



Subject Area:

Student Name:

# LEARNING AGREEMENT FOR STUDIES

## Academic year 2014/15

Subject \_\_\_\_\_ Subject Area Code<sup>1</sup> \_\_\_\_\_  
 Study cycle<sup>2</sup> \_\_\_\_\_

### The Student

Last name (s)				<input type="checkbox"/> male
First name (s)				<input type="checkbox"/> female
Date of birth			Nationality <sup>3</sup>	
phone	+49 (0)	E-Mail		

### Contact details of the departmental coordinator - sending institution

Name	<b>University of Münster</b>	Erasmus code (if applicable)	<b>D MUNSTER01</b>	Country code <sup>4</sup>	<b>DE</b>
Faculty/ Department					
Address					
Contact person <sup>5</sup>					
phone	+49 (0) 251	E-Mail			

### Contact details of the departmental coordinator - receiving institution

Name			Erasmus code (if applicable)		Country code	
Faculty/ Department						
Address						
Contact person						
phone			E-Mail			



Student Name:

Subject Area:

### Section to be completed

Vorläufiges Learning Agreement




## BEFORE THE MOBILITY

### I. Proposed mobility programme

Planned period of the mobility:

from [month/year] \_\_\_\_\_ till [month/year] \_\_\_\_\_

Table A:  Study programme abroad

Component <sup>6</sup> code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Semester [autumn/spring] [or term]	Number of ECTS*
			
<b>Total:</b>			

\* Number of ECTS credits to be awarded by the receiving institution upon successful completion

Web link to the course catalogue at the receiving institution describing the learning outcomes:

Web link(s) to be provided





Student Name:

Subject Area:

Vorläufiges Learning Agreement

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

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)

Table with 4 columns: Component code (if any), Component title (as indicated in the course catalogue) at the sending institution, Semester [autumn/spring] [or term], and Number of ECTS. Includes a 'Total:' row at the bottom.

If the student does not complete successfully some educational components, the following provisions will apply:

(Please, specify or provide a web link to the relevant information.)

Language competence of the student

The level of language competence7 in ..... [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 [ ]



Student Name:

Subject Area:

II. Responsible Persons<sup>8</sup> for the recognition of ECTS Credits

<b>Responsible person in the sending institution - University of Münster</b>			
Name:		Function:	
Phone number:		E-mail:	

<b>Responsible person in the receiving institution -</b>			
Name:		Function:	
Phone number:		E-mail:	

III. Commitment of the three parties

By signing this document, the student, the sending institution and the receiving institution confirm that they approve the proposed 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 receiving institution confirms that the educational components listed in Table A are in line with its course catalogue.

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 receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

The student

Student's signature

Date \_\_\_\_\_

The sending institution - University of Münster

Responsible person's signature 

(Seal)

Date \_\_\_\_\_

The receiving institution -

Responsible person's signature

(Seal)

Date \_\_\_\_\_





Student Name:

Subject Area:

II. Changes in the responsible persons for the recognition of ECTS Credits, if any:

<b>New Responsible person in the sending institution - University of Münster</b>			
Name:		Function:	
Phone number:		E-mail:	

<b>New Responsible person in the receiving institution -</b>			
Name:		Function:	
Phone number:		E-mail:	

III. Commitment of the three parties

By signing this document, the student, the sending institution and the receiving institution confirm that they approve the proposed Learning Agreement and that they will comply with all the arrangements agreed by all parties.

The receiving institution confirms that the educational components listed in Table A are in line with its course catalogue.

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.

The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

The student

Date

Student's signature

Responsible person in the sending institution - University of Münster



Responsible person's signature

(Seal)

Date

Responsible person in the receiving institution -

Responsible person's signature

(Seal)

Date



Student Name:

Subject Area:

Section to be completed AFTER THE MOBILITY RECOGNITION OUTCOMES

I. Minimum information to include in the receiving institution's TRANSCRIPT OF RECORDS

Start and end dates of the study period:

from [day/month/year] \_\_\_\_\_ till [day/month/year] \_\_\_\_\_

Table E: Academic outcomes at receiving institution

Table with 5 columns: Component code (if any), Component title (as indicated in the course catalogue at the receiving institution), Was the component successfully completed by the student? (Yes/No), Number of ECTS credits, Receiving inst. grade. Includes a Total row at the bottom.

