THE UNIVERSITY OF MANCHESTER

WORLDWIDE EXCHANGE LEARNING AGREEMENT

ACADEMIC YEAR 2015-16

Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Degree programme: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Partner University: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Destination Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manchester Semester Abroad: Full Year Semester 1 Semester 2

 [circle as appropriate]

**NOTE: Please ensure that you complete this form using pen rather than pencil**

**SECTION ONE – INITIAL LEARNING AGREEMENT**

**Part A: Course Approvals**

This is to confirm that, in consultation with my Academic Exchange Adviser, I have been approved to take the following courses, including alternatives, at my exchange partner university:

**Course approvals semester 1 (term 1) abroad:**

|  |
| --- |
| **Semester 1 Abroad: Preferred choices**  |
|  | **Course Code** | **Course Title** | **Partner University Credits** | **Essential requirement\* (Y/N)** |
| ***eg*** | *HIST 2011* | *Argy Bargy in the Middle Ages* | *3* | *Y* |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |
| **Alternative choices\*\*** |
|  | **Course Code** | **Course Title** | **Partner University Credits\*** | **Suitable replacement for ‘Essential’ course (if yes, indicate which)** |
| ***eg*** | *HIST 2021* | *Argy Bargy in the court of Henry VII* | *3* | *Y – HIST 2011* |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |

**Course approvals semester 2 (term 2) abroad:**

|  |
| --- |
| **Semester 2 Abroad : Preferred choices**  |
|  | **Course Code** | **Course Title** | **Partner University Credits** | **Essential requirement\* (Y/N)** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |
| **Alternative choices\*\*** |
|  | **Course Code** | **Course Title** | **Partner University Credits** | **Suitable replacement for ‘Essential’ course (if yes, indicate which)** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |

**Course approvals term 3 abroad (University of California students ONLY):**

|  |
| --- |
| **Term 3 Abroad: Preferred choices**  |
|  | **Course Code** | **Course Title** | **Partner University Credits** | **Essential requirement\* (Y/N)** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |
| **Alternative choices\*\*** |
|  | **Course Code** | **Course Title** | **Partner University Credits** | **Suitable replacement for ‘Essential’ course (if yes, indicate which)** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |

\* **Essential Requirement –** Please indicate whether you are required to take this specific/exact course in order to directly replace a compulsory Manchester course that is required for your degree progression.

\*\* **Alternative choices** - Please note that unless you have already received official confirmation of the courses you have been accepted onto by the partner university AND confirmation that the timetable works for your selected combination of courses, then you MUST supply alternative choices for each of your classes. This is so that if, on arrival, any of your courses are unavailable (i.e. not running, already full or result in a timetable clash) you already have a number of alternatives pre-approved by your School.

**Part B: Distance learning**

**If you will be undertaking any core Manchester course units or a research project / extended essay during your time abroad, please detail this below**

(indicate the course you will be covering whilst abroad, who will be your contact point/supervisor in Manchester for queries about that course and if/how this will affect your workload at your host institution).

**Part C: Approval signatures**

We confirm that the above learning agreement is approved.

### Academic Exchange Adviser Academic Exchange Adviser 2

###  (only applicable for Joint Honours degree students)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(capitals)*  *(capitals)*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Academic Exchange Adviser 3**

(only applicable for PPE students)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(capitals)*

Signature: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Signature**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(capitals)*

Signature: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION TWO – ACADEMIC REQUIREMENTS**

**Part A: Academic Requirements**

**Please tick the boxes to indicate that you have read and understood the requirements.**

I understand that this Learning Agreement constitutes a contract between myself and The University of Manchester.

I understand that this document does not replace course registration and does NOT guarantee enrolment in any listed courses.

I understand that if the courses listed above are not available or I need to change any of these courses for any other reason, I need to seek approval from my Academic Exchange Adviser at Manchester and will complete section three of this document.



I understand that I should not register for Pass/Fail courses.

I understand that I may audit courses for interest but that credits for audited courses cannot be transferred to Manchester.

I understand that I am expected to register for a full-time course load at my exchange partner university, equivalent to 60 Manchester Credits per semester.

I understand that if, during the semester/year abroad, I experience any problems which may affect my academic performance (for example personal problems, difficulty in dealing with some part of the curriculum or gaining access to facilities, etc), I will ensure that I alert my Academic Exchange Adviser and/or the International Programmes Office as soon as the problems arise and will submit an application for mitigating circumstances to be taken into consideration where appropriate. To access the mitigating circumstances policy please type the following into your browser: bit.ly/mitigationpolicy.

I understand that the marks I obtain abroad are as important as those I obtain in Manchester.

I acknowledge that I have been advised to compile and retain a portfolio of work for each course taken, e.g. course syllabus, copies of essays, lecture notes, etc.



I understand that I must have read and complied with the ‘Framework for Credit Transfer & Grade Conversion for Study Abroad’ document which can be found at [www.studyabroad.manchester.ac.uk/returning/grade-conversion](http://www.studyabroad.manchester.ac.uk/returning/grade-conversion)



I understand that my School may set additional academic requirements.

### Student: I have read, understood and agree to all of the conditions outlined above:

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DEADLINE FOR SUBMISSION TO IPO**

**Wednesday 13th May 2015**

**The Atrium Welcome Desk, 1st Floor University Place**

**PLEASE ENSURE YOU RETAIN A COPY OF THIS DOCUMENT**

**AND TAKE IT ABROAD WITH YOU*.***

**SECTION THREE – CHANGES TO LEARNING AGREEMENT**

**Part A: Course Changes**

This is to confirm that, in consultation with my Academic Exchange Adviser, I have been approved to change the following courses at my exchange partner university:

|  |  |
| --- | --- |
| **Original Course Unit** | **Replacement Course Unit** |
|  | **Course Code** | **Course Title** | **PU Credits** | **Course Code** | **Course Title** | **PU Credits** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |

**Part B: Approval signatures**

We confirm that the above changes to the initially agreed proposed study programme/learning agreement are approved.

### Academic Exchange Adviser Academic Exchange Adviser 2

###  (only applicable for Joint Honours degree students)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Academic Exchange Adviser 3

### (only applicable for PPE students)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Signature**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[If changes to your courses need to be approved after you have left Manchester then written email correspondence with your Academic Exchange Adviser(s) approving new courses is acceptable. This should be forwarded to the International Programmes Office to be added to your formal learning agreement record.]**