**Annex: End notes**

1. **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport *(for example: Polish, Spanish, Turkish, Cape Verdean)*
2. **Study cycle:** Choose one of the following [EQF levels:](http://en.wikipedia.org/wiki/European_Qualifications_Framework)
	* **EQF level 6** *- bachelor or equivalent first cycle*
	* **EQF level 7** *- master or equivalent second cycle*
3. The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at <http://ec.europa.eu/education/tools/isced-f_en.htm>should be used to find the ISCED 2013 detailed field of education and training **that is closest** to the subject of the degree to be awarded to the student by the sending institution.

*Example 1: You study Electrical Engineering in your country. According to search tool, the closest code to your course is* ***0713: Electricity and energy (06.2 – 522)****. So in your Learning Agreement for Studies you should write:* ***0713****.*

*Example 2: You study Environmental Engineering in your country. According to search tool, the closest code to your course is* ***0521: Environmental sciences (422)****. So in your Learning Agreement for Studies you should write:* ***0521****.*

1. **Country code**: ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>

*Example: Your country name is “Poland” – your country code is “PL”. So you should write* ***Poland, PL****.*

1. **Contact person**: a person who provides a link for **administrative** information and who, depending on the structure of the higher education institution, may be the departmental coordinator or will work at the international relations office or equivalent body within the institution.

**Higher Education**

**Learning Agreement form**

*Usually, this is a person that works at IRO - international relations office (“Erasmus office”) of your university and takes care of outbound (outgoing) students. It is very important to give email to the* ***Contact person****, because all your scanned documents will be directed to this email.*

1. An "**educational component**" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a **course**, **module**, **seminar**, **laboratory work**, **practical work**, **preparation/research for a thesis**, **mobility window** or **free electives**.
2. For the Common European Framework of Reference for Languages (**CEFR**) see

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

1. **Responsible person in the sending institution**: an **academic** who has the **authority to approve** the mobility programme of outbound students (Learning Agreements), to exceptionally amend them when it is needed, as well as to guarantee full recognition of such programmes on behalf of the responsible academic body.
2. **Responsible person in the receiving institution**: an **academic** who has the **authority to approve** the mobility programme of incoming students and is committed to give them academic support in the course of their studies at the receiving institution.

*Responsible person for approving (=signing) your Learning Agreement for Studies is usually a faculty coordinator or dean that takes care of Erasmus programme at a university. A list of faculty coordinators at BUT can be found here:* [*http://erasmus.pb.edu.pl/faculty-erasmuscoordinators/*](http://erasmus.pb.edu.pl/faculty-erasmus-coordinators/)