

LEARNING AGREEMENT FOR STUDIES

学习协议

For guidelines, please look at Annex 1, for end notes please look at Annex 2
指南详见附件 1, 尾注详见附件 2

Last name(s) 姓氏		First name(s) 名字	
Date of birth 生日		Nationality ¹ 国籍 ¹	
Sex 性别		Academic year 学年	
Study Cycle ² 学习周期 ²		Subject area, Code ³ 学科领域, 代码 ³	0215: Music and Performing Arts (03.2, 03.3 – 212) 0215: 音乐与表演艺术 (03.2,03.3- 212)
Phone 电话		Email 邮箱	

The Sending Institution 派遣机构

Name 名称		Faculty 院系	
Erasmus code (if applicable) 伊拉谟斯代码 (如适用)		Department 部门	
Address 地址		Country, Country code ⁴ 国家, 国家代码 ⁴	
Contact person name ⁵ 联系人姓名 ⁵	Tao Qian	Contact person email & phone 联系人邮箱及电话	tqian@ccom.edu.cn +86 10 6641 2585

The Receiving Institution 接收机构

Name 名称	Birmingham City University 伯明翰城市大学	Faculty 院系	Arts, Design & Media (ADM) 艺术、设计和传媒 (ADM)
Erasmus code (if applicable) 伊拉谟斯代码 (如适用)	UK BIRMING 03	Department 部门	Royal Birmingham Conservatoire 皇家伯明翰艺术学校
Address 地址	200 Jennens Road, B4 7XG	Country, Country code 国家, 国家代码	United Kingdom, GB 英国, GB
Contact person Name 联系人姓名	Rachel King and Chris King	Contact person email & phone 联系人邮箱及电话	exchange.conservatoire@bcu.ac.uk (+44) 0121 331 5901

[Additional contact person that the sending or the receiving institution wants to introduce can be added in this box]

派遣或接收机构如需添加其他联系人; 学生不用填写

**Section to be completed BEFORE THE MOBILITY 交换学习开始前****I. PROPOSED MOBILITY PROGRAMME 交换学习计划**

Planned period of the mobility: from till 计划交换学习周期: 自.....至.....

Table A: Study programme abroad⁶**表 A: 海外学习计划⁶**

Component code (if any) 学科代码 (如有)	Component title (as indicated in the course catalogue) at the receiving institution 接收机构课程名称 (见课程表所示)	Semester [autumn/spring] 学期 (秋季/春季)	Number of ECTS credits to be awarded by the receiving institution upon successful completion 接收机构授予的 ECTS 学分
	Principle Study 主修专业	Autumn 秋季	15(Negotiable) 15(可协商)
	Professional Development Option 1 专业发展选择 1	Autumn 秋季	5
	Professional Development Option 2 专业发展选择 2	Autumn 秋季	5
	Either Professional Development Option 3 or Career Development Option 3 专业发展选择 3 或职业规划选择 3	Autumn 秋季	5
			Total: 30 合计: 30

Web link to the course catalogue at the receiving institution: 接收机构课程目录:

[Web link(s) to be provided] www.bcu.ac.uk/conservatoire
 请提供相关网址:

Table B: Set of components to be replaced at sending institution**表 B: 被替换的派遣机构课程**

Component code (if any) 学科代码	Component title (as indicated in the course catalogue) at the sending Institution 派遣机构课程名称 (见课程目录所示)	Semester [autumn/spring] 学期 (秋季/春季)	Number of ECTS credits ECTS 学分
			Total: 合计:

Provisions that will apply if some educational components would not be successfully completed:**未能顺利完成一些教育内容情况下的适用规定:**

[Please, specify or provide a web link to the relevant information.] www.ccom.edu.cn
 请详述相关信息或提供网址

Language competence of the student 学生语言表达能力

The level of language competence⁷ in [language of instruction] that the student already has or agrees to acquire by the start of the study period is: 学生现阶段或学期初承诺所掌握的语言表达能力⁷

A1 A2 B1 B2 C1 C2

[Other specific requirements that the sending or the receiving institution need to introduce can be added in this box.]

