

Information on the Learning Agreement for recognition of study and examination achievements 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 abroadn

General information:

- a signed Learning Agreement is mandatory for the PROMOS application
 - if the Learning Agreement cannot be signed uploaded in time, the PROMOS-team must be informed about the reason(s) why **ahead of the application deadline!**
 - the document can only be submitted at a later time if you have received permission by the PROMOS-team to do so
 - a signature of the host university if not necessary•
- while the University of Bonn does not require a minimum amount of credit points to be earned abroad, the scope of your 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!
- this Learning Agreement can also be used to facilitate the recognition of study and examination achievements **outside of the PROMOS-Program** (in such cases, however, it is usually unnecessary to submit the document to the International Office unless otherwise stated)

Creating a Learning Agreement

Before the stay abroad begins:

- before submitting your Learning Agreement, **consult with your departmental advisor/ professor or the Examination Office**
 - Which of the courses you plan to attend abroad can be recognised? You might have to adjust your study plan
 - Provide relevant course/module descriptions, including the amount of credit points awarded by the host university
- as part of the PROMOS-program there is **no mandatory recognition of all study and examination achievements listed in the Learning Agreement, however**
the department must sign and thereby confirm that, even if no or limited recognition is possible, there is a sufficient and appropriate study plan in place

After arrival at host university:

- in case of amendments to the study plan after the semester at the host university has already started
 - courses can be withdrawn from or added on p. 3 of the Learning Agreement within 4 weeks of arrival at the host institution
 - the new document must be signed by your department and p. 3 must be submitted to the International Office via Mobility-Online

After return from stay abroad:

- after recognition is complete, submit a **confirmation of recognition**, otherwise known as Anerkennungsachweis
the confirmation of recognition serves the purpose of evaluating the process of credit recognition and does not affect your funding