Learning Agreement Notes for Studies (Erasmus worldwide-incoming)

Purpose of the Learning Agreement

- Transparent and efficient preparation of the study period abroad
- Ensure recognition of the courses students successfully completed abroad
- Erasmus+ Program quality assurance

*Note: Requested information in the Learning Agreement must be provided. The information cannot be changed or shortened.*

Section to be completed BEFORE THE MOBILITY

1. Required information:

- Precise details on start and end of study period abroad
- Complete details on Receiving Institution
- **Table A**: complete information on all planned courses at the Receiving Institution (incl. of number of ECTS credits). The planned study program should translate into **15-20 ECTS credits** per semester. **Doctoral students**: Please enter “Thesis research” in Table A.
- **Table B**: complete information on modules, courses, group of courses counting towards the student’s degree at your Sending Institution upon successful completion of the study period in Bonn (incl. of ECTS credits (=LP)) (exception, as applicable, are degrees involving a state examination) **Doctoral students**: If no ECTS credits are allocated by the Receiving Institution, please enter “not applicable”.
- Tables A and B must be listed separately. This underlines that courses taken in Bonn need not necessarily be equivalent to the courses they replace at your Sending Institution. Moreover, it shall make clear that the learning outcome from a group of courses at the University of Bonn shall replace the learning outcome from a group of courses at your Sending Institution. A direct match between individual modules or courses is not required.
- If students would like to take more courses than their degree program at the Sending Institution demands and recognizes, these courses must still be listed in Table A.

2. Requirements for recognition of courses completed abroad

- The total of ECTS credits in Table B should correspond to the total of ECTS credits in Table A where possible. Small discrepancies due to different point systems at the University of Bonn and Sending Institution may occur.

If courses/modules from Table A cannot/should not be recognized or in case of significant discrepancies in ECTS credit totals in Table A and B, reasons **must** be stated in an annex to the **Learning Agreement** and exceptions to the rule must be approved by all parties. The relevant annex is available from the program coordinator.

Please submit this annex to the International Office at the University of Bonn together with the Learning Agreement (upload via your Mobility-Online account). Please discuss this with your program coordinator.
As credit points are given for groups of courses and modules and no direct match of individual components is required, the Sending Institution must confirm in advance which regulations will apply if students do not successfully complete some of the educational components from their study period abroad.

It must be agreed in advance which regulations will apply if students do not successfully complete some of the educational components from their study period abroad. Please discuss this with your program coordinator!

The European Commission as the financing institution expects Erasmus+ program students to complete a substantial study program, i.e. courses with a minimum of 20-25 ECTS credits must be taken at the University of Bonn.

3. Language proficiency

Please indicate the level of language proficiency in the main language of instruction at the University of Bonn, which the student already has or agrees to acquire by the start of the study period. Language proficiency is assessed based on the Common European Framework of Reference for Languages (CEF). ¹

Signing Part 1 of the Learning Agreement

All parties must sign AND DATE the Learning Agreement BEFORE the start of the mobility. The document must be signed by your Sending Institution’s Departmental Erasmus Coordinator authorized to approve the study program and ensure subsequent recognition (examination office, custos, program coordinator). Scanned and digital signatures are accepted!

Section to be completed DURING THE MOBILITY

- Any party can request changes within five weeks after the official start of each semester. All parties should agree to these changes within two weeks. Thus, all changes should be approved by the parties within seven weeks.

- Table A2: Changes to the originally agreed study program are listed here as per Table A, i.e. only deleted and/or additional courses including ECTS credits and information on the reason for the change.

- Table B2: This must only be filled in if changes described in Table A2 affect the agreed recognition in Table B.

Where applicable, an extension of the duration of the mobility must be noted in this section of the Learning Agreement.

As soon as all parties agreed to the changes, the Sending Institution confirms to fully recognize ECTS credits as listed in Table B2. Exceptions to this rule should be documented in an annex to the Learning Agreement at a later stage if the document is not available yet. (See note on page 1 above)

All Tables (A, B, A2 and B2) should be kept together in all communication.

¹ [http://www.europaeischer-referenzrahmen.de/].
Section to be completed AFTER THE MOBILITY

1. **The Transcript of Records at the Receiving Institution**
   that the University of Bonn will issue after your study period abroad. The Transcript of Records forms the basis for the recognition at the Sending Institution. Where possible and as laid down in the Learning Agreement, all ECTS credits and achievements should be recognized.

   Please note that the Erasmus+ Program expects students to have completed a substantial study program at the University of Bonn, as laid down in the Learning Agreement (see Art. 1.2 Grant Agreement). Therefore the Transcript of Records should list a **minimum of 15 ECTS credits per semester** (exception: doctoral students).

2. **Transcript of Records and Recognition at the Sending Institution:**
   This is a confirmation of recognition which students receive from their department after submission of their Transcript of Records.
   The recognition is usually recorded in Basis. Students then **print the Basis record** (or the relevant document students are provided by their department) and submit it to Division 6 via upload to Mobility-Online.

   Please contact the program coordinator and/or the examination office for any questions on recognition of ECTS credits.
### Sample Transcript of Records

#### Transcript of Records at the Receiving Institution

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

<table>
<thead>
<tr>
<th>Component code (if any)</th>
<th>Component title at the Receiving Institution (as indicated in the course catalogue)</th>
<th>Was the component successfully completed by the student? [Yes/No]</th>
<th>Number of ECTS credits (or equivalent)</th>
<th>Grades received at the Receiving Institution</th>
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Total: ...

#### Transcript of Records and Recognition at the Sending Institution

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

<table>
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<tr>
<th>Component code (if any)</th>
<th>Title of recognised component at the Sending Institution (as indicated in the course catalogue)</th>
<th>Number of ECTS credits (or equivalent) recognised</th>
<th>Grades registered at the Sending Institution (if applicable)</th>
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Total: ...

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**UNIVERSITÄT BONN**

**Erasmus+**