Responsible person in the receiving institution –

Responsible person's signature \_\_\_\_\_ (Seal)

Date \_\_\_\_\_







Student Name:

Subject Area:

### Annex 1: Guidelines

The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the study period abroad and to ensure that the student will receive recognition in his/her degree for the educational components successfully completed abroad.

It is recommended to use this template. However, if higher education institutions already have an IT system in place to produce the Learning Agreement or the Transcript of Records, they can continue using it. What is important is that all the information requested in this template is provided, no matter in which format, provided that it respects certain requirements outlined in the sections below.

How to use the Learning Agreement:

**Before the mobility**, it is necessary to fill in page 1 with information on the student, the sending and the receiving institutions and the three parties have to agree on the section to be completed before the mobility (pages 2 and 3). On page 1, all the information mentioned will have to be encoded in the Mobility Tool. Institutions can decide to add more information (e.g. additional contact person in the coordinating institution of a consortium) or to request less in case some of the information is already provided in other documents internal to the institution. However, it should at least include the names of the two institutions, and names and contact details of the student and persons of contact in both the sending and receiving institutions.

The section to be completed **during the mobility** (page 4) should only be used if there are changes in the responsible persons or in case it is necessary to introduce changes to the original mobility programme. This section and the section before mobility (pages 1 to 4) should always be kept together in all communications.

**After the mobility**, the receiving institution should send a Transcript of Records to the student and the sending institution (page 5). Finally the sending institution should issue a Transcript of Records (page 5) to the student or record the results in a database accessible to the student.

### PROPOSED MOBILITY PROGRAMME

The proposed mobility programme includes the indicative start and end months of the agreed study programme that the student will carry out abroad. The Learning Agreement must include **all the educational components to be carried out by the student** at the receiving institution (in table A) and it must contain as well the group of educational components that will be replaced in his/her degree by the sending institution (in table B) upon successful completion of the study programme abroad. Additional rows can be added as needed to tables A and B. Additional columns can also be added, for example, to specify the study cycle-level of the educational component. The presentation of this document may also be adapted by the institutions according to their specific needs. However, **in every case, the two tables A and B must be kept separated**, i.e. they cannot be merged. The objective is to make clear that there needs to be no one to one correspondence between the courses followed abroad and the ones replaced at the sending institutions. The aim is rather that a group of learning outcomes achieved abroad replaces a group of learning outcomes at the sending institution, without having a one to one correspondence between particular modules or courses.

A normal academic year of full-time study is normally made up of educational components totalling 60 ECTS\* credits. It is recommended that for mobility periods shorter than a full academic year, the educational components selected should equate to a roughly proportionate number of credits. In case the student follows additional educational components beyond those required for his/her degree programme, these additional credits must also be listed in the study programme outlined in table A.

When mobility windows are embedded in the curriculum, it will be enough to fill in table B with a single line as described below:

Component code (if any)	Component title (as indicated in the course catalogue) at the sending institution	Semester [autumn / spring] [or term]	Number of ECTS* credits
	<i>Mobility window</i>	...	<i>Total: 30</i>

Otherwise, the group of components will be included in Table B as follows:

Component code	Component title (as indicated in the course catalogue)	Semester [autumn / spring][or term]	Number of ECTS* credits
	<i>Course x</i>	...	<i>10</i>
	<i>Module y</i>	...	<i>10</i>
	<i>Laboratory work</i>	...	<i>10</i>
			<i>Total: 30</i>



Student Name:

Subject Area:

The sending institution must **fully recognise the number of ECTS\* credits contained in table A** if there are no changes to the study programme abroad and the student successfully completes it. Any exception to this rule should be clearly stated in an annex of the Learning Agreement and agreed by all parties. Example of justification for non-recognition: the student has already accumulated the number of credits required for his/her degree and does not need some of the credits gained abroad.

Since the recognition will be granted to a group of components and it does not need to be based on a one to one correspondence between single educational components, the sending institution must foresee which provisions will apply if the student does not successfully complete some of the educational components from his study programme abroad. A web link towards these provisions should be provided in the Learning Agreement.

