



Instructions for filling out the Learning Agreement



The Learning Agreement

is an official ERASMUS document that guarantees the recognition of courses abroad. Before your departure it has to be submitted to the EUF International Office by scan in one file either in word or pdf (outgoing@uni-flensburg.de). In order to receive financial support it has to be completely and correctly filled in.

Step by Step

There are different sections in the document: "Before the Mobility", "During the Mobility", "After the Mobility". Initially, only the "Before the Mobility" section is relevant to you.

First Table



Learning Agreement Student Mobility for Studies

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

please fill in

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

First Table

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 ¹ | Gender [Male/Female/Undefined] | Study cycle ² | Field of education ³ |
|-----------------------|------------------------------|---------------------|-------------------------------------------|----------------------------------------|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
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| Receiving Institution | Name | Faculty/ Department | Erasmus code (if applicable) | Address | Country | Contact person name; email; phone | |
| | | | | | | | |

If you have selected the correct Learning Agreement for your degree programme, the code is already entered here.

optional

Before the Mobility

| Study Programme at the Receiving Institution | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|------------------------------------------------------------------------------------------------------|----------|---------------------------------------------------------------------------------------------------------------------------------|
| Planned period of the mobility: from [month/year] to [month/year] | | | | |
| Table A Before the mobility | Component ⁶ code (if any) | Component title at the Receiving Institution (as indicated in the course catalogue ⁷) | Semester | Number of ECTS credits (or equivalent) ⁸ to be awarded by the Receiving Institution upon successful completion |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | Total: ... |
| Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information] | | | | |

The level of language competence⁹ in [] [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: A1 A2 B1 B2 C1 C2 Native speaker

please fill in

Before the Mobility

Study Programme at the Receiving Institution

Planned period of the mobility: from [month/year] to [month/year]

| Table A Before the mobility | Component ⁶ (if any) | Component title at the Receiving Institution (as indicated in the course catalogue ⁷) | Semester | Number of ECTS credits (or equivalent) ⁸ to be awarded by the Receiving Institution upon successful completion |
|-----------------------------------|------------------------------------|------------------------------------------------------------------------------------------------------|----------|---------------------------------------------------------------------------------------------------------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | Total: ... |

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information]

The level of language competence⁹ in [] [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: A1 A2 B1 B2 C1 C2 Native speaker

You can find this period in the Acceptance Letter or you can check the Academic Calendar on the website of the partner university. Usually, the semester begins with the orientation week and ends with the examination week.

please fill in the course codes of the classes you plan to take

Before the Mobility

please fill in

| Table B Before the mobility | Recognition at the Sending Institution | | | |
|-----------------------------------|----------------------------------------|--------------------------------------------------------------------------------------|----------|------------------------------------------------------------------------------------------|
| | Component code | Component title at the Sending Institution (as indicated in the course catalogue) | Semester | Number of ECTS credits (or equivalent) to be recognised by the Sending Institution |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | Total: ... |

Provisions applying if the student does not complete successfully some educational components: [\[web link to the relevant information\]](#)

Before the Mobility

Table B
Before the mobility

Recognition at the Sending Institution

| Component code | Component title at the Sending Institution (as indicated in the course catalogue) | Semester | Number of ECTS credits (or equivalent) to be recognised by the Sending Institution |
|-----------------------|---------------------------------------------------------------------------------------------|-----------------|-------------------------------------------------------------------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | Total: ... |

Provisions applying if the student does not complete successfully some educational components: [web link to the relevant information]

autumn/
spring

please fill in the
individual course
number

Before the Mobility

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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 ¹⁰ at the Sending Institution | | | | | |
| Responsible person at the Receiving Institution ¹¹ | | | | | |

please
fill in

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 |
|---------------------------------------------------------------|------------|-----------------------------------------|----------|------|-----------|
| Responsible person ¹⁰ at the Sending Institution | Kim Muster | Kim.Muster@studierende.uni-flensburg.de | Student | | |
| Responsible person at the Receiving Institution ¹¹ | | | | | |

It is important that the Learning Agreement is signed by all parties before the start of your semester abroad.

