The responsible person can either approve or reject the LA. When rejected it is sent back to the student who should act upon the comments attached to the rejection. Afterwards the student sends it again for validation to the sending HEI. Upon approval of the sending HEI, the LA is sent to the receiving HEI who can either approve or reject with comments. When rejected the process starts over



again with the introduction of any changes requested in the comments and approval of the student and the sending HEI. When approved by all three parties a first version of the LA is established. The LA should be approved by 3 parties (student, sending HEI, receiving HEI), before the mobility starts.

When the student arrives at the receiving HEI, it is often not possible to take all the courses indicated in the LA, for example, because of timetable conflicts, courses not on offer for the given academic term or the courses are already full. The student can modify the LA at the sending HEI. A new version of the LA is created based on the first version that was approved and the student can clarify the removal of initially foreseen courses or addition of new ones via standardised answer options or open remarks (this is only the case for the so-called long-term mobility in the template referred to as mobility type “semesters”). The process starts all over again with approval by the student - sending HEI - receiving HEI. Both sending & receiving HEI can reject the LA with comments that should be acted upon by the student in order to establish a LA approved by the three parties.

Short-term blended mobility and short term doctoral mobility are new mobility formats and at the time of writing these business requirements the business processes when it comes to changes to approved LA is not yet completely clear. Therefore it is recommended to apply the same rules in terms of new versions of approved LAs for these mobility formats until further notice. The BPO-SEG will gain monitor the use of these formats and if needed recommend new guidelines to be implemented in future iterations of the API.

Official guidelines can be found [here](#).

4. Objectives EWP

- Replace a paper-based workflow by a digital workflow;
- Provide an overview of LAs and their status;
- Increase transparency about the LA and its changes for all parties involved;
- Improve recognition processes.

5. Stakeholders

- Erasmus students;
- Academic coordinators responsible for exchanges at HEIs
- Business process owners working on LA administration at institutions holding an ECHE;
- IT-managers working at IROs & third party mobility software providers;
- IT-teams developing solutions for mobility administration.

6. EWP User stories

Mobility type

Upon creation of the LA students need to indicate which type of mobility they will participate in and choose between the 1) Long-term physical mobility (with an optional virtual component), 2) Short term blended mobility (with a compulsory virtual component) and 3) Short term doctoral mobility (with an optional virtual component). Students then continue filling in the other mandatory details in the document.

Choosing long-term physical mobility will give one template and choosing short-term blended and short-term doctoral mobility will have the other.

Alternatively, also a HEI can initiate and pre-fill some basic values in the LA template for the student.

Status of LA

Student fills in the LA and when all the mandatory values are entered - signs it. The sending and receiving HEI then need to review the document and if they agree to the proposed document - also sign the LA.

All changes to the document trigger a new version of the LA that is relevant for the quality assurance procedures and, therefore, need to be available to all the parties involved.

Versioning of LA for long term mobility

During the LA life cycle - there may be updates to be introduced to the document due to many reasons. Key issue is that the course catalogues are published only shortly before the beginning of the semester, hence students will often need to make adjustments in the LA that was initially made, right upon arrival at the host HEI. The updates in courses is one type of change (indicating reasons for deletion or addition), yet also the responsible/contact people can change as well as some corrections need to be introduced in the students academic data.

Most of the changes that are introduced need to be validated by all three signing parties again. Such changes will be initiated on the side of the sending HEI by the student or the sending HEI and will trigger re-signing by all three parties.

Virtual component - novelty in the template

Alongside indicating courses the student can also indicate the activities they will follow in an online/virtual form.

1. For long term mobility track it is an optional addition to their mobility programme. They can add the virtual component in a form of courses or free-text description.
2. For short-term blended track it is mandatory to have a virtual component and a simple description of the activities carried out.
3. For short-term doctoral track it is optional to have a virtual component and a simple description of the activities carried out.

Automatic recognition - novelty in the template

From now on the LA template also includes the recognition aspects. When a mobility programme is set-up (courses and virtual elements) all the components indicated at the sending institution are automatically pre-set to “yes” in the automatic recognition checkbox - meaning that all learning outcomes at the receiving HEI for each of the components would be recognised by the sending HEI. The sending institution can change it to “no” for any of the components, but then need to describe what alternative form of recognition will take place in a form of an open comment. Such change then needs to be re-

confirmed by all three parties and the student restarting the signing procedure - allowing the student to read and decide if they are ready to go abroad under such recognition conditions. Alternative recognition description then becomes part of the LA document values to be exported and stored for QA.

Digital signature

Student and the staff use digital signatures and the status of the LA is communicated across the network.

