**LEARNING AGREEMENT FOR STUDIES BWL**

## The Student

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |
| Date of birth |  | Nationality1 |  |
| Sex [*M/F*] |  | Academic year | 20..../20…. |
| Study cycle2 |  | Subject area, Code3 |  |
| Phone |  | E-mail |  |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Universität Bayreuth | Faculty | Law-Business |
| Erasmus code  (if applicable) | DBAYREUTH01 | Department |  |
| Address | Universitätsstraße 30  95447 Bayreuth | Country, Country code4 | Deutschland DE |
| Contact person5 name | Anna Lehnig | Contact person e-mail / phone | [anna.lehnig@uni-bayreuth.de](mailto:anna.lehnig@uni-bayreuth.de)  +49 921 55 5320 |

**The Receiving Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Faculty |  |
| Erasmus code  (if applicable) |  | Department |  |
| Address |  | Country, Country code |  |
| Contact person name |  | Contact person e-mail / phone |  |

**Section to be completed BEFORE THE MOBILITY**

### PROPOSED MOBILITY PROGRAMME

Planned period of the mobility: from ……………. [month/year] till …………… [month/year] Table A: Study programme abroad

|  |  |  |  |
| --- | --- | --- | --- |
| **Component*6* code (if any)** | **Component title (as indicated in the course catalogue) at the receiving institution** | **Semester [autumn / spring]**  **[or term]** | **Number of ECTS credits to be awarded by the receiving institution upon successful completion** |
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|  |  |  | Total: ………… |

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

*[Web link(s) to be provided.]*

Table B: 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

NB no one to one match with Table A is required.

|  |  |  |  |
| --- | --- | --- | --- |
| **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** |
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|  |  |  | Total: ………… |

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

*Please inform yourself at the International Office of the Universität Bayreuth*

**Language competence of the student**

The level of language competence7 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 

### RESPONSIBLE PERSONS

**Responsible person8 in the sending institution:**

Name: Prof. Friedrich Sommer Function: departmental coordinator Phone number: +49 921 55 4683 E-mail: [erasmus.wiwi@uni-bayreuth.de](mailto:erasmus.wiwi@uni-bayreuth.de)

**Responsible person9 in the receiving institution:**

Name: Function:

Phone number: E-mail:

### 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 receiving institution confirms that the educational components listed in Table A are in line with its course catalogue.

The sending institution commits to recognise all the credits 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 receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

### \*Annex to this learning agreement:

The binding recognition of educational components and the translation of grades is subject to the responsible professor at the sending institution. An automatic recognition of all educational components listed in the Learning Agreement cannot be guaranteed. We recommend to ask for approval from the owner of the responsible chair in advance.

**The student**

Student’s signature

Date:

**The sending institution**

Signature departmental coordinator

Date:

*Stefanie Wehrmaker*

**The receiving institution**

Responsible person’s signature

Date:

# Section to be completed DURING THE MOBILITY

### CHANGES TO THE ORIGINAL LEARNING AGREEMENT

1. **EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME**

Table C: Exceptional changes to study programme abroad or additional components in case of extension of stay abroad

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Component code (if any) at the receiving institution** | **Component title (as indicated in the course catalogue) at the receiving institution** | **Deleted component**  ***[tick if applicable]*** | **Added component**  ***[tick if applicable]*** | **Reason for change10** | **Number of ECTS credits to be awarded by the receiving institution upon successful completion of the component** |
|  |  | □ | □ |  |  |
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|  |  | □ | □ |  |  |
|  |  | □ | □ |  |  |
|  |  | □ | □ |  |  |
|  |  | □ | □ |  |  |
|  | | | | | Total: ………… |

Table D: Revised group of educational components in the student's degree that will be replaced at sending institution

|  |  |  |  |
| --- | --- | --- | --- |
| **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** |
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|  |  |  | Total: ………… |

The student, the sending**\*** and the receiving institutions confirm that they approve the proposed amendments to the mobility programme.

### \*Annex to this learning agreement:

The binding recognition of educational components and the translation of grades is subject to the responsible professor at the sending institution. An automatic recognition of all educational components listed in the Learning Agreement cannot be guaranteed. We recommend to ask for approval from the owner of the responsible chair in advance.

Approval by e-mail or signature of the student and of the sending and receiving institution responsible persons:

|  |  |  |
| --- | --- | --- |
| **Student** | **Sending institution** | **Receiving institution** |
| □ signature | □ approval by e-mail | □ approval by e-mail |
| **or** | **or** |
| □ signature of responsible person | □ signature of responsible person |

1. **CHANGES IN THE RESPONSIBLE PERSON(S), if any:**

**New responsible person in the sending institution:**

Name: Function:

Phone number: E-mail:

**New responsible person in the receiving institution:**

Name: Function:

Phone number: E-mail:

# Section to be completed AFTER THE MOBILITY

### RECOGNITION OUTCOMES

**I. MINIMUM INFORMATION TO INCLUDE IN THE RECEIVING INSTITUTION'S TRANSCRIPT OF RECORDS**

Start and end dates of the study period: from ……………………. *[day/month/year]* till

……………………. *[day/month/year]*.

Table E: academic outcomes at receiving institution

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** | **Receiving institution grade** |
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|  |  |  | *Total:* |  |

*[Signature of responsible person in receiving institution and date]*

Please note:

This table (page 7) should only be used if there is no Transcript of Records of the receiving institution available. **11**

GfNA-II-B-Annex IV-Erasmus+ HE Learning agreement studies – version May 2014

**Higher Education Learning Agreement form *Student’s name***

# End notes

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

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).

3 The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at <http://ec.europa.eu/education/tools/isced-f_en.htm> 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.

4 **Country code**: ISO 3166-2 country codes available at: https://[www.iso.org/obp/ui/#search.](http://www.iso.org/obp/ui/#search)

5 **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.

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 For the Common European Framework of Reference for Languages (**CEFR**) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

8 **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.

9 **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.

10 **Reasons for exceptional changes to study programme abroad:**

|  |  |
| --- | --- |
| *Reasons for deleting a component* | *Reason for adding a component* |
| A1) Previously selected educational component is not available at receiving institution | B1) Substituting a deleted component |
| A2) Component is in a different language than previously specified in the course catalogue | B2) Extending the mobility period |
| A3) Timetable conflict | B3) Other (please specify) |
| A4) Other (please specify) |  |

11 **Sending institution’s Transcript of Records:** Information about finally recognized courses (sending institution’s Transcript of Records) is provided by the CAMPUSonline system of the UBT. Therefore, please use the CAMPUSonline print-out provided by the faculty’s examination office.