

Ausfüllhinweise zum Formular „Changes to Learning Agreement“

- Ergeben sich an der „Receiving Institution“ Veränderungen in der Kurswahl, ist ein Change Agreement (CA) auszufüllen (spätestens 5 Wochen nach Semesterstart bzw. vor Erbringung der ersten Teilleistung).
- Voraussetzung ist wie beim Learning Agreement (LA) die Prüfung der Anerkennungsfähigkeit der neuen und/oder zusätzlichen Kurse auf Basis aussagekräftiger Modulbeschreibungen
- Bitte füllen Sie das Formular rechnergestützt aus, nur im Ausnahmefall händisch.

Kopfzeile:

1. Tragen Sie zunächst Ihre persönlichen Daten (Name, Vorname, Geburtsdatum, Matrikelnummer, Studiengang, etc.) in die dafür vorgesehenen Felder ein.
2. Verwenden Sie bitte Ihre studentische E-Mail-Adresse der OVGU.

		Higher Education Learning Agreement form			
Hinweis zum Ausfüllen des Dokumentes					
CHANGES TO LEARNING AGREEMENT					
<input checked="" type="checkbox"/> Fall Term 2016/17		<input type="checkbox"/> Spring Term		<i>Please use a separate form for each semester!</i>	
Name of Student: Max Mustermann		E-Mail: max.mustermann@st.ovgu.de			
Study Cycle: <input checked="" type="checkbox"/> 1 st (BA) <input type="checkbox"/> 2 nd (MA)		OVGU matric. no: 123456		OVGU-Studiengang (dt.): Internationales Management	
		Sending Institution:		Receiving Institution:	
		Otto von Guericke University (D MAGDEBU01)		Musteruniversität	
Name of Responsible Person¹		Toni Richter		[Name Koordinator im Ausland]	
Function		Faculty Coordinator		International Exchange Coordinator	
E - Mail		toni.richter@ovgu.de		[E-Mail-Adresse Koordinator im Ausland]	

¹ Sending Inst.: Academic person who has the authority to guarantee full recognition of educational components on behalf of the responsible body.
Receiving Inst.: Academic person who has the authority to approve the mobility programme of incoming students.

Unter „Responsible person“ der Sending Institution ist der entsprechende Koordinator für Studien- und Prüfungsleistungen im Ausland einzutragen

Tabelle C und D:

1. Tragen Sie zunächst alle Kurse aus Ihrem ursprünglichen LA in die Tabelle C ein und nummerieren Sie die Kurse, um eine genaue Zuordnung zu ermöglichen.
2. Ergänzen Sie die Tabelle C um Änderungen, die Sie an Ihrem LA in Absprache mit Ihrem Koordinator vornehmen wollen, beispielsweise durch das Hinzufügen neuer Kurse.
3. Tragen Sie in der Spalte „Change“ den Grund für die Änderungen ein, die Sie vornehmen. Beachten Sie dabei die Erläuterungen in den Fußnoten.
4. Tragen Sie in Tabelle D die Profilierungsschwerpunkte (z.B. IM-Ergänzung, IVWL, etc.) und/oder Äquivalenzleistungen (OVGU-Fächer) ein, für die Sie eine spätere Anerkennung anstreben

I. EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME

The student must have changes to his/her courses abroad decided and agreed upon by the responsible person of the receiving institution, and must communicate these, by e-mailing the filled/signed Changes Agreement, to OVGU **no later than 5 weeks** after regular classes abroad have started. **Courses (educational components) which do not change (marked "NC") need to be indicated as well, at the end of the list.**

Table C: Exceptional changes to study programme abroad				Table D: Courses to be replaced at OVGU Magdeburg		
Component title (as indicated in the course catalogue) at the receiving institution	Change ²	Nr of ECTS	Link No. ¹	Component title (as in OVGU course catalogue) or additional elective course	Nr of ECTS ³	Link No. ¹
French Language for International Students	NC	5	I	IM-Ergänzung	5	I
States & Corporations in the World Economy	NC	5	II	IVWL	5	II
Leadership	NC	5	III	IM-Ergänzung	5	III
Decision Making and Decision Analysis	NC	5	IV	IM-Ergänzung	5	IV
Retail Strategies	B1	5	V	IBWL	5	V
Financial Markets	B1	5	VI	Financial Markets and Bank Management	5	VI
Business & International Development	A3	5	VII	IBWL	5	VII
Consumer Behavior	A3	5	VII	Consumer Behavior	5	VII
	-	-	-			-
	-	-	-			-
	-	-	-			-
	-	-	-			-
	-	-	-			-
	-	-	-			-
	-	-	-			-
	-	-	-			-
	-	-	-			-
Total of ECTS Credits (B + NC courses only):		30		Total of ECTS Credits for recognition:	30	

¹ If possible/applicable, use link numbers in each line to indicate which component corresponds to the relevant component of the other institution.
² Please use one of the following abbreviations: **Reasons for deleting a component: A1** Previously selected component is not available at receiving institution; **A2** Component is in a different language than previously specified in the course catalogue; **A3** Timetable conflict; **A4** Other (please specify).
Reasons for adding a component: B1 Substituting a deleted component; **B2** Other (please specify; preferably, in email to sylvia.zabel@ovgu.de).
³ The sending institution should fully recognise this number of ECTS credits and count them towards the student's degree as described in Table B and/or D, and any exception to this rule should be documented in an annex of the Learning Agreement and agreed by all parties.