The student will commit to reach a certain **level of language competence** in the main language of instruction by the start of the study period. The level of the student will be assessed after his/her selection with the Erasmus+ online assessment tool when available (the results will be sent to the sending institution) or else by any other mean to be decided by the sending institution. A recommended level has been agreed between the sending and receiving institutions in the inter-institutional agreement. In case the student would not already have this level when he/she signs the Learning Agreement, he/she commits to reach it with the support to be provided by the sending or receiving institution (either with courses that can be funded by the organisational support grant or with the Erasmus+ online tutored courses).

All parties must **sign the document**; however, it is not compulsory to circulate papers with original signatures, scanned copies of signatures or digital signatures may be accepted, depending on the national legislation.

\* In countries where the "ECTS" system it is not in place, in particular for institutions located in partner countries not participating in the Bologna process, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a weblink to an explanation to the system should be added.

### CHANGES TO THE ORIGINAL LEARNING AGREEMENT

The section to be completed during the mobility is **needed only if changes have to be introduced into the original Learning Agreement**. In that case, the section to be completed before the mobility should be kept unchanged and changes should be described in this section.

Changes to the mobility **study programme** should be exceptional, as the three parties have already agreed on a group of educational components that will be taken abroad, in the light of the course catalogue that the receiving institution has committed to publish well in advance of the mobility periods and to update regularly as ECHE holder. However, introducing changes might be unavoidable due to, for example, timetable conflicts.

Other reasons for a change can be the request for **an extension of the duration** of the mobility programme abroad. Such a request can be made by the student at the latest one month before the foreseen end date.

These **changes to the mobility study programme should be agreed by all parties within four to seven weeks** (after the start of each semester). Any party can request changes within the first two to five-week period after regular classes/educational components have started for a given semester. The exact deadline has to be decided by the institutions. The shorter the planned mobility period, the shorter should be the window for changes. All these changes have to be agreed by the three parties within a two-week period following the request. In case of changes due to an extension of the duration of the mobility period, changes should be made as timely as possible as well.

Changes to the study programme abroad should be listed in table C and, once they are agreed by all parties, the sending institution commits to fully recognise the number of ECTS credits as presented in table C. Any exception to this rule should be documented in an annex of the Learning Agreement and agreed by all parties. Only if the changes described in table C affect the group of educational components in the student's degree (table B) that will be replaced at the sending institution upon successful completion of the study programme abroad, a revised version should be inserted and labelled as "Table D: Revised group of educational components in the student's degree that will be replaced at sending institution". Additional rows and columns can be added as needed to tables C and D.

**All parties must confirm that the proposed amendments to the Learning Agreement are approved.** For this specific section, original or scanned signatures are not mandatory and an approval by email may be enough. The procedure has to be decided by the sending institution, depending on the national legislation.



Student Name:

Subject Area:

RECOGNITION OUTCOMES

The receiving institution commits to provide the sending institution and the student with a Transcript of Records within a period stipulated in the inter-institutional agreement and normally not longer than five weeks after publication/proclamation of the student's results at the receiving institution.

The Transcript of Records from the receiving institution will contain at least the minimum information requested in this Learning Agreement template. Table E (or the representation that the institution makes of it) will include all the educational components agreed in table A and, if there were changes to the study programme abroad, in table C.

In addition, grade distribution information should be included in the Transcript of Records or attached to it (a web link where this information can be found is enough). The actual start and end dates of the study period will be included according to the following definitions:

- The start date of the study period is the first day the student has been present at the receiving institution, for example, for the first course, for a welcoming event organised by the host institution or for language and intercultural courses.
- The end date of the study period is the last day the student has been present at the receiving institution and not his actual date of departure. This is, for example, the end of exams period, courses or mandatory sitting period.

Following the receipt of the Transcript of Records from the receiving institution, the sending institution commits to provide to the student a Transcript of Records, without further requirements from the student, and normally within five weeks. The sending institution's Transcript of Records must include at least the information listed in table F (the recognition outcomes) and attach the receiving institution's Transcript of Record.

In case of mobility windows, table F may be completed as follows:

Table with 4 columns: Component code (if any), Title of recognised component (as indicated in the course catalogue) at the sending institution, Number of ECTS credits, Sending institution grade, if applicable. Row 1: Mobility window, Total: 30, .....