7. Interoperability mandatory business requirements

- The initial LA is created by student/sending HEI via the system provided by the sending HEI;
- LA signed by student and sending HEI can be shared with receiving HEI via EWP;
- Receiving HEI can either approve the LA or reject with comments, e.g requesting modifications;
- Changes and updates to the LA are always created via the system of the sending HEI upon request of any of the three parties involved;
- Approval or rejection including comments should be visible for students and sending HEI in a clear way;
- A change to the content of the LA should result in a new version;
- Versioning of the LA is clear and transparent for all parties involved;
- As per LA template, ESI field is obligatory to uniquely identify the students;
- Mobility types from the template (Long-term physical mobility (with an optional virtual component), Short term blended mobility (with a compulsory virtual component) and Short term doctoral mobility (with an optional virtual component)) should be supported by all nodes in the network;
- Only one LA per mobility can be exchanged via EWP. This LA can have many versions.
- Deletion of the LA can only be carried out when signed by the student and/or the sending HEI. Once the LA is signed by three parties, it cannot be deleted.

8. High level process flowchart Learning Agreement

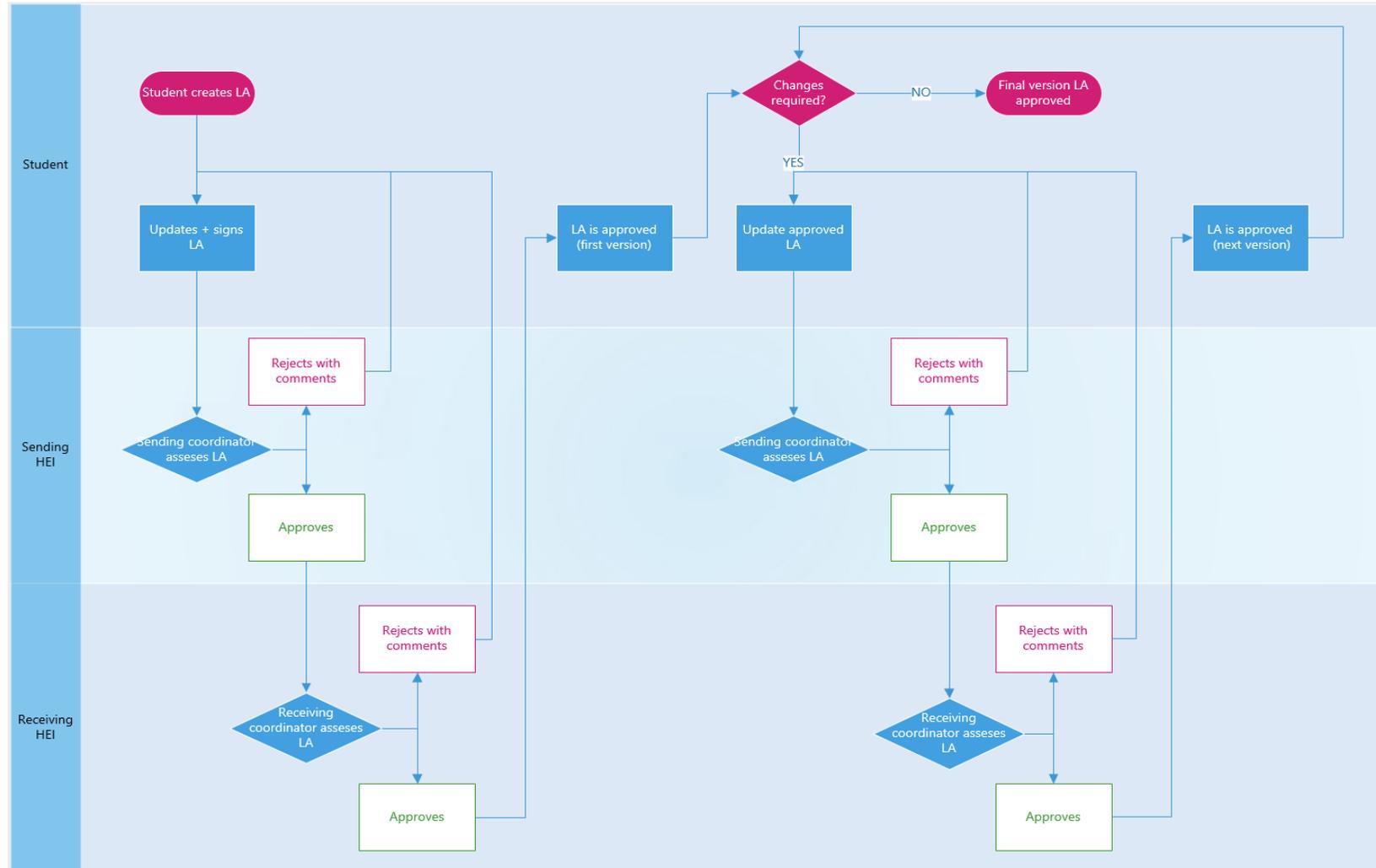


Figure 1: High level process flowchart LA