

# Guide to Completing the Learning Agreement for Studies

The Learning Agreement for Studies may be submitted either in paper form or online via the following website: <https://ipc.sze.hu/pannonia-osztondij-szerzodes-koteshez-szukseges-dokumentumok-feltoltese-2025-26-1>

Types of Learning Agreement for Studies (LA):

- **Before the Mobility LA:** This is the first document to be completed, as it must be submitted prior to the start of the mobility period. It should specify which courses you will study at the host institution, your planned mobility period, and other relevant details.
- **Exceptional changes to the Learning Agreement:** This form must be completed if any changes need to be made to the original Before the Mobility LA during the mobility period (for example, in the case of a change in courses or an extension of the study period).

## Completing Before the Mobility Learning Agreement for Studies:

Please ensure that all sections of the Learning Agreement are fully completed.

### 1. GENERAL INFORMATION

#### General information

Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender [Male/Female]	Level of education (EQF level)	Field of education (ISCED code)
Sending Institution	Name		Faculty/ Department	City	Country	Contact person name; position; email	
Receiving Institution	Name		Faculty/ Department	City	Country	Contact person name; position; email	

The level of **language competence** in \_\_\_\_\_ [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is:  
A1  A2  B1  B2  C1  C2  Native speaker

#### 1.1 Providing Personal (Student) Information

#### 1.2 Providing the Sending Institution's (Széchenyi István University)

Name: *Széchenyi István University*

Erasmus Code: *HU GYOR01*

Country Code: *HU*

Address: Hungary, *9026 Győr, Egyetem tér 1.*

Faculty: *the name of the faculty in which the student is enrolled*

Contact Person name: *Nagy Ildikó*

Contact Person e-mail, phone: [exchange@sze.hu](mailto:exchange@sze.hu) ; +36 96 505 621

#### 1.3 Providing the Receiving Institution's Information:

This section should be completed in the same way as for the sending institution, using the host institution's details.



If a student fails to complete the minimum required number of credits abroad (15), this may result in partial or full repayment of the scholarship, following a review of the circumstances. The number of credits completed at the home institution does not affect the scholarship agreement.

In Table A, list the courses you will take and study abroad. These must be entered in the language of instruction (English or German).

Information about available courses can be found on the host institution’s website. If this information is unavailable or unclear, the student should request assistance from the host institution’s coordinator to receive the full list of available courses.

### 3.2 Course Catalogue

At the bottom of Table A, include the link to the host institution’s course catalogue, where the content of the courses to be completed abroad can be accessed.

### 3.3 In the Case of Short-Term Mobility

In Table A, list the courses to be taken abroad. If there are no specific courses, the section below the table must include a detailed description of the programme content, such as daily schedule, professional events, and names of lecturers.

## 4. TABLE B

### Recognition at the Sending Institution

Table B	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Term [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
	KOD_004	SZE Tantárgy 4	Autumn	6
	KOD_005	SZE Tantárgy 5	Autumn	5
	KOD_006	SZE Tantárgy 6	Autumn	5
				<b>Total: 16...</b>
Provisions applying if the student does not complete successfully some educational components: [web link to the relevant information]				
Recognition of the results of short-term mobility for learning (if the above table is not applicable - e.g. partial completion of a course, recognition as one of the measurement points of a course, etc.)				

Should list the courses studied abroad that can be recognised by the home institution. In this table, please include the courses from your home institution for which you will be able to have your learning abroad accredited. Please consult with your lecturer or departmental coordinator on this matter.

If the course has an equivalent at your home institution, enter the course’s name in the relevant row. If there is no direct equivalent, it is advisable to check with your departmental coordinator whether certain foreign courses can be accepted as an “Exchange Course”. In that case, enter “Exchange Course” in the row.

A short summary of the credit transfer process can be found under “To do’s” and “Essential Documents”. Credit transfer requests and recognition of courses are handled by the Academic Registry, so it is recommended to consult your academic administrator in advance.

Széchenyi István University recognises all credits earned abroad and records them in the student’s NEPTUN system as official entries, regardless of whether they can be counted towards the home degree programme as a course.

#### 4.1 In the Case of Short-Term Mobility

In Table B, list the home institution courses for which you wish to obtain recognition. For study mobility, this is mandatory, and prior consultation with the relevant lecturer is required.

### 5. SIGNATURES

#### Commitment of the three parties

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the learning agreement and that they will comply with all the arrangements agreed by all parties. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.					
Commitment	Name	Email	Position	Date	Approval (signature)
Student			<i>Student</i>		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

At the end of the document, the student must sign first, then it should then be forwarded to the home institution’s departmental coordinator (Responsible Person at the Sending Institution) for review and signature, and finally to the host institution’s coordinator (Responsible Person at the Receiving Institution).

Once all three signatures have been obtained, the document must be submitted in person to the International Office or uploaded to the designated website:

<https://ipc.sze.hu/pannonia-osztondij-szerzodes-koteshez-szukseges-dokumentumok-feltoltese-2025-26-1>

### 6. DURING THE MOBILITY

If, during your mobility, you encounter any questions, uncertainties or unforeseen circumstances, please notify us as soon as possible at [exchange@sze.hu](mailto:exchange@sze.hu) so that we are aware of the situation and can take the necessary steps if required.

In the event of any changes (e.g. change of courses, extension), it is mandatory to complete the “Learning Agreement – Exceptional Changes” section and have it signed by both the host and sending institutions.

## Exceptional changes to the learning agreement

Exceptional changes to Table A						
Table A2	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change	Number of ECTS credits (or equivalent) to be awarded
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
Changes to the activities carried out during short-term mobility for studies (if the table above is not applicable):						

If you do not meet the minimum requirement of 15 credits during your mobility, please refer to the detailed guidance available on our website: [https://ipc.sze.hu/en\\_GB/won-application](https://ipc.sze.hu/en_GB/won-application) (see the “After the mobility” section at the bottom of the page).

In cases of force majeure (unavoidable external causes, such as natural disasters, health emergencies, political conflict, etc.), a detailed written explanation must be submitted. This will be forwarded to the scholarship provider for review, who may, if necessary, request additional documents and decide to waive the repayment partially or entirely, should the force majeure situation be accepted.