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Template for learning agreement

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R	Report	X
P	Prototype	
D	Demonstrator	
O	Other	

Author(s): Abdesselam Abdelouas

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PU	Public	X
PP	Restricted to other programme participants (including the Commission Services)	
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ABSTRACT:

The mobility of individual learners can be defined within a learning agreement (LA) between the learner, the sending organization and the host institution. The main aspects of a LA include the assignments, the related course objectives, the evaluation process and the validation and recognition mechanisms.

RESPONSIBLE: Ecole des Mines de Nantes

INTERNAL REFERENCES:

[PETRUS-III]

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Signatures

	Name	Signature	Date
Prepared by	Abdesselam Abdelouas	<i>Abdelouas</i>	23/09/14
Revised by			
Approved by:	Behrooz BAZARGAN SABET	<i>Behrooz</i>	

Document history

Identifier	Date	Short description

Abbreviations

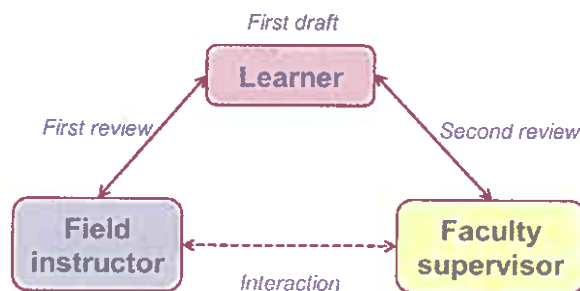
LA	Learning Agreement
KSC	Knowledge Skills Competencies
LO	Learning Outcomes

Definition of a learning agreement

The learning agreement is a formal contract developed by the student, the field instructor, and the faculty supervisor. It consists of a framework for the three parties to design the outlines during the learning period. The learning agreement describes the learning activities the learner is expected to accomplish, the content, the time, the role of supervision. The learning agreement represents an opportunity for the learner to build its own learning activities in accordance with its professional goals and career plan. It also provides an opportunity for the learner and the field instructor to build good working relationship.

The learning agreement is an individualized document which recognizes the student's abilities and educational objectives. The instructions must be adequate to allow the learner to master the studied subjects. The instructions and responsibilities assigned should help the learner to increase its knowledge and skills levels and to become more and more autonomous.

The learning agreement is drafted by the learner and given to the field instructor for review prior to the scheduled supervision session. It is reworked by the student to incorporate the instructor's changes. A draft of the learning agreement is then submitted to the faculty supervisor for approval by the due date. The faculty supervisor may recommend additional changes to the student and the field instructor. These changes are to be made by the student in consultation with the field instructor. The learning agreement may be amended at the end of the first semester or beginning of the second semester in consultation with the field instructor and faculty field liaison. Revisions are made as some objectives are met and new ones are added and as the student's activities and learning needs change. Approved revisions are provided to the faculty supervisor within the first month of the second semester in writing. Learners do not need to rewrite the learning agreement, but create an addendum.



All learning agreements are reviewed and approved by the Field Education Coordinator. Signed learning agreements become a part of the student's field file and permanent record. If the learning agreement is not approved by the Field Education Coordinator by the end of the semester, a grade of "Unsatisfactory" or "Failure" will be submitted to the Registrar's office. All learning agreements are property of the student's record and per federal law cannot be copied and provided to any other student.



Learning Agreement



A. Learner

Project name and number			
Learner Name and gender	Date of birth	Tel.	E-mail
Address		Post code	Town & State
Contact person at home		Tel.	E-mail

B. Home organization (Sending partner)

Name	Address		
Contact person responsible for mobility program and signing of the LA	Tel.	E-mail	
Contact person responsible for sending the learner	Tel.	E-mail	
The role of the partner			
Website:			

C. Host organization (Receiving partner)

Name	Address		
Contact person responsible for mobility program and signing of the LA	Tel.	E-mail	
Contact person responsible for receiving the learner	Tel.	E-mail	
The role of the partner			
Website:			

D. The training program

Name of the training	
Start date of the training	(dd/mm/yyyy)
End date of the training	(dd/mm/yyyy)

E. Qualification of the learner

Home organization	Year of training Achieved knowledge, skills and competences Expected knowledge, skills and competences
Home organization	Assignment

F. Description of the training program

Learner and host organization	Assignment: Detailed worklow and tasks description
Learner, home and host organizations	Learning outcomes expected Knowledge : Skills : Competences : How they correspond to the curriculum

G. Learning units

	Knowledge	Skills	Competences
Unit 1 Unit 2 Parts of Units			
Number of ECVET points to be acquired			

H. Assessment and documentation

According to the LO (KSC) specified in the learning agreement
Assessment criteria and methodology are set by the home and host organizations
Europass Mobility

I. Validation

Could be conducted by a team (program director, professors, engineers)
Certificates of the home and host organizations

J. Signatures

Home organization/country	Host organization/country	Learner
Name, role	Name, role	Name

Place, date	Place, date	Place, date

K. Insurance during the mobility

Name of the health insurance company
Name of the liability insurance company
Name of the travel insurance company
Name of the professional insurance company

L. Arrangements and details

Daily working hours	from	to
Meals provided during working days	Yes	No
Help with accommodation	Yes	No
Transport to accommodation	Yes	No
Sport facility	Yes	No
Laundry facility	Yes	No
Working clothing are provided	Yes	No
Certificate of vaccination	Yes	No

Criminal record	Yes	No
Radiation protection training certificate	Yes	No
Health and security training certificate	Yes	No
Language level		

