

Information on the Learning Agreement for granting credit for course work and examinations completed abroad

The Learning Agreement is intended to...

- facilitate the administration of your stay abroad
- facilitate the process of granting credit after your return from abroad
- ensure the quality of academic stays abroad

General information:

- Concluding a Learning Agreement is mandatory in the Global Exchange Program & PROMOS programs
 - If possible, **before the stay begins** (max. 4 weeks after beginning)
 - Submission to the International Office in original hard copy or as a scan via email (completed and signed by you and the department)
 - Signature of the host university is not necessary
- While the University of Bonn has not laid down a minimum amount of credit points to be earned abroad, the scope of studies should match that of a regular semester
 - Please note that some host countries require exchange students to register for a certain amount of courses in order for a visa to be issued
- To facilitate the process of granting credit, the Learning Agreement can be used for **self-organized stays abroad or Institute Exchanges** as well (in this case you will not be required to submit the Learning Agreement to the International Office)

Creating a Learning Agreement

Before the stay abroad begins:

- Before concluding the Learning Agreement, **consult with your departmental advisor/professor or the Examination Office**
 - For which of the courses in your planned curriculum can credit be granted? Will you need to adjust your curriculum?
 - Provide relevant course/module descriptions, including the amount of credit points awarded by the host university
- Participants in the Direct Exchange or PROMOS programs **are not entitled to being granted credit for all courses listed in the Learning Agreement**
 - By signing the Learning Agreement, however, the Department confirms that, even if no or only limited credit will be granted, the curriculum abroad is sufficiently extensive and relevant in content

After arrival at the host university:

- In case of amendments to the curriculum at the beginning of your stay at the host university
 - Courses can be taken out or added on page 2 of the Learning Agreement within 4 weeks of arrival at the host institution
 - Amendments must be signed off by your department and the amended curriculum submitted to the International Office (e.g. as a scan)

After return from abroad:

- Submit the **“Confirmation of Credit Granted”** form once the process of granting credit is completed
 - The Confirmation of Credit Granted serves the sole purpose of evaluating the process of granting credit in university programs and does not affect your funding