派遣或接收机构如需详述其他要求请填写至此: 学生不用填写

II. RESPONSIBLE PERSONS 负责人信息

Responsible person⁸ in the sending institution:
派遣机构负责人⁸

Name 姓名	Tao Qian	Function 职位	Deputy Director of the International Affairs Office
Phone 电话	+86 10 6641 2585	Email 邮箱	tqian@ccom.edu.cn

Responsible person⁹ in the receiving institution:
接收机构负责人⁹

Name 姓名	Rachel King	Function 职位	International Coordinator
Phone 电话	(+44) 0121 331 5901	Email 邮箱	Exchange.conservatoire@bcu.ac.uk

III. COMMITMENT OF THE THREE PARTIES 三方承诺书

By signing this document, the student, the sending institution and the receiving institution confirm that they approve the proposed Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and receiving institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the inter-institutional agreement for institutions located in partner countries).

学生、派遣机构和接收机构签订本文件，即视为承认此学习协议，并遵守所有三方约定条款。派遣和接收机构遵从所有高等教育伊拉谟斯项目中关于交换学习的规定 (或合作国家中机构间约定的其他协议条款)。

The receiving institution confirms that the educational components listed in Table A are in line with its course catalogue.

接收机构确认表 A 中所列科目来自本校课程目录。

The sending institution commits to recognise all the credits gained at the receiving institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties.

派遣机构承认学生在接收机构研修课程所得学分，且成绩计入表 B 中学生成绩。此规定的例外情况均列述于本学习协议附件中，协议三方对此知晓。

The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

学生与接收机构应与派遣机构沟通关于交换学习计划、负责人信息和/或学习周期计划的任何问题或变动。

The Student 学生

Student Signature 学生签字		Date 日期	
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The Sending Institution 派遣机构

Responsible Person's Signature 负责人签字		Date 日期	
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The Receiving Institution 接收机构

Responsible Person's Signature 负责人签字		Date 日期	
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Section to be completed DURING THE MOBILITY 交换学习期间

CHANGES TO THE ORIGINAL LEARNING AGREEMENT 修改交换学习计划

I. EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME 建议交换学习计划的特殊变化

Table C: Exceptional changes to study programme abroad

表 C: 国外交换学习计划的特殊变化

Component Code(if any) at the receiving institution 接收机构课程代码 (如有)	Component title (as indicated in the course catalogue)at the receiving institution 接收机构课程名称 (按课程目录)	Deleted component[tick if applicable] 删除的课程 【可勾选】	Added component [tick if applicable] 增加的课程 【可勾选】	Reason for change ¹⁰ 改变原因 ¹⁰	Number of ECTS credits to be awarded by the receiving institution upon successful completion of the component 接收机构授予的 ECTS 学分
					Total: 合计:

II. CHANGES IN THE RESPONSIBLE PERSON(S), if any: 负责人的变化, 如有:

New Responsible Person in the Sending Institution

派遣机构新负责人

Name 姓名		Function 职务	
Phone 电话		Email 电邮	

New Responsible Person in the Receiving Institution

接收机构新负责人

Name 姓名		Function 职务	
Phone 电话		Email 电邮	

III. COMMITMENT OF THE THREE PARTIES 三方承诺

The student, the sending institution and the receiving institution confirm that the proposed amendments to the Learning Agreement are approved.

学生, 派遣机构和接收机构共同承认对学习协议所做的以上修改。

The Student 学生

Student Signature (or approval by email)		Date	
学生签字(或发送确认邮件)		日期	

The Sending Institution 派遣机构

Responsible Person's Signature (or approval by email)		Date	
负责人签字(或发送确认邮件)		日期	

The Receiving Institution 接收机构

Responsible Person's Signature (or approval by email)		Date	
负责人签字(或发送确认邮件)		日期	

Section to be completed AFTER THE MOBILITY 交换学习结束后

RECOGNITION DOCUMENT 认证文件

Start and end dates of the study period: from [day/month/year] till [day/month/year]

交换学习的开始和结束时间：自【日/月/年】至【日/月/年】

Table E: Transcript of Records

表 E：成绩单

Component Code(if any) 课程代码（如有）	Component title (as indicated in the course catalogue)at the receiving institution 接收机构课程名称（按课程目录）	Was the component successfully completed by the student?[Yes/No] 学生是否顺利完成课程学习？【是/否】	Number of ECTS credits ECTS 学分	Receiving Institution grade 接收机构成绩
			Total: 合计：	

The Receiving Institution 接收机构

Responsible Person's Signature (or approval by email) 负责人签名（或发送确认邮件）		Date 日期	
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Table F: Recognition outcomes

表 F：修改结果

Component Code(if any) 课程代码（如有）	Component title (as indicated in the course catalogue)at the sending institution 派遣机构课程名称（按课程目录）	Number of ECTS credits ECTS 学分	Sending Institution grade, if applicable 派遣机构成绩（如有）
		Total: 合计：	

The Sending Institution 派遣机构

Responsible Person's Signature (or approval by email) 负责人签名（或发送确认邮件）		Date 日期	
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Annex 1: Guidelines
附录 1: 指南

This template of Learning Agreement requires the information that the student, the sending and receiving institutions need to agree on to carry out and ensure recognition of mobility study periods under Erasmus+.