Beachten Sie zum besseren Verständnis die Erläuterungen in den Fußnoten.

Study Programme at the Receiving Institution

Planned period of the mobility: from 09/2016 to 12/2016

Table A Before the mobility	Component ⁶ code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue ⁷)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) ⁸ to be awarded by the Receiving Institution upon successful completion
	1	STATES & CORPORATIONS IN THE WORLD ECONOMY	autumn	5
	2	BUSINESS & INTERNATIONAL DEVELOPMENT	autumn	5
	3	FRENCH LANGUAGE FOR INTERNATIONAL STUDENTS	autumn	5
	4	MANAGERIAL DECISION-MAKING IN PRACTICE	autumn	5
	5	LEADERSHIP	autumn	5
	6	CONSUMER BEHAVIOR	autumn	5
				Total: 30

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information]

The level of language competence⁹ in English 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

Recognition at the Sending Institution

Table B Before the mobility	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 (or equivalent) to be recognised by the Sending Institution
	1	IVWL	autumn	5
	2	IBWL	autumn	5
	3	IM-Ergänzung	autumn	5
	4	IM-Ergänzung	autumn	5
	5	IM-Ergänzung	autumn	5
	6	Consumer Behavior	autumn	5
				Total: 30

Provisions applying if the student does not complete successfully educational components: <http://www.ovgu.de/-p-39114>

(Quelle: Auszug aus dem Learning Agreement)

In diesem Beispiel wurden die Kurse „Consumer Behavior“ und „Business & International Development“ in dem Change Agreement durch die Kurse „Retail Strategies“ und „Financial Markets“ ersetzt. Beachten Sie, dass Kurse, die aus dem ursprünglichen LA entfernt oder ersetzt werden, trotzdem im Change Agreement unter Angabe einer Begründung (*Reasons for deleting a component, A1 bis A4*) aufgeführt werden müssen.

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Table C: Exceptional changes to study programme abroad				Table D: Courses to be replaced at OVGU Magdeburg		
Component title (as indicated in the course catalogue) at the receiving institution	Change ¹	Nr of ECTS	Link No. ¹	Component title (as in OVGU course catalogue) or additional elective course	Nr of ECTS ³	Link No. ¹
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States & Corporations in the World Economy	NC	5	II	IVWL	5	II
Leadership	NC	5	III	IM-Ergänzung	5	III
Decision Making and Decision Analysis	NC	5	IV	IM-Ergänzung	5	IV
Retail Strategies	B1	5	V	IBWL	5	V
Financial Markets	B1	5	VI	Financial Markets and Bank Management	5	VI
Business & International Development	A3	5	VII	IBWL	5	VII
Consumer Behavior	A3	5	VII	IM-Ergänzung	5	VII
	-	-	-			
Total of ECTS Credits (B + NC courses only):				Total of ECTS Credits for recognition:		
30				30		

Kurse, die nicht geändert werden, müssen ebenso in der Tabelle aufgeführt werden und mit dem Kürzel „NC“ (No changes) versehen werden.

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² Please use one of the following abbreviations: **Reasons for deleting a component: A1)** Previously selected component is not available at receiving institution; **A2)** Component is in a different language than previously specified in the course catalogue; **A3)** Timetable conflict; **A4)** Other (please specify). **Reasons for adding a component: B1)** Substituting a deleted component; **B2)** Other (please specify; preferably, in email to sylvia.zabel@ovgu.de).

³ The sending institution should fully recognise this number of ECTS credits and count them towards the student's degree as described in Table B and/or D, and any exception to this rule should be documented in an annex of the Learning Agreement and agreed by all parties.

Schlusstabelle „Commitment of the three parties“

II. COMMITMENT OF THE THREE PARTIES

The student, the sending and the receiving institutions confirm that they approve the proposed amendments to the mobility programme. Sending and receiving institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies. The receiving institution confirms that the educational components listed in Table C are in line with its course catalogue. Any exceptions to this rule are documented in this Changes to Learning Agreement. **Scanned or electronic signatures will be accepted.**

1. Student Date: 01.01.2007 Signature	2. Responsible person at Receiving Institution Date: Signature	3. Responsible person at Sending Institution (OVGU) Date: Signature
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Bei persönlicher Abgabe unterschreiben Sie das Dokument bitte im Voraus. Sollten Sie das ausgefüllte Dokument per E-Mail schicken wollen, scannen Sie das von Ihnen unterschriebene CA ein. Elektronische Unterschriften werden nicht akzeptiert.