Where applicable, the sending institution will translate the grades received by the student abroad, taking into account the grade distribution information from the receiving institution (see the methodology described in the ECTS Users' Guide). In addition, all the educational components will appear as well in the student's Diploma Supplement. The exact titles from the receiving institution will also be included in the Transcript of Records that is attached to the Diploma Supplement.



Student Name:

Subject Area:

### Steps to fill in the Learning Agreement for Studies

Page 1 – Information on the student and the sending and receiving institution

Before mobility  
Pages 1-3

Provide mobility programme  
Identify responsible persons  
Commitment of the three parties with original / scanned/ digital signatures.

Additional educational components above the number of ECTS credits required in his/her curriculum are listed in the LA and if the sending institution will not recognise them as counting towards their degree, this has to be agreed by all parties concerned and annexed to the LA

Provisions for recognition in case some educational components are not successfully completed are included



During mobility  
Page 4

Modifications are NOT needed      Modifications ARE needed

Exceptional changes to mobility programme should be agreed within 4 to 7 weeks after the start date of the studies (request for extension of the duration to be made up to one month before the foreseen end date)

A party requests changes in the first 2 to 5-week period after the start of regular classes/educational components (after the start of each semester)

Agreement by email by the three parties within a two-week period after the request



After mobility  
Page 5

Receiving institution provides Transcript of Records to student and sending institution in period stipulated in IIA (normally max. 5 weeks after results).

Sending institution provides the Recognition Document to the student within 5 weeks.

It includes not only ECTS but also the grades provided by the sending HEI.





Student Name:

Subject Area:

### Appendix 1: ISCED Fields of Education and Training Broad field – ISCED F

00 Generic programmes and qualifications 001 Basic programmes and qualifications 0011 Basic programmes and qualifications 002 Literacy and numeracy 0021 Literacy and numeracy 003 Personal skills and development 0031 Personal skills and development	06 Information and Communication Technologies (ICTs) 061 Information & Communication Technologies (ICTs) 0611 Computer use 0612 Database and network design and admin. 0613 Software and applications development and analysis
01 Education 011 Education 0111 Education science 0112 Training for pre-school teachers 0113 Teacher training without subject specializ. 0114 Teacher training with subject specialization	07 Engineering, manufacturing and construction 071 Engineering and engineering trades 0711 Chemical engineering and processes 0712 Environmental protection technology 0713 Electricity and energy 0714 Electronics and automation 0715 Mechanics and metal trades 0716 Motor vehicles, ships and aircraft 072 Manufacturing and processing 0721 Food processing 0722 Materials (glass, paper, plastic and wood) 0723 Textiles (clothes, footwear and leather) 0724 Mining and extraction 073 Architecture and construction 0731 Architecture and town planning 0732 Building and civil engineering
02 Arts and humanities 021 Arts 0211 Audio-visual techniques and media product. 0212 Fashion, interior and industrial design 0213 Fine arts 0214 Handicrafts 0215 Music and performing arts 022 Humanities (except languages) 0221 Religion and theology 0222 History and archaeology 0223 Philosophy and ethics 023 Languages 0231 Language acquisition 0232 Literature and linguistics	08 Agriculture, forestry, fisheries and veterinary 081 Agriculture 0811 Crop and livestock production 0812 Horticulture 082 Forestry 0821 Forestry 083 Fisheries 0831 Fisheries 084 Veterinary 0841 Veterinary
03 Social sciences, journalism and information 031 Social and behavioural sciences 0311 Economics 0312 Political sciences and civics 0313 Psychology 0314 Sociology and cultural studies 032 Journalism and information 0321 Journalism and reporting 0322 Library, information and archival studies	09 Health and welfare 091 Health 0911 Dental studies 0912 Medicine 0913 Nursing and midwifery 0914 Medical diagnostic and treatment technology 0915 Therapy and rehabilitation 0916 Pharmacy 0917 Tradit. & complementary medicine & therapy 092 Welfare 0921 Care of the elderly and of disabled adults 0922 Child care and youth services 0923 Social work and counselling
04 Business, administration and law 041 Business and administration 0411 Accounting and taxation 0412 Finance, banking and insurance 0413 Management and administration 0414 Marketing and advertising 0415 Secretarial and office work 0416 Wholesale and retail sales 0417 Work skills 042 Law 0421 Law	10 Services 101 Personal services 1011 Domestic services 1012 Hair and beauty services 1013 Hotel, restaurants and catering 1014 Sports 1015 Travel, tourism and leisure 102 Hygiene and occupational health services 1021 Community sanitation 1022 Occupational health and safety 103 Security services 1031 Military and defence 1032 Protection of persons and property 104 Transport services 1041 Transport services
05 Natural sciences, mathematics and statistics 051 Biological and related sciences 0511 Biology 0512 Biochemistry 052 Environment 0521 Environmental sciences 0522 Natural environments and wildlife 053 Physical sciences 0531 Chemistry 0532 Earth sciences 0533 Physics 054 Mathematics and statistics 0541 Mathematics 0542 Statistics	

