

# LEARNING AGREEMENT FOR STUDIES (INCOMING)

## The Student

Last name(s)		First name(s)	
Date of birth		Nationality <sup>1</sup>	
Sex [M/F]		Academic year	
Phone		E-mail	
Study cycle <sup>2</sup>		Field of Education, <a href="#">Code</a> <sup>3</sup>	

## The Sending Institution

Name		Faculty / Department	
Erasmus code <sup>4</sup> (if applicable)		Country	
Address		Contact person <sup>5</sup> name	
Contact person phone		Contact person e-mail	

## The Receiving Institution

Name	FH Aachen University of Applied Sciences	Faculty / Department	
Erasmus code (if applicable)	D AACHEN02	Country	Germany
Address	Bayernallee 11 52066 Aachen	Contact person name	Nathalie Kanj
Contact person phone	+49 241 6009 51018	Contact person e-mail	Kanj@fh-aachen.de

## Section to be completed BEFORE THE MOBILITY

**Table A: Before the mobility - Study Programme at the Receiving Institution**

Planned period of the mobility: from

till

Component <sup>6</sup> code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue) <sup>7</sup>	Semester [e.g. autumn/spring/ WS/SS] [or term]	Number of ECTS credits (or equivalent) <sup>8</sup> 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]

## Section to be completed BEFORE THE MOBILITY

**Table B: Before the mobility - Recognition at the Sending Institution**

Component code (if any)	Component title at the sending institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring/ WS/SS][or term]	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]

## Section to be completed BEFORE THE MOBILITY

### Language competence

The [level of language](#) competence<sup>9</sup> 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

### 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.

<b>Student</b>	
Name	E-mail <input type="text"/>
Position	Student
Date	Signature
<b>Responsible person<sup>10</sup> at the Sending Institution</b>	
Name	E-mail
Position	
Date	Signature
<b>Responsible person<sup>11</sup> at the Receiving Institution</b>	
Name	E-mail
Position	
Date	Signature

## Section to be completed DURING THE MOBILITY

**Table A2: During the mobility - Exceptional changes to Table A**

(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)

Component code (if any)	Component title at the receiving institution (as indicated in the course catalogue)	Deleted component <i>[tick if applicable]</i>	Added component <i>[tick if applicable]</i>	Reason for change <sup>12</sup> <i>[choose an item]</i>	Number of ECTS credits (or equivalent)
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
Total:					

## 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 A2 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.

<b>Student</b>		
Name	E-mail	<input type="text"/>
Position	Student	
Date	Signature	
<b>Responsible person<sup>10</sup> at the Sending Institution</b>		
Name	E-mail	
Position		
Date	Signature	
<b>Responsible person<sup>11</sup> at the Receiving Institution</b>		
Name	E-mail	
Position		
Date	Signature	

## Section to be completed AFTER THE MOBILITY

**Table C: After the mobility - Transcript of records at the Receiving Institution**

Start and end dates of the study period: from		till	
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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 <sup>9</sup> )	Grades recieved at the Receiving institution
Total:				

## Section to be completed AFTER THE MOBILITY

**Table D: After the mobility - Transcript of records and recognition at the Sending Institution**

Start and end dates of the study period: from		till	
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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:			



## 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 Sending 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 C and D are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits 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.

<b>Student</b>		
Name	E-mail	<input type="text"/>
Position	Student	
Date	Signature	
<b>Responsible person<sup>10</sup> at the Sending Institution</b>		
Name	E-mail	
Position		
Date	Signature	
<b>Responsible person<sup>11</sup> at the Receiving Institution</b>		
Name	E-mail	
Position		
Date	Signature	

- 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/isced-f_en.htm) available at [http://ec.europa.eu/education/tools/isced-f\\_en.htm](http://ec.europa.eu/education/tools/isced-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.
- 4 **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.
- 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 works at the international relations office or equivalent body within the institution.
- 6 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.
- 7 **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.
- 8 **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.
- 9 **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>
- 10 **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.
- 11 **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.
- 12 **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

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