

# OUTBOUND LEARNING AGREEMENT

## for Semester Exchange / Summer Abroad Program

### Instructions for Students

Please read this section before completing and submitting the Learning Agreement.

This Learning Agreement is a record of what course(s) you will take abroad and how they will transfer back to Seneca. Follow the step-by-step instructions to complete this document.

1. **Know what academic credit you will earn after successfully completing the Semester Exchange (SE) or Summer Abroad Program (SAP)**
  - Visit the [opportunity-specific page](#) and review "Course Credit" section
2. **Complete section A, B and C**
3. **Contact your Student Adviser to review your learning agreement and sign Section D**
  - Here is [how to contact a student adviser](#).
  - You must have a signature from your Student Adviser for this Learning Agreement to be complete.
4. **Submit the fully signed learning agreement to the [application portal](#).**

#### NOTES:

1. Transfer credit will only be applied for courses outlined and approved in the Learning Agreement. It is the student's responsibility to ensure the Learning Agreement is completed accurately.
2. A passing grade (as per the grading system of the host institution) must be received on courses taken abroad for credit transfer to be applied at Seneca.
3. Any changes the student wishes to make to the Learning Agreement must be reviewed and approved by the Student Adviser and Global Mobility Coordinator before enrolling in courses.

### Instructions for Academic Program Area

This Learning Agreement acknowledges the student's intended course of global learning abroad.

Course credits are approved before an opportunity promotion. However, they are subject to changes without notice.

A Student Adviser must sign this Learning Agreement. In the Student Adviser's absence, the Program Coordinator's signature is required.

#### WHAT NEEDS TO BE REVIEWED BY STUDENT ADVISER:

- Program GPA
- If the student's course selection fits in their program at Seneca
- Course code, course name, semester the course would be taken at Seneca, and number of credits.

#### By signing the Learning Agreement, the Academic Program Area confirms:

- The student requires the course(s)/credit(s) in Section B to graduate.
- The semester the student would take the course(s) (required by the RO for credit transfer).
- The student is in good academic standing for the Global Learning Opportunity.

#### Freedom of Information and Protection of Privacy Act

Personal information collected by Seneca College on this website, email or through other means is done in accordance with sections 21, 39 and 49 of the Freedom of Information and Protection of Privacy Act and under the legal authority of the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, and the Ontario Colleges of Applied Arts and Technology Act, 2002, Regulation 34/03, and may be used and/or disclosed for administrative, statistical and/or research purposes of the College and/or the ministries or agencies of the Government of Ontario and the Government of Canada. If you have any questions concerning the collection and use of personal information, please contact the Privacy Office at 416-764-0400 or email [privacyoffice@senecapolytechnic.ca](mailto:privacyoffice@senecapolytechnic.ca).

## OUTBOUND LEARNING AGREEMENT for Semester Exchange / Summer Abroad Program

**DO NOT** complete this until you have read the instructions on [PAGE 1](#).  
You **MUST** receive a signature from your Student Adviser before submitting the form.

Section A. Student Information			
First Name		Last Name	
Student ID		Seneca Email	
Current Semester (at Seneca)		GPA (program)	
Seneca Program		Student Adviser verifies program GPA	

Section B. Outbound Opportunity Details				
Type of Global Learning Opportunity (select one option below)				
<input type="checkbox"/> Semester Exchange (SE)		<input type="checkbox"/> Summer Abroad Program (SAP)		
Host Information				
Host Institution				
Host Country				
Academic Information				
Host Institution Academic Information		Seneca Academic Information		
Course Title at Host Institution	Course Code	Course Title	Semester Seneca course would be taken	Credits

Section C. Student Confirmation		
I confirm the information above and understand that changes may occur to this proposed schedule.	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <b>Student Signature</b>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <b>Date (mm/dd/yyyy)</b>

Section D. Learning Agreement Approval		
Approved by:	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <b>Student Adviser - Name</b>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <b>Date (mm/dd/yyyy)</b>
	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <b>Student Adviser - Signature</b>	

**IMPORTANT: DO NOT FILL THIS PAGE** unless there are **course changes** to your course section in Section B. It is your responsibility to inform Seneca of changes to your study plan.

Section E. Course Changes		
Course Name at Host Institution	Seneca Course Equivalency	Added / Removed

Section F. Approval for Course Changes		
<b>Student:</b> I confirm the changes to the originally proposed Learning Agreement.	_____ <b>Student Signature</b>	_____ <b>Date (mm/dd/yyyy)</b>
<b>Host/Partner Institution:</b> We confirm and approve the changes in Section E.	_____ <b>Coordinator – Name</b>  _____ <b>Coordinator - Signature</b>	_____ <b>Date (mm/dd/yyyy)</b>
<b>Seneca Polytechnic:</b> We confirm and approve the changes in Section E.	_____ <b>Student Adviser - Name</b>  _____ <b>Student Adviser - Signature</b>	_____ <b>Date (mm/dd/yyyy)</b>

**Freedom of Information and Protection of Privacy Act**

Personal information collected by Seneca College on this website, email or through other means is done in accordance with sections 21, 39 and 49 of the Freedom of Information and Protection of Privacy Act and under the legal authority of the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, and the Ontario Colleges of Applied Arts and Technology Act, 2002, Regulation 34/03, and may be used and/or disclosed for administrative, statistical and/or research purposes of the College and/or the ministries or agencies of the Government of Ontario and the Government of Canada. If you have any questions concerning the collection and use of personal information, please contact the Privacy Office at 416-764-0400 or email [privacyoffice@senecapolytechnic.ca](mailto:privacyoffice@senecapolytechnic.ca).