**LEARNING AGREEMENT\***

**Student Mobility for Studies**

**Academic Year**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Student:** | (last name/s) | | | | (first name/s) | |
| Date of birth | .  . | Nationality[[1]](#endnote-1) | |  | | Female  Male  undefined |
| Study cycle[[2]](#endnote-2) |  | | Field of Education[[3]](#endnote-3) | | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sending Institution: Leuphana Universität Lüneburg** | | | | |
| Faculty |  | | Erasmus code[[4]](#endnote-4) | D LUNEBUR01 |
| Address | Universitätsallee 1, 21335 Lüneburg | | Country | Germany |
| Contact  person[[5]](#endnote-5) | Ms Stefanie Bahnsen | E-mail | La.outgoing@leuphana.desandra.schnell@uni.leuphana.de | |
| Phone | +49.4131.677-1421sandra.schnell@uni.leuphana.de | |

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| --- | --- | --- | --- | --- |
| **Receiving Institution:** | | | | |
| Faculty/Dept |  | | Erasmus code4 |  |
| Address |  | | Country |  |
| Contact  person |  | E-mail | sandra.schnell@uni.leuphana.de | |
| Phone | sandra.schnell@uni.leuphana.de | |

**BEFORE THE MOBILITY**

**Study Programme at the Receiving Institution**

|  |  |  |
| --- | --- | --- |
| Planned period of the mobility | from   /   till   /   [mm/yy] | |
| Semester | Winter/Fall | Spring/Summer |

|  |  |  |  |
| --- | --- | --- | --- |
| **Table A** | | | |
| **Component code[[6]](#endnote-6)**  (if any) | **Component title at the receiving institution**  (as indicated in the course catalogue[[7]](#endnote-7)) | **ECTS credits[[8]](#endnote-8)** | **If recognition is not requested, select reason** |
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| Total amount of ECTS credits: | |  |  |
| Web link to the course catalogue of the receiving institution describing the learning outcomes: | | | |
|  | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Level of language competence[[9]](#endnote-9)** | | | | | | |
| Main language of instruction: | | | | | | |
| The student already has or agrees to acquire the following level by the start of the study period: | | | | | | |
| A1 | A2 | B1 | B2 | C1 | C2 | Native speaker |

**Recognition at the Sending Institution**

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| --- | --- | --- |
| **Table B** | | |
| **Module code** | **Module title as indicated in the course catalogue** *(mystudy)* | **No. of ECTS credits** |
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|  |  |  |
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|  |  |  |
|  |  |  |
| Total amount of ECTS credits: | |  |

Provisions applying if the student does not complete successfully some educational components: <http://www.leuphana.de/services/io/studium-und-praktikum-im-ausland/anerkennung.html>

**Commitment**

By signing this document, the student, the sending institution and the receiving institution confirm that they approve the 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.

The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement.

The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student.

The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as documented 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 the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

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| **Commitment** | **Name** | **E-mail** | **Position** | **Date** | **Signature** |
| Student |  |  | *Student* |  |  |
| Responsible person at the Sending Institution[[10]](#endnote-10) | Stefanie Bahnsen | La.outgoing@leuphana.de | *Student Mobility Officer*  *(Learning Agreements)* |  |  |
| Responsible person at the Receiving Institution[[11]](#endnote-11) |  |  |  |  |  |

1. **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-1)
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). [↑](#endnote-ref-2)
3. **Field of education (Subject code):** 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.

   *For Leuphana University of Lüneburg: The subject code can also be found at:*

   <https://leuphana.moveon4.de/publisher/1/deu> [↑](#endnote-ref-3)
4. **Erasmus code**: a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.

   *For Leuphana University of Lüneburg: The Erasmus code can also be found at:*

   <https://leuphana.moveon4.de/publisher/1/deu> [↑](#endnote-ref-4)
5. **Contact person**: 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 works at the international relations office or equivalent body within the institution. [↑](#endnote-ref-5)
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. [↑](#endnote-ref-6)
7. **Course catalogue**: detailed, user-friendly and up-to-date information on the institution’s learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them. [↑](#endnote-ref-7)
8. **ECTS credits (or equivalent)**: in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added. ***The courses selected must correspond to a minimum of 25 ECTS!*** [↑](#endnote-ref-8)
9. **Level of language competence**: a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> [↑](#endnote-ref-9)
10. **Responsible person at the Sending Institution**: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and e-mail of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document. [↑](#endnote-ref-10)
11. **Responsible person at the Receiving Institution**: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document. [↑](#endnote-ref-11)