

Changes in your Learning agreement during the mobility

This guide aims to help you make a change in your Learning agreement during the mobility period. You put **only the changed courses** and both the first Learning and the new one with the changes are active.

You need to use the part **During the mobility**:

Table A2 – for changes in your courses at the receiving institution – UNWE

Table B2 – for changes in your courses at the sending institution.

During the Mobility

Exceptional changes to Table A (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)						
Table A2 During the mobility	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 ¹²	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	

Exceptional changes to Table B (if applicable) (to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)					
Table B2 During the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

In order to make a change you can expand the table in word and have enough space for the components.

Please try to add/delete corresponding components one after another. For example:

- | | | | |
|-------------------------|---------------|-------------------|------|
| 1. Microeconomic | delete | Reason for change | ECTS |
| 2. Macroeconomic | add | Reason for change | ECTS |
| 3. Strategic management | delete | Reason for change | ECTS |
| 4. Strategic Planning | add | Reason for change | ECTS |

There is no total credits at the end of this table. You need to add Component title, show if you delete/add component, Reason for change (shown on the last page of the Learning agreement) and the ECTS of the courses.

Important: Follow the steps