*"999" or "99" can be used in data collections, especially in surveys if the field is not known*





Student Name:

Subject Area:

In addition to the detailed fields in the table above; “0”, “8” and “9” may be used (see also the guidelines in Sections 7 and 8):  
 “8” is used at the narrow and detailed field level when classifying inter-disciplinary or broad programmes and qualifications to the broad field in which the greater part of the intended learning time is spent (e.g. 0288 “Inter-disciplinary programmes and qualifications involving arts and humanities”). “0” is used when no further information is available about the field than the field description at the next higher level of the classification hierarchy (i.e. at the broad field or at the narrow field level).  
 “9” is used at the detailed field level when classifying programmes and qualifications which do not fit within any of the listed detailed fields.

### Appendix 2: ISCO Ländercodes Europa (bisherige ERAMUS Teilnehmerländer)

AT	Austria	GR	Greece	NL	Netherlands
BG	Bulgaria	HR	Croatia	NO	Norway
BE	Belgium	HU	Hungary	PL	Poland
CH	Switzerland	IE	Ireland	PT	Portugal
CZ	Czech Republic	IS	Iceland	RO	Romania
CY	Cyprus	IT	Italy	SE	Sweden
DE	Germany	LI	Liechtenstein	SI	Slovenia
DK	Denmark	LT	Lithuania	SK	Slovakia
EE	Estonia	LU	Luxembourg	TR	Turkey
ES	Spain	LV	Latvia	UK	United Kingdom
FI	Finland	MT	Malta		
FR	France				

### BEISPIELE für das Ausfüllen der Tabellen

Table A: Study programme abroad

Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Semester [autumn/spring][or term]	Number of ECTS®
Example:	Course unit 1	autumn	5
	Module 2	autumn	10
	Thesis research	spring	15
		<i>Total:</i>	30

Table B: Set of components to be replaced at sending institution

Component code (if any)	Component title (as indicated in the course catalogue) at the sending institution	Semester [autumn/spring][or term]	Number of ECTS®
Example 1:	Mobility window	autumn	30
Example 2:	Course x	autumn	10
	Module y	Spring	10
	Laboratory work	Spring	10
		<i>Total</i>	30

Table C: Exceptional changes to study programme abroad

Component code (if any)	Component title (as indicated in the course catalogue)	Deleted component	Added component	Reason for change <sup>1</sup>	Number of ECTS
Example :	Course unit 1	■	□	A3	5
	Course x	□	■	B2	5



Student Name:

Subject Area:

**Table E: Transcript of Records**

Component code	Component title (as indicated in the course catalogue) at the receiving institution	[Yes/No]	Number of ECTS credits	Rec. institution grade
<i>Example</i>	<i>Course 3</i>	Yes	5	C
	<i>Module xd</i>	Yes	5	A
	<i>Thesis research</i>	yes	10	B
		<i>Total</i>	20	

**Table F: Recognition outcomes**

Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Number of ECTS credits	Rec. inst. grade
<i>Example 1</i>	<i>Mobility window</i>	30	C
	<i>Total</i>	30	
<i>Example 2</i>	<i>Course XL</i>	10	1,3
	<i>Laboratory work</i>	5	2,7
	<i>Total</i>	15	

## Annex 2 : End notes

- 1 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. **(or Appendix 1)**
- 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 **Nationality**: Country to which the person belongs administratively and that issues the ID card and/or passport.
- 4 **Country code**: ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>. **(or Appendix 2)**:
- 5 **Contact person**: a 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 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 For the Common European Framework of Reference for Languages (CEFR) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>
- 8 **Responsible person in 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.  
**Responsible person in 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.