**LEARNING AGREEMENT FOR STUDIES**

**Student**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of birth |  | Nationality[[1]](#endnote-1) |  |
| Sex [*M/F*] |  | Academic year |  |
| Study cycle[[2]](#endnote-2) | Wählen Sie ein Element aus. | Field of education[[3]](#endnote-3) |  |
| Phone |  | E-mail: |  |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Ostfalia University of Applied Science | Faculty | Wählen Sie ein Element aus. |
| Erasmus code[[4]](#endnote-4)  (if applicable) | DE WOLFENB 01 | Department |  |
| Address | Salzdahlumer Straße 46/48  38302 Wolfenbüttel | Country | Germany |
| Contact person[[5]](#endnote-5)  name | Christine Storm | Contact person  e-mail / phone | [ch.storm@ostfalia.de](mailto:ch.storm@ostfalia.de)  +49 5361 8922 15520 |

**The Receiving Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Faculty |  |
| Erasmus code4  (if applicable) |  | Department |  |
| Address |  | Country |  |
| Contact person name |  | Contact person  e-mail / phone |  |

#### **SECTION TO BE COMPLETED BEFORE THE MOBILITY**

###### **I. Study Programme at the Receiving Institution**

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

Table A: Study programme abroad – before the mobility

|  |  |  |  |
| --- | --- | --- | --- |
| **Component[[6]](#endnote-6) code** (if any) | **Component title at the Receiving Institution** (as indicated in the course catalogue) | **Semester** [e.g. autumn/spring; term] | **Number of ECTS[[7]](#endnote-7) credits to be awarded by the Receiving Institution upon successful completion** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | Total: |

**Web link to the course catalogue[[8]](#endnote-8) at the receiving institution describing the learning outcomes:**

|  |
| --- |
|  |

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. The recognition will not occur automatically but will be granted on student’s request upon the end of the exchange.

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).

|  |  |  |  |
| --- | --- | --- | --- |
| **Component code** (if any) | **Component title at the Sending Institution** (as indicated in the course catalogue) | **Semester** [e.g. autumn/spring; term] | **Number of ECTS credits to be awarded by the Sending Institution upon successful completion** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | Total: |

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

|  |
| --- |
| In Kürze hier zu finden: https://www.ostfalia.de/cms/de/iso/iso\_studium-und-praktikum-in-europa-mit-erasmus-plus/iso\_studium/iso\_berichtspflicht/ |

**Language competence of the student**

|  |
| --- |
| The level of language competence[[9]](#endnote-9) 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 Native speaker |

###### **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 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 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 in **Annex 1** 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 within 3 weeks from the beginning of the study program.

|  |  |
| --- | --- |
| **The student** | |
| Student’s signature: | Date: |

|  |  |  |
| --- | --- | --- |
| **Responsible persons[[10]](#endnote-10) in the sending institution:** | | |
| Academic Contact  Name:  Phone number: | E-mail:  Signature: | Date: |
| Examinations Board Chairman  Name:  Phone number: | E-mail:  Signature: | Date: |

|  |  |  |
| --- | --- | --- |
| **Responsible person[[11]](#endnote-11) in the receiving institution:** | |  |
| Function:  Name:  Phone number: | E-mail:  Signature: | Date |

#### **ANNEX 1: EXCEPTIONS TO THE RECOGNITION OF THE PROPOSED STUDY PROGRAM**

The Ostfalia encourages students to broaden their horizons by attending extra curricula courses. However, due to the rules of the study regulations, these courses cannot be recognized officially in the student’s study program. The following table contains the courses that the student is allowed to attend at the receiving institution but will not be recognized in the student’s study program upon completion.

|  |  |  |
| --- | --- | --- |
| **Component code (if any)** | **Component title (as indicated in the course catalogue) at the Receiving Institution** | **Justification for non-recognition** |
|  |  | Wählen Sie ein Element aus. |
|  |  | Wählen Sie ein Element aus. |
|  |  | Wählen Sie ein Element aus. |
|  |  | Wählen Sie ein Element aus. |
|  |  | Wählen Sie ein Element aus. |
|  |  | Wählen Sie ein Element aus. |
|  |  | Wählen Sie ein Element aus. |
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|  |  | Wählen Sie ein Element aus. |
|  |  | Wählen Sie ein Element aus. |

#### **END NOTES**

1. **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-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). [↑](#endnote-ref-2)
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> 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. [↑](#endnote-ref-3)
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. [↑](#endnote-ref-4)
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. [↑](#endnote-ref-5)
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. [↑](#endnote-ref-6)
7. **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. [↑](#endnote-ref-7)
8. **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. [↑](#endnote-ref-8)
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 [↑](#endnote-ref-9)
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. [↑](#endnote-ref-10)
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. [↑](#endnote-ref-11)