

# How to fill out your study contract (or Learning Agreement)?

The Learning Agreement, also known as a "study plan" or "study contract," is a document in which students applying for mobility programs list the courses they will take during their mobility period. These courses must be equivalent to the courses taken at TSM. This document is mandatory for each destination choice. Here's how to fill it out.

## Page 1: Information about the student, TSM, and the desired university

- **First table**

### The Student

Last name (s)	<input type="text"/>	First name (s)	<input type="text"/>
Date of birth (JJ/MM/AAAA)	<input type="text"/>	Nationality	<input type="text"/>
Gender	<input type="text"/>	Academic year	<input type="text"/>
Study cycle	<input type="text"/>	Course (diplôme préparé)	<input type="text"/>
Phone	<input type="text"/>	E-mail	<input type="text"/>

Please fill in your personal information. For the "degree program" section, you must indicate the program you will be following at TSM during the semester or year of your mobility.

- For example, if you wish to study for a Bachelor's degree in Management, you should enter "Course: Management" and "Level of study: Undergraduate."
- Another example: if you wish to study for a Master's 1 in Human Resources, you should enter the following: "Course: Human Resources" and "Study Cycle: Postgraduate."

- **Second table**

### **The Sending Institution**

Name	UNIVERSITÉ TOULOUSE CAPITOLE	Faculty	Toulouse School of Management
Erasmus code	FTOULOUS01		
Address	2 rue du Doyen Gabriel Marty 31042 TOULOUSE Cedex 9	Country	FRANCE
Contact person name	Perrine MARTIN	Email	outgoing@tsm-education.fr
		Phone	

As the document is pre-filled, please do not change anything in table number 2.

- **Third table**

### **The Receiving Institution**

Name		Faculty	
Erasmus code			
Address		Country	
Contact person name		Email	
		Phone	

You must fill in at least the following sections:

- "Name" of the host university
- "Country" of the host university
- "Address" of the host university

At the application stage, it is not necessary to fill in the other fields.

## Page 2: To be completed before your mobility

To complete the form, you must look at the courses you would have taken at TSM and find the equivalent courses at the partner university.

- ❖ Find out about the content of the TSM program, which you can find on the TSM website under the "Programs" menu, select your program, and consult the "Program" section.  
"Program." If you need any further information, please do not hesitate to contact the administrative manager for the relevant degree program.
- ❖ Consult our destination map, select your destination of choice to access the course catalog (which you will need to use to find course equivalents).

For mobility within Europe, you must enter the total number of ECTS credits:

- For a semester departure: minimum 30 ECTS
- For a year-long departure: minimum 60 ECTS (it is not necessary to total exactly 30 ECTS per semester, as long as the total for the year reaches 60 ECTS)

Rules to be aware of:

- You can take language courses worth 4 ECTS credits for one semester or 2 ECTS credits if you take a language course each semester.
- It is possible to exceed 30 ECTS per semester.
- You can take courses at your level and at the lower level (e.g., a third-year undergraduate student can take first-, second-, and third-year undergraduate courses). Conversely, you cannot take courses at the higher level (a first-year master's student is not allowed to take second-year master's courses), unless you have explicit authorization from your academic advisor.

When choosing your courses, you must comply with the rules of the partner university. Either it provides a catalog of courses dedicated to exchange students, or it opens up all of its courses. Pay close attention to the level of access to courses and the prerequisites required.

## Section to be completed BEFORE THE MOBILITY

### I. TABLE A: PROPOSED STUDY PROGRAMME ABROAD

Planned period of the mobility: (JJ/MM/AAAA) from  /  /  till  /  /

Course Code	Course title at the receiving institution (as indicated in the course catalogue)	Semester (1 or 2)	ECTS Credits	Grade	French Grade (/ 20)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

You must fill in at least the following sections:

- "Course code."
- "Course title"
- "Semester"
- "ECTS Credits"

You do not need to fill in the two boxes on the right or the table at the bottom of the page.

## Page 3: Signatures

### II. RESPONSIBLE PERSONS

#### Responsible person in the sending institution:

Name:  Function:

Phone number:  E-mail:

#### Responsible person in the receiving institution:

Name:  Function:

Phone number:  E-mail:

Responsible person in the receiving institution: Do not fill in.

### III. COMMITMENT OF THE THREE PARTIES

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

*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.*

<b>The student</b>	
Student's signature	Date: <input style="width: 80%;" type="text"/>
<b>The sending institution</b>	
Academic advisor's signature	Date: <input style="width: 80%;" type="text"/>
<b>The receiving institution</b>	
Responsible person's signature	Date: <input style="width: 80%;" type="text"/>

If your application is approved by TSM, you will need to obtain the signature of the academic supervisor of the program for which you have been accepted before mid-June.

If you have any questions about your learning agreement, please contact: [outgoing@tsm-education.fr](mailto:outgoing@tsm-education.fr)