

## Agreement documents for the ECW13 scholarship holders

The Project Manager at the Coordinating University has sent a set of documents to the nominated ECW13 scholarship holders: The official Scholarship Letter, a pre-signed Scholarship Agreement and templates for the Learning and Transfer of Merits Agreements. The purpose of the Agreements and how to implement these will be explained below.

### The Scholarship Agreement

The Scholarship Agreement is mandatory for all ECW13 scholarship holders, and will ensure that the relationship between the scholarship holder and the host university is regulated in compliance with the framework given by the European Commission. The Agreement contains an information page with detailed information on the rights and obligations of both parties.

### Procedure

The Scholarship Agreement will be made between 3 parties: a) the scholarship holder, b) the host university and c) the project manager at the coordinating university. Please note that the Agreement has been pre-signed in by the project manager at the coordinating university. In order to complete the procedure:

The scholarship holder and the host university must sign the pre-signed Agreement in 2 originals.

Both parties will keep 1 original of the Agreement (the host university will store its original in the student's file).

The host university must send a scanned copy of the signed Agreement to the project manager at the coordinating university.

### Agreements for Academic Recognition

The ECW13 India Programme and its member universities work to facilitate the academic recognition of credits, merits and qualifications obtained by mobile individuals having studied abroad. The aim is to contribute to the academic mobility and cooperation between the EU and India. More specifically, the Programme aims to ensure that the ECW13 scholarship holders will benefit academically and professionally from their studies abroad when returning home.

### The Different Types of Agreement

The main tools for ensuring that the ECW13 scholarship holders will achieve recognition of the qualifications obtained during studies abroad are *the Learning and Transfer of Merits Agreements*. The Programme works with following Agreements for the different academic categories:

- The Learning Agreement for Exchange Students (for the undergraduate and the master levels)
- The Learning Agreement for Degree Seeking Students (for the undergraduate and the master levels)

- The Transfer of Merits Agreement (for the PhD and the postdoctoral levels and the academic staff)

Undergraduate and master students with a scholarship for a full Master or Bachelor course are eligible to obtain a degree, and therefore will use the document *Learning Agreement for Degree Seeking Students*. Undergraduate and master students who will study abroad for a shorter period, and not complete a full degree, are defined as exchange students, and are requested to use the *Learning Agreement for Exchange Students*. Please note that home departments often set conditions for their recognition of the short term studies abroad. Therefore, it is advisable to start processing the Learning Agreement for Exchange Students as early as possible. Doctoral and post doctoral students and academic staff are requested to use the *Transfer of Merits Agreement*.

The Learning and Transfer of Merits Agreement are designed to guarantee the complete recognition and transfer of credits for courses successfully passed during studies abroad. The student/staff member will avoid having to negotiate recognition with individual professors. With the Agreement in place, the director of studies (or the equivalent authority) at the home university will award academic recognition upon the student's or staff member's home return.

## **How to implement the Agreement**

The Learning or Transfer of Merits Agreement is made between the following parties:

- The scholarship holder
- The director of studies (or the equivalent authority) at the sending department of the home university
- The director of studies (or the equivalent authority) at the receiving department of the host university

The procedure for completing the Agreement is as follows:

- 1) The Programme Manager at Lund University sends the templates for the Agreements to the scholarship holder, and the local coordinators at the home and host universities.
- 2) In consultation with the home university (and if necessary the host university) the scholarship holder selects the appropriate Agreement, and fills in the information on the courses selected at the host university.
- 3) The course responsible or the tutor at the home university adds information, if available, about the equivalent study programme at the home institution. If necessary, he/she may contact the course responsible or the tutor at the host university in order to determine the equivalences.
- 4) The scholarship holder signs the agreement.
- 5) The director of studies or the equivalent authority at the home university signs the agreement. In the case of exchange students, he/she also will confirm the right of the scholarship holder to take up the selected courses in exchange for courses at the home university.
- 6) Upon arrival at the host university the scholarship holder submits the Agreement to the director of studies or the equivalent authority at the receiving department.\*
- 7) The original version of the Agreement will be stored in the scholarship holder's file at the host university.
- 8) Copies of the Agreement will be distributed to a) the scholarship holder, b) the home university and c) the Project Manager at Lund University (scanned copy)

\*In case of changes in study program after arrival at the host university, the Learning Agreement must be revised, and signed again by the three parties concerned: the scholarship holder and the director of studies or the equivalent authority at the home and the host universities.

## **The Transcript of Records Document**

A Transcript of Records document will be issued to all scholarship holders when completing their study period abroad. The graduating students will receive their Transcript of Records in the Diploma Supplement. Academic staff on faculty exchange will not be eligible for a Transcript of Records, and therefore should request a letter of recommendation from the head of department at the host university.

Host institutions are free to use their own version of the Transcript of Records provided that it contains the elements and follows the sequence suggested in the standard form provided by the Programme. The standard form is in accordance with the standard ECTS Transcript of Records. In Europe the ECTS Transcript of Records is used to document the performance of a student over a certain period of time by listing the course units or modules taken, the credits gained, the local grades/marks awarded and preferably the corresponding ECTS grades. It details both the quantity of work carried out, the skills and knowledge achieved, and the quality of achievement. Therefore, the Transcript of Records document is useful for determining equivalences between studies. The document will be useful for requesting academic recognition in cases where the scholarship holders who have not been able to obtain a Learning or Transfer of Merits Agreements. This will concern some scholarship holders in target group 2 and 3, please see below.

### **Information for students without a home university or from a non-ECW13 university**

For some students there are no sending institutions. Others come from home universities that are not members of the ECW13 consortium (see the list of member universities). These scholarship holders belong to the Programme's target group 2. Some of the scholarship holders defined as target group 3 also come from non-member universities or have no home universities. Non-ECW13 universities are not under contractual obligation to award academic recognition to the ECW13 scholarship holders, and may or may not be willing to establish a Learning or Transfer of Merits Agreement. The Programme recommends that these students also seek to obtain a Learning or Transfer of Merits Agreement. As the Agreement must be signed by the home university, the students without a home university cannot obtain an Agreement. For these students the Transcript of Records document may be used to request academic recognition after completion of the study abroad period.