

LEARNING AGREEMENT FOR STUDIES

The student

Name of student (last name, first name)			
Date of birth		Nationality ¹	
Sex [M/F]		Academic year	
Study cycle ²		Field of education ³	
Phone		E-mail	
Language competence of the student (self-assessment according to the Common European Framework of Reference for Languages (CEFR)) The level of language competence ⁴ in [<i>the main language of instruction</i>] that the student already has or agrees to acquire by the start of the study period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>			
Planned period of the mobility: from [day/month/year] ____ . ____ . ____ to [day/month/year] ____ . ____ . ____			

The Sending Institution: FH Münster – University of Applied Sciences, D MUNSTER02

Faculty		Address	
Contact person ⁵		Contact person e-mail/ phone	
Responsible person in department ⁶		Function of responsible person	
Responsible person email		Responsible person phone	

The Receiving Institution

Name		Faculty	
Erasmus code ⁷ (if applicable)		Department	
Address		Country, Country code	
Contact person		Contact person e-mail / phone	
Responsible person ⁸		Function of responsible person	
Responsible person email		Responsible person phone	

For end notes please look at Annex 1.

Section to be completed BEFORE THE MOBILITY

I. STUDY PROGRAMME AT THE RECEIVING INSTITUTION

Table A: Study programme abroad			Table B: Group of educational components in the student's degree that would normally be completed at the sending institution and which will be replaced by the study abroad		
Web link to the course catalogue at the receiving institution describing the learning outcomes:			NB: no one to one match with Table A is required. Where all credits in Table A are recognised as forming part of the programme at the sending institution without any further conditions being applied, Table B may be completed with a reference to the mobility window (see guidelines).		
If the student does not successfully complete some of the educational components, the credits will not be recognised at the sending institution, unless a partial recognition of credits was agreed upon in written form beforehand.					
Component code ⁹ (if any) & title (as indicated in the course catalogue ¹⁰) at the receiving institution	Semester [autumn/ spring] [or term]	Number of ECTS credits (or equivalent) ¹¹ to be awarded by the receiving institution upon successful completion	Component code ⁹ (if any) & title (as indicated in the course catalogue) at the receiving institution or reason for non-recognition ¹²	Semester [autumn/ spring] [or term]	Number of ECTS credits (or equivalent) ¹²
		Total:			Total:

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

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II. COMMITMENT OF THE THREE PARTIES

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 Sending/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 for 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 at the Sending institution					
Responsible person at the Receiving institution					

Annex 1: End notes

¹ **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

² **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

³ **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/iscfed-f_en.htm) available at http://ec.europa.eu/education/tools/iscfed-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.

Sie können sich auf den Namen Ihres Studienfachs beschränken oder zusätzlich einen Code aus dem search tool ergänzen.

⁴ For the Common European Framework of Reference for Languages (**CEFR**) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

⁵ **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 will work at the international relations office or equivalent body within the institution.

⁶ **Responsible person at 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. 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.

⁷ **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.

⁸ **Responsible person at 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. 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.

⁹ 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.

¹⁰ **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.

¹¹ **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.

¹² **Acceptable reasons for non-recognition:**

a) Student does not want to recognize the course.

b) Responsible person can prove that the qualification to be achieved is substantially different.