本学习协议模板所填信息，学生、派遣机构、接收机构均需同意执行，且确保本次交换学习周期通过了伊拉斯谟+项目认证。

If the sending or the receiving institutions need to introduce other specific requirements, these can be added in the box in the first page (e.g. in case other contact people should be mentioned, for example, in the coordinating institution of a consortium).

如果派遣或接收机构需要阐述其他需求细则，可填写至第一页的空白框处（例如需提供协调机构或联合机构其他联系人信息）。

PROPOSED MOBILITY PROGRAMME 拟交换学习计划

The proposed mobility programme includes the indicative start and end months and the agreed study programme that the student will carry out during his mobility period and which the sending institution commits to give recognition upon successful completion by the student.

此拟交换学习计划包括起始、终止月份，学生研修期间得到派遣机构认可的待研修课程。

The Learning Agreement must include **all the educational components to be carried out by the student** at the receiving institution (in table A) and it must contain as well the set of components to be replaced at sending institution upon successful completion by the student (in table B). Additional rows can be added as needed to tables A and B.

此学习协议必须包含所有学生在接收机构中的**待修教育内容**（表 A），及在派遣机构需要替换的课程（表 B）。其它补充可按需填写至表 A 和表 B。

The student is recommended to take educational components totalling a minimum of 30 ECTS credits per semester or 15 ECTS credits per trimester. In case the student would follow additional educational components above the required number of ECTS credits needed for his/her degree curriculum, these additional credits must also be contained in the study programme outlined in table A.

建议学生每学期研修至少 30ECTS 学分的课程，或每三个月研修至少 15ECTS 学分的课程。如该生需要研修学位要求之外的课程，则这些课程需来自表 A 的学习计划中。

When there are mobility windows embedded in the curriculum, it will be enough to fill in table B in the following way:

如课程中含有可扩展内容，须详尽列述于表 B 中。

Component code(if any) 课程代码	Component title(as indicated in the course catalogue) at the sending institution 派遣机构的课程名称（如课程列表所示）	Semester[autumn/spring] [or term] 学期（秋季/春季）	Number of ECTS credits ECTS 学分
	可扩展内容	...	Total: 30 总计: 30

Otherwise, the set of components will be included as follows:

另，课程应包含如下内容：

Component code(if any) 课程代码	Component title (as indicated in the course catalogue) at the sending institution 派遣机构的课程名称（如课程列表所示）	Semester[autumn / spring] [or term] 学期（秋季/春季）	Number of ECTS credits ECTS 学分
	Course x 课程 X	...	10
	Module y 模块 Y	...	10
	Laboratory work 实验工作	...	10
			Total:30 合计: 30

The sending institution must **fully recognise the number of ECTS credits contained in table A** and any exception to this rule should be documented in an annex of the Learning Agreement and agreed by all parties (i.e. in case of additional educational components above the required number of ECTS credits needed for the degree curriculum).

派遣机构需**完全认可表 A 中所述 ECTS 学分**，所有例外情况均需在本学习协议的附件中列明且得到三方认可（例如在学位学习中为获得 ECTS 学分需要研修其他课程）

The sending institution must foresee which provisions will apply in case some educational components would not be successfully completed by the student.

派遣机构需预知学生如未能在交换学习期间顺利完成部分课程时适用的条款。

All parties must **sign the document**; however, there is no need to circulate papers with original signatures because scanned copies of signatures or digital signatures are recognised.

协议各方需**签署该文件**；但无需用原件签名流转，扫描件签名和电子签名均被认可。

* In countries where the "ECTS" system it is not in place, in particular for institutions located in partner countries not participating in the Bologna process, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used.

*对于 ECTS 学分制不适用的国家，尤其是不参与“博洛尼亚进程”国家的机构，所有列表中的 ECTS 学分需以同等系统的学分替换。

CHANGES TO THE ORIGINAL LEARNING AGREEMENT 原学习协议的修改

The section to be completed during the mobility is **only needed if it is necessary to introduce changes into the original Learning Agreement**. In that case, the section to be completed before the mobility should be kept unchanged, changes should be described in this section and both parts should remain together in a single document.

