

## How to fill in the Learning Agreement?

The Learning Agreement is the document containing all the information regarding your future mobility. You have to fill in one Learning Agreement for each destination choice.

- ❖ 1 destination choice = 1 Learning Agreement

The Learning Agreement is made of 4 pages.

- ❖ **Page 1** : Personal information and destination choice.

- [First table](#):

<b>Informations étudiantes – Student information</b>				
Genre <i>Gender</i>	Nom <i>Surname</i>	Prénom <i>Surname</i>	Date de naissance <i>Date of birth</i>	Nationalité <i>Nationality</i>
Formation		Niveau d'études <i>Study level</i> <i>(Postgraduate / Undergraduate)</i>		

Please fill in the first table with your personal information. For the section « Formation » you have to indicate the degree you will select at TSM in 2020/21.

- First example: if you want to do your mobility in Bachelor 3 Management you will have to indicate "Formation: Management" and "Study level: Undergraduate".
    - Second example: if you want to do your mobility in Master 1 Human Resources you will have to indicate "Formation: Human Resources" and "Study level: Postgraduate".
  - [Second table](#):

The document is prefilled. Do not change the second table.

<b>Université d'envoi – Sending institution</b>			
Nom <i>Name</i>	Pays <i>Country</i>	Code de l'université <i>University code</i>	Faculté/Département <i>Faculty/Department</i>
Université Toulouse I Capitole – Toulouse School of Management	France	FTOULOUS01	Gestion
Adresse <i>Address</i>		Nom de la personne de contact – adresse mail – téléphone <i>Contact person name – email – phone</i>	
2 rue du Doyen Gabriel Marty / 31042 Toulouse		Laura BECHERAS – <a href="mailto:laura.becheras@tsm-education.fr">laura.becheras@tsm-education.fr</a> +33 (0)5 61 63 56 27	

- [Third table:](#)

Université d'accueil – Receiving institution			
Nom Name	Pays Country	Code de l'université University code	Faculté/Département Faculty/Department
Adresse Address		Nom de la personne de contact – adresse mail – téléphone Contact person name – email – phone	

You must fill in at least the following sections: « Name of the host institution », « Country » and « Address». When applying, it is not required to fill in the following sections: "Faculty/Department" and "Contact person name – email – phone".

❖ **Page 2** : Your courses at TSM

- **For a Bachelor Application:**

- The Learning Agreement includes an additional column: « bloc de compétences » = "Competences Units". In each degree, the courses are listed in separate Competences Units in order to organise the competences and the compensation's rules. To fill in this page, you need the syllabus of the chosen degree. Then you should simply copy the information for the following sections: "Competence Unit", "Semester", "Code ECTS", "Component Title" and "Number of ECTS credits". If the programme section is incomplete, do not hesitate to contact the administrative officer of the Bachelor.
- Do not forget to indicate the total number of ECTS. In France, each semester consists in 30 ECTS.

- **For a Master Application:**

- You should simply copy the information for the following sections: "Component Title", "Semester", "Code ECTS" and "Number of ECTS credits". To get the syllabus, please visit our website at the [« Programme offer »](#) section, select your Master degree and refer to the « programme » section. If the programme section is incomplete, do not hesitate to contact the administrative officer of the Master.
- Do not forget to indicate the total number of ECTS. In France, each semester consists in 30 ECTS.

❖ **Page 3** : Planned period of the mobility and study programme at the receiving institution

- Please fill in the information for the planned period of the mobility. Check out the academic calendar of the partner institution.
- If you have not already done so, please have a closer look at the [Partner institution map](#). After selecting a partner, the following information will be displayed: "Name of the University", "Type of Agreement", "Level of study", « Language of instruction », « Language requirement », « Course catalogue link », « Website » and « Address ». Please search the catalogue courses of the partner university to find the equivalences.
- Each partner university has its own rules regarding the courses' selection. You must respect them. Pay attention to the level of study, language of instruction and the required prerequisites.
- Reminder of the TSM rules for the courses' selection abroad :
  - For mobility in Europe: you must have 30 ECTS per semester.
  - For mobility outside: you must select 4 courses per semester. Exception for Argentina, you will be required to take 5 courses per semester.
- ❖ **Page 4** : Signatures
  - Please sign the document at the student section. Then you can upload the document. For your application you do not have to collect the other signatures.
- ✚ If you have additional questions, do not hesitate to contact Ms Becheras Laura, the Outgoing students coordinator at [laura.becheras@tsm-education.fr](mailto:laura.becheras@tsm-education.fr)