

Learning Agreement Notes for Students (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.

General Information

Required information:

- **complete details** of the student
- **Complete details** on Sending and Receiving Institution
- 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

Mobility type and duration

- **Precise details on start and end** of study period abroad

Study Programme at the Receiving Institution Mobility type: Semester(s)

- **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.
- If you would like to take more courses than your degree program at the Sending Institution demands and recognizes, you still need to list these courses in table A

Recognition at the Sending Institution Mobility type: Semester(s)

- **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)

¹ (<http://www.europaeischer-referenzrahmen.de/>).


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.
- 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.

Commitment of the three parties

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!

Changes to the learning agreement

- 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.

To be uploaded 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.

- i** 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.