如需改变原学习协议时可在交换学习过程中提交此部分内容。交换学习前必填部分需保持不变，在此处填写需变更的内容。两个部分均需保存在独立的文件中。

Requests for extension of the **duration** of the mobility programme should be made up to one month before the foreseen end date. 应在交换学习预计结束日期前一个月提出**延长学习时间的请求**。

Changes to the mobility **study programme** should be exceptional, as the three parties have already agreed on a set of educational components to be taken abroad and how to recognise them on the light of the course catalogues that the sending and receiving institutions have committed to publish well in advance of the mobility periods and update regularly as ECHE holders. However, introducing changes may be unavoidable due to, for example, timetable conflicts or because the previously selected educational component is not available at receiving institution or it is in a different language than previously specified in the course catalogue. 作为加入高等教育伊拉斯姆斯项目的成员，如三方均已认可了派遣机构和接收机构在交换学习前承诺公布和定期更新的在外国学习的教育课程内容和从课程目录上看如何认证这些教育内容，对**交换学习计划**的修改则为特殊情况。但如因时间表冲突、事先在接收机构选择的教育内容不可选修及授课语言与课表所列不一致等变化可能是不可避免的。

These exceptional **changes to the mobility study programme should be made within a month**. Any party can request changes within the first two-week period after regular classes/educational components have started. All these changes have to be agreed by the three parties within a two-week period after the request. In the case of changes due to an extension of the duration of the mobility period, changes should be made as well as timely as possible.

需在一个月內确认交换学习计划的特殊变化。任何一方需在正常课程开始后的第一个两周内提出请求，在请求提出后两周内经三方确认。如需延长交换学习周期，需尽快办理延期手续。

Changes to the study programme abroad should be added in table C and, once they are agreed by all parties, the sending institution should fully recognise the number of ECTS credits present in table C. Any exception to this rule should be documented in an annex of the Learning Agreement and agreed by all parties as in the section before mobility. Only if the changes described in table C affect the set of components to be replaced at the sending institution upon successful completion by the student of the study programme abroad (table B), a revised version should be inserted and labelled as "Table D: Exceptional changes to set of components to be replaced at sending institution". Additional rows can be added as needed to tables C and D.

对国外学习计划的更改需填入表 C，一旦三方认可，派遣机构须完全认可表 C 中所列的 ECTS 学分。此条款的所有特殊情况均需在本学习协议附件中列明，并在交换学习前经三方认可。只有当表 C 中所述的修改将影响学生在外国学习计划中成功完成派遣机构替换课程（表 B）时，需插入标注为“表 D：派遣机构替换课程的特殊变化”的修正版表格。表 C 和表 D 均可根据需要增加行数和增添内容。

All parties must confirm that the proposed amendments to the Learning Agreement are approved. For this specific section, original or scanned signatures are not mandatory as agreement of the proposed amendments by email is accepted.

对原学习协议的修改需经各方确认批准。对此特定部分，不强制要求签字原件或扫描件，也可以通过电子邮件确认。

RECOGNITION DOCUMENT 认证文件

For the Programme purposes, scanned copies of signatures or digital signatures are recognised as well to issue the Transcript of Records and the Recognition Document.

在此项目中，成绩单和认证文件的扫描件、扫描签名和电子签名均被认可。

The receiving institution commits to provide the sending institution and the student with a **Transcript of Records** according to table E and containing all the educational components agreed in the table A (and table C in case there were changes to the study programme abroad). In addition, grading distribution information should be attached to the Transcript of Records (or a web link where this information can be found) in case it is different or more specific or it has been updated compared to the information provided in the Inter-institutional Agreement. This should be done within a period stipulated in the inter-institutional agreement and normally not longer than five weeks after publication/proclamation of the student's results at the receiving institution. 接收机构根据表 E 向派遣机构和学生提供包含表 A 所有课程的成绩单(如对交换学习计划有修改，提供表 C)。此外，如果考试成绩分级与机构间协议提供的不同或更加细化和更新，成绩单应附有成绩等级划分信息（或可以提供此类信息的网站链接）。上述内容应在机构间协议规定的时间内完成，且通常不超过接收机构发布/公告学生成绩后的 5 周。

Following the receipt of the Transcript of Records from the receiving institution, the sending institution commits to provide to the student a **Recognition Document** including table E and the completed table F with the recognition outcomes, without further requirements from the student, and within five weeks. The sending institution will translate the grades received by the student (when applicable) taking into account the grading distribution information from the receiving institution. In addition, all the educational components will appear as well in the student's Diploma Supplement with also the exact title that they had in the receiving institution.

