Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Learning Agreement for Exchange Programmes 2021/2022

This Learning Agreement is a useful record of the modules that you will study at your host institution and confirms that you have sought approval for these modules from your academic School at UWTSD. It is each student's responsibility to complete the Learning Agreement. Your Academic School Exchange Coordinator **must** approve module choices. They will also be happy to advise on module selection, and on other sections listed below.

Please note: The Learning Agreement must be hand signed or include an electronic signature – typed names will **not** be accepted.

Student Details

Last Name(s)	First Name(s)	Student Number
Roberts	William	2100809

Details

Academic School	Year of Study when Abroad	Full Degree Title	Name of Exchange Coordinator in School	Exchange Coordinator Email
IMH Carmarthen	Level 5 (Year 2)	BA Outdoor Adventure Education	Simon Jeppesen	simon.jeppesen@usn.no

Host Institution Details

Name of Institution	Country	Faculty/Department of Study	Name of Inbound Exchange coordinator	Inbound Exchange Coordinator Email & Contact Number
University of South East Norway (USN)	Norway	Department of Sports, Physical Education and Outdoor Studies Faculty of Humanities, Sports and Educational Science	Kirsten Wielandt Houe	Kirsten.W.Houe@usn.no

BEFORE Your Placement Abroad – Provisional Module Approval

You must complete this section BEFORE the start of your placement. Provisional Module Approval documents must be signed by your academic School.

Planned period of placement abroad (please include any Orientation dates):	
FROM: [month/year] Select Start Date Here	January 2022
TO: [month/year] Select End Date Here	June 2022

Minimum number of credits required per semester at the Host Institution	**Web link to the course catalogue at the Host Institution describing the learning outcomes: [Please insert *web link to the relevant information below*]**
30ECTS	https://www.usn.no/english/academics/study-and-courseplans/#/studieplan/904_2022_VÅR

TABLE A) Provisional Module Selection at Host Institution

Please list the modules you intend to study at the host institution in the table below.

The minimum number of credits you must enrol on at your host institution will be detailed in your application instructions. You will need to take the equivalent of 60 credits per semester. Your Academic School Exchange Coordinator can advise on this.

These module choices are provisional and may be subject to change when you arrive at your host institution. It is therefore strongly recommended that you include additional reserve modules in case of any cancellations.

Course (module) Code	**Course (module) Title at the Host Institution (as indicated in the course catalogue)**	**Level of Course (1st year, 2nd year, 3rd year)**	**No. of Credits at Host Institution**	**Core/ Optional**	**UWTSD Module Equivalency (code and title) – if applicable**	**Please tick to indicate if this is reserve module**
1245	Basic Skiing – Experimental Learning		5	Core		
1246	Outdoors in the wintertime		10	Core		

1248	Norwegian Perspectives on Outdoor Education		7.5	Core		
1249	Norwegian Perspective on Educational Guiding in Paddling Activities		7.5	Core		

Your School Exchange Coordinator will review these documents before signing your Learning Agreement.

Commitment

In signing this document, the student and the academic School must confirm that:

- the provisional module selection (Table A) at the host institution has been approved and meets all UWTSD International study module learning outcomes/credit values e.g. 60 credits;
- You have agreed to a series of keeping in touch meetings.
- You have agreed to prepare a 15 minutes presentation upon your return.
- You have agreed how academic staff in UWTSD will review modules studied in host institution – blog, emails, vlog.
- any professional accreditation requirements are met (where applicable) and the appropriate learning outcomes have been mapped;
- If grade conversion is being used:
    - grade conversion methodology has been discussed;
    - the student understands the methodology behind the grade conversion and how it will be used to convert the partner institution credit back to UWTSD credit;
    - the student understands that by agreeing to the grade conversion methodology, they will not be able to challenge its application at a later date.

Student Confirmation

Name: William Roberts **Signature:**

Date: 10/09/2022

University Staff Confirmation

Name: Denise Leonard **Signature:**

Date: 12/10/22

Please note: The Learning Agreement must be hand signed or include an electronic signature – typed names will **not** be accepted.