Digital signatures are allowed on this document.

If you have selected the right Learning Agreement, you will find the person responsible for your degree programme here. Your Learning Agreement will only be valid if signed by this person (not e.g. by individual professors).

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.uni-flensburg.de | Student | | |
| Responsible person ¹⁰ at the Sending Institution | | | | | |
| Responsible person at the Receiving Institution ¹¹ | | | | | |

Our Website for accreditation:

www.uni-flensburg.de/en/international/going-abroad/accreditation-of-courses-taken-abroad/

During the Mobility

If changes are made, please always submit the complete document by scan in one file, not just the part "during the mobility". This is the only way to make your changes comprehensible and valid for later recognition.

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 ¹² | 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 ¹³ at the Sending Institution | | | | | |
| Responsible person at the Receiving Institution ¹⁴ | | | | | |

Sometimes you have to change courses after your arrival at the partner university. You have five weeks to adapt the Learning Agreement. Use the "During the Mobility" section to do this. Only if this section is correctly and completely filled out and signed by everyone the accreditation is assured. Please contact the person responsible for recognition for your degree programme. Once all the signatures have been received, please send the scan to the EUF International Office.

Our Website for accreditation:
www.uni-flensburg.de/en/international/going-abroad/accreditation-of-courses-taken-abroad/

After the Mobility

After the Mobility

| Transcript of Records at the Receiving Institution | | | | | | |
|----------------------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------|----------------------------------------|----------------------------------------------|--|
| Table C After the mobility | Start and end dates of the study period: from [day/month/year] to [day/month/year] | | | | | |
| | Component code (if any) | Component title at the Receiving Institution (as indicated in the course catalogue) | Was the component successfully completed by the student? [Yes/No] | Number of ECTS credits (or equivalent) | Grades received at the Receiving Institution | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | Total: ... | | | |

| Transcript of Records and Recognition at the Sending Institution | | | | | |
|------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|---------------------------------------------------|--------------------------------------------------------------|--|
| Table D After the mobility | Start and end dates of the study period: from [day/month/year] to [day/month/year] | | | | |
| | Component code (if any) | Title of recognised component at the Sending Institution (as indicated in the course catalogue) | Number of ECTS credits (or equivalent) recognised | Grades registered at the Sending Institution (if applicable) | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | Total: ... | | |

Erasmus+

Learning Agreement Form
Erasmus+2019
Academic Year 2019/2020

Nationality: country to which the person belongs administratively and that issues the ID card and/or passport.

Level of education: Bachelor (EC level 6) / Master or equivalent second cycle (EC level 7) / Doctorate or equivalent third cycle (EC level 8).

Field of education: The ECED-F 2013 search tool available at <http://ec.europa.eu/education/tools/cecd-f-2013/> Find the ECED 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.

Erasmus code: a unique Identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHÉ) receives. It is only applicable to higher education institutions located in Programme Countries.

Contact person: 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 works at the international relations office or equivalent body within the institution.

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, 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.

Course catalogue: detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.

ECTS credits (or equivalent): In countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

Level of language competence: a description of the European Language Levels (CEFR) is available at: <http://ec.europa.eu/education/resources/european-language-levels-off/>

Responsible person at the Sending Institution: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

Responsible person at the Receiving Institution: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

Reasons for exceptional changes to study programme abroad (choose an item number from the table below):

| | |
|--------------------------------------------------------------------------------------------|---------------------------------------|
| Reasons for deleting a component | Reasons for adding a component |
| 1. Previously selected educational component is not available at the Receiving Institution | 5. Substituting a deleted component |
| 2. Component is in a different language than previously specified in the course catalogue | 6. Extending the mobility period |
| 3. Timetable conflict | 7. Other (please specify) |
| 4. Other (please specify) | |

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Responsible person at the Receiving Institution: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

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This section can also be replaced by the Transcript of Records.



Everything filled in?

Well done!