从接收机构收到成绩单后的 5 周内,如学生没有其他要求,派遣机构承诺向学生提供包括表 E 和填写后的表 F 等**认证文件**。派遣机构根据接收机构的成绩等级分布信息转换学生成绩。此外,在接收机构学习过的课程也将显示在学生的文凭补充文件上(欧盟的学历说明文件)。

The Recognition Document includes the actual start and end date of the study period, the transcript of records from the receiving institution and the recognition outcomes from the sending institution. The **start date** of the study period is the first day the student has been present at the receiving institution, for example, for the first course, for a welcoming event organised by the host institution or for language and intercultural courses. The **end date** of the study period is the last day the student has been present at the receiving institution and not his actual date of departure. This is, for example, the end of exams period, courses or mandatory sitting period.

认证文件包含实际的学习开始及结束日期、接收机构出具的成绩单和派遣机构出具的认证成果。学习的**开始日期**为学生第一次出席接收机构活动的时间,如第一堂课,接收机构的主办单位组织的欢迎仪式、语言和文化交流课程等。学习的**结束日期**为学生出席接收机构活动的最后时间,例如,考试周、课程或强制性出席时期的结束,而不是其实际离开接收机构的日期。

The Recognition Document must be issued together with the section before mobility (and the section during mobility if there were changes to the original Learning Agreement) and it can additionally be issued independently.

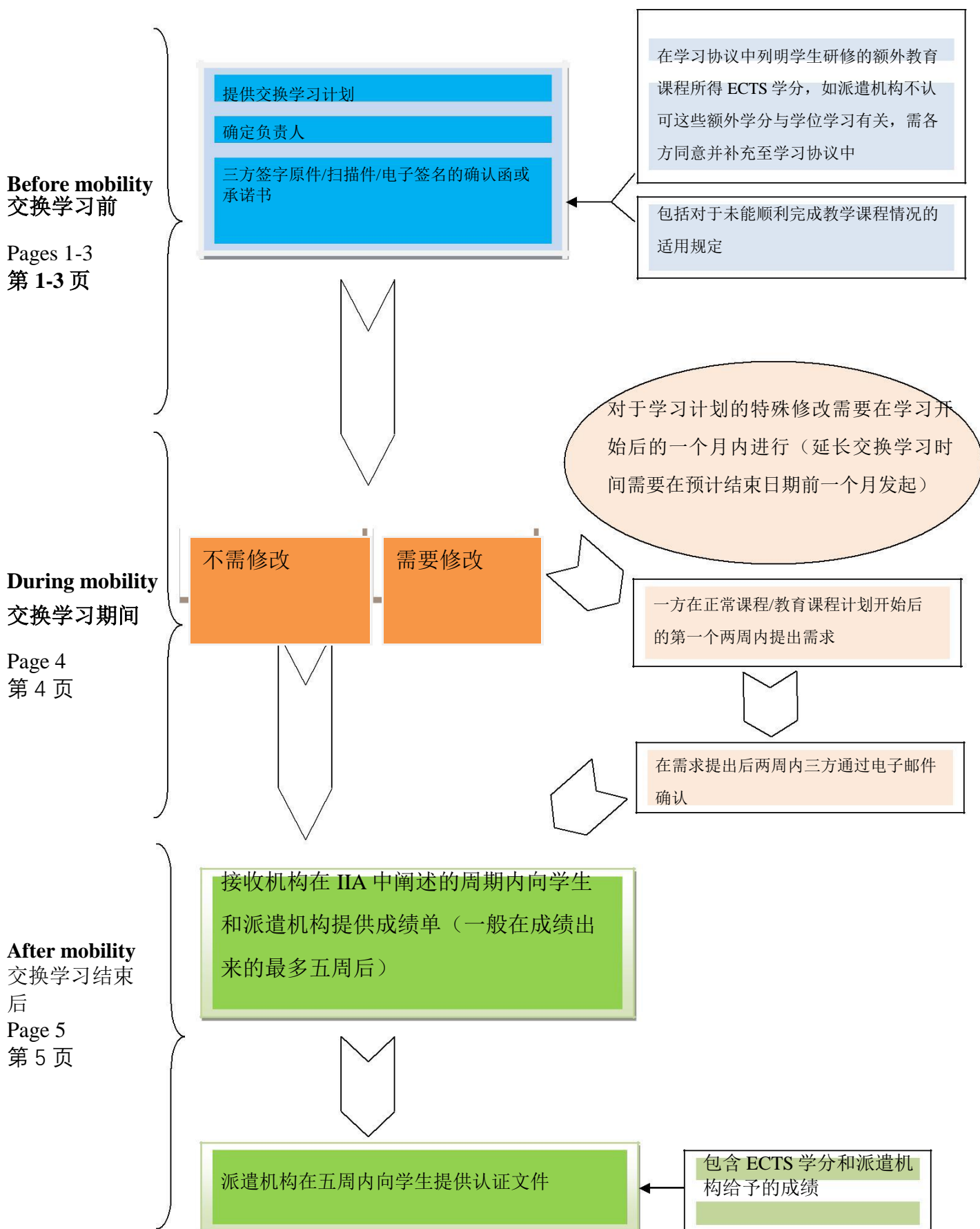
认证文件需与此学习协议中交换学习前必填部分(Table A 和 Table B)一起发放(如原始学习协议有所修改则需附上交换学习期间的信息),亦可另行独立发放。



