Learning Agreement

(for St Andrews students studying abroad)

Please complete this document in consultation with your Study Abroad Co-ordinator, and with reference to the *Policy on Credits and Grade Conversion for Study Abroad,* especially the sections: *Number of Credits* and *Choice of Modules and Levels:*

<https://www.st-andrews.ac.uk/students/study-abroad/academic/>

NB Language modules for international students do not normally count towards the credits to be transferred. Please discuss this with your Study Abroad Co-ordinator.

# Step by Step

1. You should agree a provisional *Learning Agreement* with your School(s) before you go abroad. **This can be done via email and does not need to be submitted to the Global Office.**  It is likely that your module choices will change upon arrival.
2. Once abroad, liaise with your Co-ordinator(s) via email to seek final approval of your academic programme abroad.
3. Once approved, sign your *Learning Agreement.* This can be done electronically.
4. You can then either:
	1. Email your Study Abroad Co-ordinator(s) to arrange signature of the *Learning Agreement* and upload the fully signed version to the *My Study Abroad Administration* task in MySaint.

**OR**

* 1. Email your signed *Learning Agreement* to the Global Office and we can arrange final signatures from your Study Abroad Co-ordinators. We will then upload your fully signed agreement to MySaint for your reference.

# Deadline

The approved and signed *Learning Agreement* must be returned to the Global Office team **within four weeks of arrival at your host institution**.

# Placement Details

|  |  |
| --- | --- |
| Name |       |
| St Andrews ID |       |
| Degree Intention |        |
| Host Institution |       |
| Academic Year  |  |
| Placement Duration*\** | Semester One [ ]  | Semester Two [ ]  | Full year [ ]  |

*\*Full year students can complete a Learning Agreement for Semester One at the beginning of their placement, and follow up with a Learning Agreement for Semester Two within four weeks of the host university’s second semester start date.*

# Learning Agreement document details

This Learning Agreement is for:

|  |  |  |
| --- | --- | --- |
| Semester One [ ]  | Semester Two [ ]  | Full year [ ]  |

If you are a Joint Honours student, how many credits (ECTS\* or other) are you taking per subject?

|  |  |
| --- | --- |
| **Subject** | **Credits** |
|       |       |
|       |       |

**Please ensure that you are enrolled in the correct number of modules at the host institution.** Furhter information regarding credit loads can be found on our [webpages](https://www.st-andrews.ac.uk/students/study-abroad/academic/modules-credits/).

# Programme of study

**NB: Pass/ fail modules are not normally permitted.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Module Code** | **Module Title** | **Credits** | **St Andrews subject\*\*** |
| **ECTS***\** | **Other** |
|       |       |       |       |  |
|       |       |       |       |  |
|       |       |       |       |  |
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|       |       |       |       |  |
| **Total number of credits:** |       |       |  |

*\*ECTS is the European Credit Transfer and Accumulation System. 120 St Andrews credits is equivalent to 60 ECTS credits. Further information in the Policy on Credits and Grade Conversion.*

*\*\*If you are joint honours, please indicate which of your two subjects this module will count towards.*

# Signatures*\**

Note to Study Abroad Co-ordinators: Honours students must take at least 90 credits at 4000 level. Modules towards this requirement can be taken abroad. Modules equivalent to 4000 level in St Andrews should be coded as such as part of the Grade Conversion process.

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Signature** | **Date** |
| **Student**  |       |  |  |
| **University of St Andrews** | Study Abroad Co-ordinator (1) |       |  |  |
| **University of St Andrews** | Study Abroad Co-ordinator (2)† |       |  |  |

*\*To confirm that the programme of study/Learning Agreement is approved.*

† *Applies to Joint Honours students only.*

# Changes to programme of study

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Module Code** | **Module Title** | **Added** | **Deleted** | **Credits** | **St Andrews subject**  |
| **ECTS** | **Other** |
|       |       | [ ]  | [ ]  |       |       |  |
|       |       | [ ]  | [ ]  |       |       |  |
|       |       | [ ]  | [ ]  |       |       |  |
|       |       | [ ]  | [ ]  |       |       |  |
|       |       | [ ]  | [ ]  |       |       |  |
|       |       | [ ]  | [ ]  |       |       |  |
|       |       | [ ]  | [ ]  |       |       |  |
|       |       | [ ]  | [ ]  |       |       |  |
|       |       | [ ]  | [ ]  |       |       |  |
|       |       | [ ]  | [ ]  |       |       |  |
| **Totals:** |       |       |       |       |  |

# Signatures*\**

Note to Study Abroad Co-ordinators: Honours students must take at least 90 credits at 4000 level. Modules towards this requirement can be taken abroad. Modules equivalent to 4000 level in St Andrews should be coded as such as part of the Grade Conversion process.

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Signature** | **Date** |
| **Student** |  |  |  |
| **University of St Andrews** | Study Abroad Co-ordinator (1) |       |  |  |
| **University of St Andrews** | Study Abroad Co-ordinator (2) † |       |  |  |

*\*To confirm that the change to the programme of study/Learning Agreement is approved.*

† *Applies to Joint Honours students only.*