

**LEARNING AGREEMENT FOR STUDIES**

in exceptional cases when OLA (Online Learning Agreement) process is not accomplishable

Student

Last name (s)	Muster	First name (s)	Max
Date of birth	13.05.1997	Nationality ⁱ	Greece
Sex [M/F]	Männlich	Academic year	2021/2022
Study cycle ⁱⁱ	Second cycle / Postgraduate / Master	Subject area, Code ⁱⁱⁱ	Education, 0110
Phone	0123456789	E-mail	muster.max@gu.de

Sending Institution

Name	Johann Wolfgang Goethe-Universität	Faculty	Fachbereich Gesellschaftswissenschaften
Erasmus code (if applicable)	D FRANKFU01	Department	<i>Social Studies</i>
Address	Theodor-W.- Adorno-Platz 1 DE-60323 Frankfurt am Main Germany	Country, Country code ^{iv}	Germany, DE
Contact person ^v name	<i>Name of Departmental Coordinator at Goethe</i>	Contact person e-mail / phone	<i>Mail and phone of Departmental Coordinator at Goethe</i>

Receiving Institution

Name	UNIVERSITY OF HELSINKI	Faculty	<i>Social Studies</i>
Erasmus code (if applicable)	SF HELSINK01	Department	<i>Education</i>
Address	Yliopistonkatu 4 FI-00100 HELSINKI Finland	Country, Country code	Finland, FI
Contact person name	<i>Name of Departmental Coordinator at host institution</i>	Contact person e-mail / phone	<i>Mail and phone of Departmental Coordinator at host institution</i>

Fill in all empty fields in this document. Please read the guidelines in Annex 1 (separate document), for help refer also to the Annex IO GU and the end notes.

**Section to be completed BEFORE THE MOBILITY
PROPOSED MOBILITY PROGRAMME**

Planned period of the physical mobility: from 09/2021 till 12/2021.

Table A1: Study programme at the Receiving Institution

Component ^{vi} code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Semester [autumn / spring] [or term]	Number of ECTS credits (or equivalent) ^{vii} to be awarded by the receiving institution upon successful completion
			<i>Total:</i>

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

Table B1: Recognition at the Sending Institution - 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. No one to one match with Table A1 is required. Where all credits in Table A1 are recognised as forming part of the programme at the sending institution without any further conditions being applied, Table B1 may be completed with a reference to the mobility window (see guidelines).

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 (or equivalent) to be recognized by Sending Institution
			<i>Total:</i>

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



Language competence of the student

The level of language competence^{viii} 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

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 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 A1 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 B1. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties.^{ix}

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.

RESPONSIBLE PERSONS

The student

Name: Max Muster

Student's signature

Date:

Responsible person^x in the sending institution (in the responsible department, NOT the International Office):

Name:

Position:

Phone number:

E-mail:

Responsible person's signature

Date:

Responsible person^{xi} in the receiving institution:

Name:

Position:

Phone number:

E-mail:

Responsible person's signature

Date:

Diesen Annex und die folgenden Seiten NICHT mit Ihrem Learning Agreement hochladen!

Annex IO GU zum Learning Agreement

Das ERASMUS-Programm verlangt eine verbindliche schriftliche Vereinbarung zwischen den Partnerhochschulen über das abzuleistende Studienprogramm der nominierten Studierenden. Das **Learning Agreement** ist also ein bindender Studienvertrag und Grundvoraussetzung sowohl für Ihre Teilnahme an ERASMUS als auch für die volle fachliche Anerkennung Ihrer im Ausland erbrachten Leistungen, wie sie im ERASMUS-Programm vorgesehen ist. Es ist Ihr offizieller Studienplan und enthält die Aufstellung der von Ihnen an der Gasthochschule zu absolvierenden Kurse.

Bitte orientieren Sie sich bei der Kursauswahl am aktuell zugänglichen *Course Catalogue* der Gasthochschule. Die geplante **Kurswahl muss immer zuerst mit Ihrer/m Programmbeauftragten abgesprochen werden, ggf. unter Miteinbeziehung des Prüfungsamtes**, auch um die Anrechnung/Anerkennung der an der Gastuniversität erbrachten Studienleistungen sicherzustellen. Eigenmächtige, nicht abgestimmte Änderungen Ihres Studienplans können dazu führen, dass z.B. Veranstaltungen nicht anerkannt werden.