Steps to fill in the Learning Agreement for Studies 学习协议填写步骤

Page 1 – Information on the student and the sending and receiving institution

第 1 页—学生、派遣机构和接收机构信息



Annex 2: End notes 附表 2: 尾标

¹ **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

国籍：一个人属于某个国家的行政资格，该国向其颁发身份证/护照。

² **Study cycle:** Short cycle (EQF level 5) / bachelor or equivalent first cycle (EQF level 6) / master or equivalent second cycle (EQF level 7) / doctorate or equivalent third cycle (EQF level 8).

学习周期：短周期（EQF 5 级）/学士或等效的第一周期（EQF6 级）/硕士或等效的第二周期（EQF7 级）/博士或等效的第三周期（EQF8 级）

³ The **ISCED-F 2013 search tool** available at http://ec.europa.eu/education/tools/isced-f_en.htm should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the sending institution.

派遣机构的学生可利用 **ISCED-F 2013 搜索引擎** 在 http://ec.europa.eu/education/tools/isced-f_en.htm 网址中搜索学位相关科目在 ISCED2013 教育培训中的相关细则。

⁴ **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

国家代码：在 <https://www.iso.org/obp/ui/#search> 可查询 ISO 3166-2 国家代码

⁵ **Contact person:** a 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 will work at the international relations office or equivalent body within the institution.

联系人：在高等教育机构中担任如院系协调人，或在国际关系处工作，以及其它类似职务的，能够提供行政信息的人。

⁶ An "**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.

教育内容：学习成果、学分和评估形式呈现的独立的正式学习经历。教育内容如：课程、模块、研讨会、实验、实践成果、论题准备/研究、扩展性课程或选修课。

⁷ For the Common European Framework of Reference for Languages (**CEFR**) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

关于语言的欧洲共同参考框架（CEFR）参考详见 <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

⁸ **Responsible person in the sending institution:** an academic who has the authority to approve the mobility programme of outbound students (Learning Agreements), to exceptionally amend them when it is needed, as well as to guarantee full recognition of such programmes on behalf of the responsible academic body.

派遣机构负责人：有权批准、修改交换学习计划（学习协议），且可代表学院充分认可该计划的大学学院负责人。

⁹ **Responsible person in the receiving institution:** an academic who has the authority to approve the mobility programme of incoming students and is committed to give them academic support in the course of their studies at the receiving institution.

接收机构负责人：有权利批准外来学生的交换学习计划，且为该计划提供课程支持的接收单位学院负责人。

¹⁰ **Reasons for exceptional changes to study programme abroad:**

学生交换学习计划作出特殊修改的原因：

Reasons for deleting a component 取消课程的原因：	Reason for adding a component 增加课程的原因：
A1) Previously selected educational component is not available at receiving institution 预先选择的教育内容不适用于接收机构	B1) Substituting a deleted component 替换课程或退课
A2) Component is in a different language than previously specified in the course catalogue 教育内容与课程目录中预先列明的语言不同	B2) Extending the mobility period 延长交换学习时间
A3) Timetable conflict 时间冲突	B3) Other (please specify) 其他（请详述）
A4) Other (please specify) 其他（请详述）	