

Instructions on filling out the form „Changes to Learning Agreement“

- If changes occur at the „Receiving Institution“ (e. g. modifications of the course selection / course is not offered) it is necessary to complete the form Changes to Learning Agreement (CA) (not later than 5 weeks after the beginning of the semester or prior to the first partial performance).
- Similar to the Learning Agreement (LA), it is also mandatory for the CA to examine whether new and/or additional courses are eligible for recognition based on detailed course outlines.
- Please fill out the form computer-based, only manual in exceptional situations.

Headline:

1. Firstly, fill out the fields concerning your personal data (e.g. name, surname, date of birth, matriculation number, course of study).
2. Please use your student e-mail address from the 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: Otto von Guericke University (D MAGDEBU01)		Receiving Institution: 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.

The „Responsible person“ of the Sending Institution is the respective coordinator for academic achievements and test performance abroad.

Table C and D:

1. First, complete table C with all courses from your LA and number them to allow for a precise assignment.
2. Complement table C by changes you want to make regarding your LA in consultation with your coordinator (e.g. adding, changing or deleting a component)
3. In the column „Change“ state the reason for your changes. Please refer to the explanations in the footnotes.
4. In table D enter your major field of study (e. g. IVWL, IM-Ergänzung, etc.) and/or equivalent courses (courses offered at the OVGU overlapping with the content of courses at the receiving institution) that you aim to achieve academic recognition for.

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
	-	-	-			-
	-	-	-			-
	-	-	-			-
	-	-	-			-
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	-	-	-			-
	-	-	-			-
	-	-	-			-
	-	-	-			-
	-	-	-			-
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.

Please note the explanations in the footnotes for a better understanding!

Study Programme at the Receiving Institution

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

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

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>

(Source: Extract of the Learning Agreement)

In this example the courses „Consumer Behavior“ and „Business & International Development“ from the LA have been replaced by „Retail Strategies“ and „Financial Markets“ in the Change Agreement. Please note that courses that have been replaced or deleted from the original LA still have to be listed in the Change Agreement by stating a reason (*Reasons for deleting a component, A1 - A4*).

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Table C: Exceptional changes to study programme abroad				Table D: Courses to be replaced at OVGU Magdeburg		
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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		

Courses that are unchanged have to be listed in the table as well, attaching the abbreviation „NC“ (No changes)

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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.

Final section „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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In the case you hand in the CA personally, make sure that you sign the document in advance. If you are sending the document via e-mail, please scan the signed CA. Electronic signatures will not be accepted.