

A faint, light blue world map is centered in the background of the slide, showing the outlines of continents.

# Ausfällhilfe Learning Agreement



# Das Learning Agreement

ist ein offizielles ERASMUS Dokument, das Ihnen die Anerkennung der Kurse im Ausland sichert. Sie müssen es vor Ihrer Abreise vollständig und korrekt ausgefüllt beim International Office der EUF per Scan als ein Word-Dokument oder PDF einreichen ([outgoing@uni-flensburg.de](mailto:outgoing@uni-flensburg.de)), um finanziell gefördert zu werden.

# Schritt für Schritt

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Achten Sie auf die Überschriften im Dokument: „Before the Mobility“, „During the Mobility“, „After the Mobility“. Für Sie ist zunächst nur der Abschnitt „Before the Mobility“ relevant.

# Erste Tabelle



## Learning Agreement Student Mobility for Studies

Higher Education:  
Learning Agreement form  
**Student's name**  
Academic Year 2019/2020

Bitte  
ausfüllen

Student	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Gender [Male/Female/ Undefined]	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
	Kim	Muster	01.01.1911	xx	M/F/U	EQF level 5	011
Sending Institution	Name	Faculty/Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; email; phone	
	Europa-Universität Flensburg		D FLENSBU 01	Auf dem Campus 1 24943 Flensburg	Germany DE	Institutional Coordinator Ulrike Bischoff-Parker <a href="mailto:outgoing@uni-flensburg.de">outgoing@uni-flensburg.de</a> + 49 461 805 2022 / + 49 461 805 2021	
Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	

# Erste Tabelle



## Learning Agreement Student Mobility for Studies

Higher Education:  
Learning Agreement form  
*Student's name*  
Academic Year 2019/2020

Student	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Gender [Male/Female/ Undefined]	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
		Kim	Muster	01.01.1911	xx	M/F/U	EQF level 5
Sending Institution	Name	Faculty/Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; email; phone	
	Europa-Universität Flensburg		D FLENSBU 01	Auf dem Campus 1 24943 Flensburg	Germany DE	Institutional Coordinator Ulrike Bischoff-Parker <a href="mailto:outgoing@uni-flensburg.de">outgoing@uni-flensburg.de</a> + 49 461 805 2022 / + 49 461 805 2021	
Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	

Wenn Sie das richtige Learning Agreement für Ihren Studiengang ausgewählt haben, ist hier der Code schon eingetragen.

optional











# Before the Mobility

xi

**Commitment**

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Commitment	Name	Email	Position	Date	Signature
Student	Kim Muster	Kim.Muster@studierende.un	Student		
Responsible person <sup>10</sup> at the Sending Institution					
Responsible person at the Receiving Institution <sup>11</sup>					

Bitte ausfüllen

# Before the Mobility

**Commitment**

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible person and/or study period.

Commitment	Name	Email	Position	Date	Signature
Student	Karina <u>Mustermann</u>	Karina.mustermann@studierende.uni-flensburg.de	Student		
Responsible person <sup>10</sup> at the Sending Institution					
Responsible person at the Receiving Institution <sup>11</sup>					

Wichtig ist, dass das Learning Agreement **vor Beginn Ihres Auslandssemesters von allen unterschrieben wurde.**

Digitale Unterschriften sind hier erlaubt.

Wenn Sie das richtige Learning Agreement ausgewählt haben, steht hier die [für Ihren Studiengang zuständige Person](#). Ihr Learning Agreement wird nur durch die Unterschrift dieser Person gültig (nicht z.B. von einzelnen Professor\*innen).

# Before the Mobility

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<b>Commitment</b>					
By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.					
Commitment	Name	Email	Position	Date	Signature
Student	Kim Muster	Kim.Muster@studierende.uni-flensburg.de	Student		
Responsible person <sup>10</sup> at the Sending Institution					
Responsible person at the Receiving Institution <sup>11</sup>					

Unsere Anerkennungswebsite:

[www.uni-flensburg.de/portal-internationales/ins-ausland-gehen/anerkennung/](http://www.uni-flensburg.de/portal-internationales/ins-ausland-gehen/anerkennung/)

# During the Mobility

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Bei Änderungen reichen Sie bitte immer das komplette Dokument ein, nicht nur den Teil “During the Mobility”. Nur so sind Ihre Änderungen nachvollziehbar und für eine spätere Anerkennung gültig.

# During the Mobility

ACADEMIC YEAR 2019/2020

## During the Mobility

Exceptional changes to Table A <small>(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)</small>						
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 <sup>12</sup>	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) <small>(to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)</small>					
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"/>	

Commitment					
By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the inter-institutional Agreement for institutions located in Partner Countries). The Beneficiary institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.					
Commitment	Name	Email	Position	Date	Signature
Student			Student		
Responsible person <sup>13</sup> at the Sending Institution					
Responsible person at the Receiving Institution <sup>14</sup>					

Manchmal kommt es zu Kursänderungen vor Ort. Sie haben fünf Wochen Zeit, das Learning Agreement anzupassen. Nutzen Sie dafür den Abschnitt „During the Mobility“. Nur wenn dieser Abschnitt korrekt und vollständig ausgefüllt und von allen unterschrieben ist, ist die Anerkennung gesichert.

Bitte wenden Sie sich an die für Ihren Studiengang zuständige Person für Anerkennung. Wenn alle Unterschriften vorliegen, schicken Sie den Scan bitte in einem Dokument an das International Office der EUF.

Unsere Anerkennungswebsite:

<http://www.uni-flensburg.de/portal-internationales/ins-ausland-gehen/anerkennung/>





Alles ausgefüllt?

Sehr gut!