

How do I fill out my Learning Agreement?

The Learning Agreement, also known as the "study plan" or "study contract", is a document on which students applying for mobility fill out the courses they will be taking during their mobility. These courses must be equivalent to the courses taken at TSM. **This document is mandatory for each destination.** 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 enter your personal details. In the "Course" section, please enter the course you will be taking with TSM during the semester or year of your mobility.

- For example, if you wish to apply for a degree in Licence 3 Management, you would enter "Formation : Management" and "Niveau d'études : Undergraduate" as follows.
- For example, if you want to study for a Master 1 in Human Resources, you would enter "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	Anna SENS	Email	outgoing@tsm-education.fr
		Phone	

As the document is pre-filled, please leave Table 2 unchanged.

- **Third table**

The Receiving Institution

Name	<input type="text"/>	Faculty	<input type="text"/>
Erasmus code	<input type="text"/>		
Address	<input type="text"/>	Country	<input type="text"/>
Contact person name	<input type="text"/>	Email	<input type="text"/>
		Phone	<input type="text"/>

You must fill in at least the following fields:

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

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

Page 2 : Section to be completed BEFORE THE MOBILITY

To fill out the form you need to look at the courses you would have taken at TSM and find the equivalent courses at the partner university.

- ❖ Find out more about the content of TSM training courses, which you can find on the TSM website under the "**Programme**" menu, select your course and consult the "Program" section. If you don't find what you're looking for, don't hesitate to contact the Administrative Officer of the diploma concerned.

- ❖ By consulting our destinations map, select your choice of destination to access the course catalogue (which you can use to find course equivalents).

For placements outside Europe, you must indicate **4 compulsory courses** with one optional language course (ECTS do not apply). You may take one optional language course per semester, and this must be your 5th course.

Rules to know :

- You have the option of taking 4 ECTS for 1 semester or 2 ECTS if you take a language course each semester.
- It is possible to exceed 30 ECTS per semester.
- You can take courses at your own level and at a lower level (e.g. an L3 student can take L1, L2 and L3 courses). Conversely, you may not take courses at a higher level (an M1 student is not allowed to take M2 courses), unless explicitly granted by your Academic Advisor.

When choosing your courses, you must respect the rules of the partner university. Either it provides a catalog of courses dedicated to exchange students, or it opens up its entire range of courses. **Pay close attention to course access levels and prerequisites.**

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)	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"/>		

You must fill in at least the following fields:

- Course code
- Course title
- Semester

You don't need to fill in the 2 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: <input type="text" value="Leandro De SA"/>	Function: <input type="text" value="Vice Dean of International Relations"/>
Phone number: <input type="text"/>	E-mail: <input type="text" value="leandro.desa@tsm-education.fr"/>

Responsible person in the receiving institution:	
Name: <input type="text"/>	Function: <input type="text"/>
Phone number: <input type="text"/>	E-mail: <input type="text"/>

Responsible person in the receiving institution : Do not fill.

III. COMMITMENT OF THE THREE PARTIES

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.

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.

The student Student's signature	Date: <input type="text"/>
The sending institution Academic advisor's signature	Date: <input type="text"/>
The receiving institution Responsible person's signature	Date: <input type="text"/>

The student must sign in the dedicated field, and only this signature is required at the application stage. The document is now ready to be uploaded to MoveOn.

If your application is validated by TSM, you will need to obtain the signature of the course leader of the course for which you have been accepted before mid-June.

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