

Please fill in all yellow marked fields and copy the information in red.

Learning Agreement Student Mobility for Studies



Higher Education:
Learning Agreement form
Student's name
Academic Year 2021/2022

Student	Last name(s)	First name(s)	Date of birth	Nationality ¹	Gender [Male/Female/Undefined]	Study cycle ²	Field of education ³
Sending Institution	Name	Faculty/Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
	Witten / Herdecke University	Faculty of Management, Economics and Society	D WITTEN02	Alfred-Herrhausen-Straße 50, 58455 Witten	Germany	[Contact Person (see comment)]	
Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	

Before the mobility

Study Programme at the Receiving Institution				
Planned period of the mobility: from [month/year] to [month/year]				
Table A Before the mobility	Component ⁶ code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue ⁷)	Semester	Number of ECTS credits (or equivalent) ⁸ to be awarded by the Receiving Institution upon successful completion
	Component Code	Course title (1)	Spring 2022	6
	Component Code	Course title (2)	Spring 2022	3
	Component Code	Course title (3)	Spring 2022	3
	Component Code	Course title (4)	Spring 2022	6
				Total: 18
Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information]				

The level of language competence⁹ in [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 ☐ Native speaker ☐

Recognition at the Sending Institution			
Table B Before the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
	Component Code	Course title (1)	5
	Component Code	Auslandsleistung (2)	3
	Component Code	Auslandsleistung (3)	2
	Component Code	Auslandsleistung (4)	5
			Total: 15
Provisions applying if the student does not complete successfully some educational components: [web link to the relevant information]			

Commented [ET1]: 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

Commented [ET2]: Field of education

B.Sc. Management/M.Sc. S&O/M.A. GM: 0410
B.A. PPÖ/M.A. PPE: 0311

Commented [NP3]: If Erasmus:

Eike Tauch
International Coordinator / Erasmus+
Tel: +49 2302 926-9705
Email: international-office@uni-wh.de

If Global :

Dagmar Koch
International Coordinator
Tel: +49 2303 926-563
Email: international-office@uni-wh.de

Commented [ET4]: Erasmus code

This is only applicable for ERASMUS and not for Global mobilities. You can find the Erasmus codes here: <https://www.uni-wh.de/en/uwh-international/partner/>

Commented [ET5]: Component title at the Receiving Institution

The course catalogue should be available on the website of the partner university or sent to you by the international office of the partner university via e-mail.

Commented [ET6]: Semester

Indicate in which semester you will take the respective course, e.g., Spring 2022.

Commented [ET7]: You need to collect at least 15 ECTS.

Commented [ET8]: If available, please indicate where the module descriptions can be found.

Commented [ET9]: Indicate the main language of instruction. The language of instruction can differ from the local language, e.g., if you study in France but most of your chosen courses will be held in English, the main language of instruction is English.

Commented [ET11]: Use this numeric system to illustrate for which courses at UW/H you would like to get the foreign modules recognized.

Commented [ET10]: Name the component code, e.g., MP-CBa 1806

Commented [ET12]: If there is no equivalent course at UW/H, you can get courses recognized for **Auslandsleistung**.

Please note: The overall number of ECTS within **Auslandsleistung** must be divisible by 5. You need to align the number of ECTS accordingly. In the example at hand the number of ECTS had to be reduced from 3 to 2 and from 6 to 5 respectively to assure that the overall number of ECTS in **Auslandsleistung** is 15 and thus divisible by 5.

Please note: Language courses cannot be recognized for **Auslandsleistung**

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 (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). 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 described 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.

Commitment	Name	Email	Position	Date	Signature
Student			Student		
Responsible person ¹⁰ at the Sending Institution	Univ.-Prof. Dr. Christoph Schreiber	Christoph.Schreiber@uni-wh.de	Vice Dean for Teaching		
Responsible person at the Receiving Institution ¹¹					

During the Mobility

Commented [ET13]: If changes to your study programme occur, you need to let the International Office know and get the changes approved by the UW/H faculty/department and the host university. Changes can be made up until 5 weeks after your mobility started.

Exceptional changes to Table A

(to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)

Table A2 During the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change ¹²	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	

Exceptional changes to Table B (if applicable)

(to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)

Table B2 During the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

Commitment

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the changes to the Learning Agreement.

Commitment	Name	Email	Position	Date	Signature
Student			Student		
Responsible person ¹³ at the Sending Institution	Univ.-Prof. Dr. Christoph Schreiber	Christoph.Schreiber@uni-wh.de	Vice Dean for Teaching		
Responsible person at the Receiving Institution ¹⁴					

After the Mobility

Commented [ET14]: Only needs to be filled in in case your host university does not issue a transcript of records.

Transcript of Records at the Receiving Institution					
Table C After the mobility	Start and end dates of the study period: from [day/month/year] to [day/month/year]				
	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Was the component successfully completed by the student? [Yes/No]	Number of ECTS credits (or equivalent)	Grades received at the Receiving Institution
				Total: ...	

Transcript of Records and Recognition at the Sending Institution				
Table D After the mobility	Start and end dates of the study period: from [day/month/year] to [day/month/year]			
	Component code (if any)	Title of recognised component at the Sending Institution (as indicated in the course catalogue)	Number of ECTS credits (or equivalent) recognised	Grades registered at the Sending Institution (if applicable)
			Total: ...	

- ¹ **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport.
- 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).
- ³ **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/iscd-f_en.htm) available at http://ec.europa.eu/education/tools/iscd-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.
- 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.
- 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.
- 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.
- 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.
- 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.
- ⁹ **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europa.eu/europass/cefr/en/resources/european-language-levels-cefr>
- 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 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.
- 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.
- ¹² **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

Reasons for deleting a component	Reason for adding a component
1. Previously selected educational component is not available at the Receiving Institution	5. Substituting a deleted component
2. Component is in a different language than previously specified in the course catalogue	6. Extending the mobility period
3. Timetable conflict	7. Other (please specify)
4. Other (please specify)	

¹³ **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 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.

¹⁴ **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.