Es wird empfohlen, Lehrveranstaltungen mit einer Gesamtanzahl von 30 ECTS-Punkten pro Semester (oder 20 ECTS im Trimester) im *Learning Agreement* zu vereinbaren und an der Gasthochschule zu belegen und fortlaufend zu besuchen.

Diese 30 ECTS sind ein von der EU-Kommission angegebener Richtwert, der die volle Workload eines Fachsemesters darstellen soll. **Sie als ERASMUS-Teilnehmer*in sind NICHT verpflichtet, 30 ECTS zu vereinbaren oder zu erreichen.**

Es sind allerdings innerhalb der gewählten Veranstaltungen alle geforderten Leistungen während der Vorlesungszeit zu erbringen, also Eintragung in Anwesenheitslisten, Hausaufgaben, Referate, Tests, und wenn das die Gasthochschule oder der Lehrende vorschreiben, auch die Prüfungen am Ende des Semesters ablegen. Sie müssen diese Prüfungen aber nicht notwendigerweise erfolgreich abschließen, wenn Sie sich die Leistungen später nicht in Frankfurt anerkennen lassen wollen. Für die spätere fachliche Anerkennung von im ERASMUS-Studium besuchten Veranstaltungen ist es allerdings Voraussetzung, dass diese erfolgreich beendet wurden.

Hier ein Kurzüberblick zum Ausfüllen des *Learning Agreements*:

- Das Learning Agreement ist Ihnen als Word-Dokument zu Verfügung gestellt worden und enthält zum Teil schon Daten, die Sie mit Ihrer Bewerbung in das Online-Bewerbungsformular eingetragen hatten.
- Dieses Dokument drucken Sie nun aus und besprechen die auszuwählenden Lehrveranstaltungen und/oder Module mit Ihrer/m Programmbeauftragten und tragen Sie diese in Tabelle A1 (Table A1) ein. Beziehen Sie sich dabei auf den aktuellen *Course Catalogue* der Gasthochschule und denken Sie an die Möglichkeit der späteren Anerkennung der im Ausland erbrachten Leistungen.
- Ergänzen Sie mit ihrer/seiner Hilfe oder unter Zuhilfenahme der Webseiten der GU und der Gasthochschule alle unausgefüllten Felder.
- Wenn eine spätere Anrechnung für Ihr Studium an der Goethe Universität gewünscht ist, füllen Sie mit Hilfe der/des Programmbeauftragten und ggf. des Prüfungsamtes auch Tabelle B1 (Table B1) aus.
- Beachten Sie die Hinweise im Annex und in den Endnotes.
- Danach unterschreiben Sie selbst das abgesprochene Learning Agreement und holen die Unterschriften und Stempel der Programmbeauftragten der Gast- und Heimatuniversitäten ein. Dies kann auch per Email und Scan geschehen. Eine Unterschrift des IO ist nicht nötig.
- Das Learning Agreement muss laut ERASMUS+ Regelwerk im International Office mit den drei Unterschriften vor Antritt des Auslandsstudiums vorliegen. Sie reichen es als pdf-Dokument per Upload in Ihr Teilnehmerkonto ein.
- Wir im IO kontrollieren danach die formelle Korrektheit, das Ergebnis dieser Kontrolle sehen Sie danach in Ihrem Teilnehmerkonto.

End notes

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- i **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.
- ii **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).
- iii **Subject Area/Code or Field of Education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/international-standard-classification-of-education-isced_en) available at http://ec.europa.eu/education/international-standard-classification-of-education-isced_en 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.
- iv **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.
- v **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 will work at the international relations office or equivalent body within the institution.
- vi 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.
- vii **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.
- viii **Level of language competence:** For the Common European Framework of Reference for Languages (CEFR) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>
- ix **The Recognition of credits at the home institution** is possible only after providing the official transcript of the host institution after completion of the ERASMUS study period. (Hierbei gelten die prüfungsrechtlichen Regelungen in Form der Allgemeinen Bestimmungen für Bachelor- und Masterstudiengänge und der jeweiligen Prüfungsordnungen der Fachbereiche. Zukünftig wird eine Rahmenordnung für gestufte und modularisierte Studiengänge die Allgemeinen Bestimmungen ersetzen.
- x **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.
- xi **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.



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ENGLISH ANNEX: 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.

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).

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>

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

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>Course x</i>	...	<i>10</i>
	<i>Module y</i>	...	<i>10</i>
	<i>Laboratory work</i>	...	<i>10</i>
			<i>Total: 30</i>

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.

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