

Instructions on filling out the form „ERASMUS+ Learning Agreement“

- Prerequisite for this form is the assessment concerning the eligibility of course recognition based on detailed module descriptions. [At the faculty of management and economics the assessment for eligible courses is performed by the respective coordinator for academic achievements and test performance abroad (Dr. Toni Richter).]
 - Please note the „fact sheet on recognition of academic achievements abroad“
- Please fill out the form computer-based, only manual in exceptional cases.

Headline:

1. First, fill out the blanks concerning your personal data (e. g. name, surname, date of birth, matriculation number, course of study).
2. Next, fill in the data regarding your contact person at the OVGU (contact person at the Office of International Affairs) as well as information about the contact person at the „Receiving Institution“ (contact person at the host university). If data is not known (yet) leave the blanks empty.
3. Please note the footnotes formulated by the EU Commission on the second page of the Learning Agreement.

GFNA-II.6-C-Annex-Erasmus+ HE Learning Agreement for studiests-2016



Learning Agreement Student Mobility for Studies

Higher Education:
Learning Agreement form
Max Mustermann
Academic Year 2016/2017

Student	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of study ³
	Mustermann	Max	01.01.1990	German	M	F	Management
Sending Institution	Name	Faculty/Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
	O. von Guericke University Magdeburg	Management & Economics	D MAGDEBU 01	Universitätsplatz 2, 39106 Magdeburg	Germany	[Auslandskoordinator] [E-Mail-Adresse] [Telefonnummer]	
	Matrikelnummer OVGU		Name OVGU- Studiengang (in deutsch)				
	123456		Internationales Management				
Receiving Institution	Name	Faculty/Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name; email; phone	
	Muster Universität	Management & Economics		Musterstraße 15, 12345 Musterstadt	France	International Student Office (Muster Campus) Tel.: +33 (0)5 12 34 56 78 Musterstraße 15 12345 Musterstadt – France	

Please fill out the red colored box „student name“ with your full name.

Distinguish between the terms „contact person“ (Contact person in the Office of International Affairs, or persons that have been in touch with you „during the approval procedures) and „responsible person“ (Lecturer or professor, respectively of the host institution (see final section)).

Table A and B

1. Complete the column „Component title at the Receiving Institution“ in table A with all courses you want to attend at the host university.
2. In table B, complete the column „Component title at the Sending Institution“ with the major field of study or in-depth modules of your study course (e. g. IWVL, PSP_M_E) or courses offered at the OVGU (if applicable using the German title) that you aim to be recognized at the OVGU.
3. In order to allow for a precise assignment of courses at the host institution to equivalent courses at the OVGU, number the courses.
4. If you want to add new lines to the table A or B, press “Enter”. Empty lines can be deleted with regard to an appropriate page break.
5. Please note that the benchmark for courses abroad is 30 ECTS points per semester. However, this is not an upper limit.

Before the mobility

Study Programme at the Receiving Institution

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

Component 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: [\[web link to the relevant information\]](#)

Complete the red colored blanks with the respective data.

If no equivalent course at the OVGU exists, please fill in your specialization modules you want to have recognized for the respective course.

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>

If your respective coordinator mentioned equivalent courses for those at the receiving institution during the consultation, complete table B with the name of the respective course (if applicable use the German title). Equivalent does not mean that the courses have the same title; instead, they show substantial overlaps in content.

Please note that the recognition of equivalent courses results in the fact that the respective OVGU course cannot be attended after returning.

Commitment and final section

1. Please pay attention to appropriate page breaks. The table „Commitment“ and the signature of the three respective parties should be printed on the same page.

Commitment

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

1

GNA-II.6-C-Annex-Erasmus+ HE Learning Agreement for students-2016



**Higher Education:
Learning Agreement form
Max Mustermann
Academic Year 2016/2017**

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.

Commitment	Name	Email	Position	Date	Signature
Student	Max Mustermann	max.mustermann@st.ovgu.de	Student	01/01/2017	
Responsible person ¹⁰ at the Sending Institution					
Responsible person at the Receiving Institution ¹¹					

Please use your student e-mail address of the OVGU.

Please sign here!

Please read the footnotes formulated by the EU Commission for a better understanding.

¹ **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport.

² **Study cycle:** F = first cycle /Bachelor (EQF level 6) ; S = second cycle/ Master (EQF level 7) ; T = third cycle/ Doctorate (EQF level 8).

³ **Field of study:** Please indicate the field of study as agreed in the bilateral agreement with the partner university that is relevant for your mobility.

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.

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 office or equivalent body within the institution.

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.

⁷ **Course catalogue:** detailed 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.

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.

⁹ **Level of language competence:** Indicate the main language of instruction at the receiving institution. Indicate the level of language competence according to the result of your OLS assessment, or of any other language proof. A description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

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.

¹¹ **Responsible person at 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.