**LEARNING AGREEMENT FOR STUDIES**

**The student**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name(s) |  | First name(s) |  |
| Date of birth |  | Nationality[[1]](#endnote-1) |  |
| Sex (*Male/Female)* |  | Academic year | 20 \_ \_ / 20 \_ \_ |
| E-Mail |  | Field(s) of Education (Studienfächer) |  |
| Study cycle[[2]](#endnote-2) | Undergraduate/BA: Postgraduate/MA: Doctorate/Promotion: |

**The sending institution - Heimathochschule**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Erasmus code (if applicable) |  |
| Faculty/Department |  | | |
| Address |  | Country |  |
| Administrative contact person[[3]](#endnote-3) |  |  |  |

**The receiving institution - Gasthochschule**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Freie Universität Berlin | Erasmus code | D BERLIN01 |
| Faculty/Department | International Affairs Student Exchange Office | | |
| Address | Kaiserswerther Str. 16-18 14195 Berlin | Country | Germany |
| Contact person name | Stefanie Böhler | Contact person e-mail/phone | erasmusworld@fu-berlin.de  +49 30 838-734 41 |

**Language competence of the student - Sprachkenntnisse der/des Studierenden**

|  |
| --- |
| The level of language competence[[4]](#endnote-4) 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: \_\_ |

#### **Section to be completed BEFORE THE MOBILITY**

**Table A: Study programme at the receiving institution - Studienprogramm an der Gasthochschule**

Student’s last name(s): ……………………………………… Student’s first name(s): …………………………………

Planned period of the mobility: from …………….………… (month/year) until …………………..… (month/year)

Please note: Students have to earn at least **15 ECTS per semester** at Freie Universität Berlin (including participation in the exam). This requierement is independent from Table B (the recognition at the sending institution).

|  |  |  |  |
| --- | --- | --- | --- |
| **Component*[[5]](#endnote-5)* code  (if any)** | **Component title (as indicated in the course catalogue) at the receiving institution** | **Semester or term [autumn/ spring/ summer]** | **Number of ECTS credits or equivalent[[6]](#endnote-6) 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(s) to the relevant information to be provided)* |

**Table B: Recognition at the sending institution - Anerkennung durch die Heimathochschule für den aktuellen Studiengang der/des Studierenden**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Component*[[7]](#endnote-7)* code  (if any)** | **Component title (as indicated in the course catalogue) at the sending institution** | **Semester or term [autumn/ spring/ summer]** | **Number of ECTS credits or equivalent[[8]](#endnote-8) to be awarded by the sending institution upon successful completion** | **Remarks (if any)** | **Signature of the responsible person at the sending institution** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | | | Total: |  |  |

Wenn die/der Studierende einige Ausbildungskomponenten nicht erfolgreich abschließt, gelten folgende Bestimmungen:

|  |
| --- |
| *Als EU-Richtwert gelten 30 ECTS pro Semester. Studierende müssen mind. 15 ECTS pro Semester erbringen. Informationen zur Anrechnung:* <http://www.fu-berlin.de/studium/international/studium_ausland/erasmus/anerkennung/index.html> |

**Commitment of the three parties - Verpflichtung der drei Vertragsparteien**

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.

|  |
| --- |
| **The student**  Name:  Date: Signature: |

|  |
| --- |
| **Responsible person[[9]](#endnote-9) at the sending institution**  Name: Position:  Faculty/Department:  Email:  Date: Signature: Stamp: |

|  |
| --- |
| **Responsible person[[10]](#endnote-10) at the receiving institution (Freie Universität Berlin)**  Name: Stefanie Böhler Position: Program Coordinator  Faculty/Department: International Affairs, Student Exchange Office  Email: erasmusworld@fu-berlin.de    Date: Signature: Stamp: |

**Section to be completed DURING THE MOBILITY**

#### Student’s last name(s): …………………….……………… Student’s first name(s): ………………..………………

#### **Table C: Exceptional changes to Table A - Außerplanmäßige Änderungen an Tabelle A**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Component code (if any)** | **Component title (as indicated in the course catalogue) at the receiving institution** | **Semester or term [autumn/ spring/ summer]** | **Deleted component**  *tick if applicable* | **Added component**  *tick if applicable* | **Reason for change[[11]](#endnote-11)**  *choose: 1, 2, 3, 4, 5, 6 or 7* | **Number of ECTS credits or equivalent to be awarded by the receiving institution upon successful completion** |
|  |  |  | □ | □ |  |  |
|  |  |  | □ | □ |  |  |
|  |  |  | □ | □ |  |  |
|  |  |  | □ | □ |  |  |
|  |  |  | □ | □ |  |  |

#### **Table D: Exceptional changes to Table B - Außerplanmäßige Änderungen an Tabelle B (Recognition at the sending institution - Anerkennung durch die Heimathochschule für den aktuellen Studiengang der/des Studierenden)**

In case there are no changes to Table B, please indicate so in Table D.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Component*[[12]](#endnote-12)* code  (if any)** | **Component title (as indicated in the course catalogue) at the sending institution** | **Deleted**  *tick if applicable* | **Added**  *tick if applicable* | **Number of ECTS credits or equivalent to be awarded by the receiving institution upon successful completion** | **Remarks (if any)** | **Signature of the responsible person at the sending institution** |
|  |  | □ | □ |  |  |  |
|  |  | □ | □ |  |  |  |
|  |  | □ | □ |  |  |  |
|  |  | □ | □ |  |  |  |
|  |  | □ | □ |  |  |  |

All changes have to be approved by the student, the sending and the receiving institution.

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

|  |
| --- |
| **The sending institution** Responsible person’s signature:  Date: Institution’s stamp: |

|  |
| --- |
| **The receiving institution (FU Berlin)** Responsible person’s signature:  Date: Institution’s stamp: |

**Section to be completed AFTER THE MOBILITY**

**To be filled out by the student: Recognition and Transcript of Records**

I will apply for the recognition of my educational components successully completed during my mobility period at Freie Universität Berlin.

For the following reason, I will not apply for the recognition of my educational components sucessfully completed during my mobility period at Freie Universität Berlin:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| *Family Name, Name Signature of the student and date* |

**Table E: Transcript of Records at the receiving institution\***

\*The receiving institutions may use their own forms for transcript of records. In that case, Table E does not have to be used.

Start and end dates of the study period: from (dd/mm/yy) …………….…… until (dd/mm/yy) ………………….\*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 or equivalent** | **Grade at receiving institution** |
|  |  |  |  |  |
|  |  |  |  |  |
|  | | | *Total:* |  |

|  |
| --- |
| *[Signature of responsible person at FU Berlin and date]* |

#### **Tabelle F: Transcript of Records and Recognition at the sending institution**

Start and end dates of the study period: from (dd/mm/yy) …………….…… until (dd/mm/yy) ………………….

|  |  |  |  |
| --- | --- | --- | --- |
| **Component*[[13]](#endnote-13)* code  (if any)** | **Component title (as indicated in the course catalogue) of the recognised component at the sending institution** | **Number of ECTS credits awarded** | **Grade at sending institution** |
|  |  |  |  |
|  | | *Total:* |  |

|  |
| --- |
| *[Signature of responsible person at sending institution and date]* |

**Anhang: Endnoten**

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. **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-3)
4. **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-4)
5. 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-5)
6. **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-6)
7. 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-7)
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. [↑](#endnote-ref-8)
9. **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-9)
10. **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-10)
11. **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

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

    [↑](#endnote-ref-11)
12. 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-12)
13. 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-13)