UPON ARRIVAL - Confirmation of Enrolment

Please complete this section once you have ARRIVED at your host institution and return a signed copy to your academic School and the Outward Mobility team within 2 weeks of the start of the academic term. **It is essential that you do this - failure to do so could mean your module choices are not approved and will not contribute to your degree programme at UWTSD.**

Update your contact details:

- Name:
- Address at host university:
- Telephone number to reach you whilst abroad:
- New host university email address:

TABLE B) Confirmed Module Enrolment

Please list the modules that you are now enrolled on at the host institution. Once this document has been signed by your host institution, you should email it to your Academic School Exchange Coordinator for their approval and signature. If you are taking new modules that have not been provisionally approved, you should also send your School the module syllabi and learning outcomes.

Course (module) Code	**Course (module) Title at the Host Institution (as indicated in the course catalogue)**	**Level of Course (1st year, 2nd year, 3rd year)**	**No. of Credits at Host Institution**	**Core or Optional**	**Re-sit available?**	**Was this module provisionally approved before your departure?**	**Cardiff Module Equivalency (Code and Title)**

IMPORTANT: Any changes made after this form has been submitted must also be approved to ensure that the programme level learning outcomes are met. If this happens, please complete Table B once again and send it to your academic School so that they can review the changes and confirm that the modules meet the requirements of your degree programme at UWTSD.

Host Institution Confirmation of Enrolment

I confirm that the student is enrolled full-time on the modules in Table B.

Name: **Signature:**

Title:

Email: **Date:**

Student Declaration of Enrolment

By signing this document, I confirm the following:

- I am enrolled on the modules listed in Table B;
- I am enrolled on the minimum number of credits required per semester at the host institution;
- I have confirmed my enrolment with my academic School at UWTSD, and the modules listed in the document have been approved by the academic School;
- I will inform my academic School of any module changes and will obtain approval from my academic School for these changes;
- I understand the assessment procedure for my semester/year abroad, including options available (if any) for re-assessment should I fail a module/year abroad;
- I fully understand the grade conversion methodology being applied (if applicable) and understand how my marks at the partner institution will be converted back to UWTSD grades and cannot be changed after conversion.

Student Confirmation

Name: **Signature:**

Date:

Once signed and by yourself and the Host University, email this document to your School Exchange Coordinator for approval.

Academic School Confirmation of Enrolment

The School hereby confirms the following:

- The modules selected meet the minimum credit requirements of their degree at UWTSD University (60 credits);
- The module selection listed in Table B are at the appropriate FHEQ level and meet all core module learning outcomes and an appropriate mapping has been completed to protect the programme level learning outcomes;
- The module selection listed in Table B meet all professional accreditation requirements (if applicable) and an appropriate mapping has been completed to protect the programme level learning outcomes;

- That options for re-assessment (should these be available at the host institution) have been discussed, including whether re-assessment is available upon return to UWTSD, or what alternative progression routes exist should a student fail a module or year abroad;
- If applicable, the grade conversion methodology being applied has been discussed with the student and they fully understand how their marks at the partner institution will be converted back to UWTSD grades and cannot be changed after conversion.
- If grade conversion is not being used, the Pass/Fail methodology has been discussed with the student and they are aware that the credit will be discounted at the examining board and their final degree classification will be calculated on the remaining credit.

UWTSD University Staff Confirmation

Name: **Signature:**

Date:

Please retain a copy of this document for your records. Please also retain a copy of the Learning Outcomes and module syllabi for modules taken.

Grade conversion

The assessment of your work will take into account the academic LEVEL of your overseas courses. An A+ mark on a sophomore level course is not the same as an A+ mark on a senior level course. The academic levels of your courses will be considered in your assessment so that your work can be assessed in line with the academic demands of the UWTSD module on which you are enrolled. In brief, if you take a *lower* level course overseas, receive an A+ mark, do not think that it automatically equates to a Level 6 Top Excellent at UWTSD.

Example

North America - UK Grade conversion

The following conversion table will be used to convert the marks you gain in the USA so that they are consistent with those used at UWTSD:

UK Class	UK	US Grade	US GPA
First	70+	A	4.0

Upper second	60-69	B+/B	3.0-3.33
Lower second	54-59	B/B-	2.67-3.0
Third	42-53	C	2.0
Pass	40	D	1.0
Fail	0-39	F	0