



LEARNING AGREEMENT FOR STUDIES 2017/18

The Student

Last name		First name	
Date of birth		Sex [M/F]	
Academic year		Exchange semester	
Study cycle		Subject area, Code ¹	
Study years		E-mail	

The Sending Institution

Name	Universität der Künste Berlin	Faculty	
Erasmus code ²	D BERLIN03	Department	
Address	Office of International Relations Einsteinufer 43-53 10587 Berlin	Country, Country code	Germany, DE
Contact person ³ name		Contact person e-mail / phone	

The Receiving Institution

Name		Faculty	
Erasmus code		Department	
Address		Country, Country code	
Contact person name		Contact person e-mail / phone	



BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Planned period of the mobility: from [month/year] till [month/year]

Table A: Study programme abroad

Type of Course ⁴	Component title (as indicated in the course catalogue ⁵) at the receiving institution	Semester [autumn/spring] [or term]	Number of ECTS credits ⁶
			Total:

Web link to the course catalogue at the receiving institution describing the learning outcomes:

Table B: Group of educational components in the student's degree that would normally be completed at the sending institution and which will be replaced by the study abroad

Educational component	Component title at the sending institution	Semester [autumn / spring] [or term]	Number of ECTS
<i>Mobility window</i>	<i>Auslandssemester</i>		<i>Max 30</i>
			Total:

If the student does not complete successfully some educational components, please contact the coordinator of the faculty.

Language competence⁷ of the student

The level of language competence in _____ (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



II. RESPONSIBLE PERSONS⁸

Responsible person in the sending institution:	
Name:	Function:
Phone number:	E-mail:

Responsible person in the receiving institution:	
Name:	Function:
Phone number:	E-mail:

III. COMMITMENT OF THE THREE PARTIES

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

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 receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

The student	
Student's signature	Date:

The sending institution	
Responsible person's signature	Date:

The receiving institution	
Responsible person's signature	Date:



DURING THE MOBILITY

I. CHANGES TO THE PROPOSED MOBILITY PROGRAMME (table A)

Table C: Exceptional changes to study programme abroad or additional components in case of extension of stay abroad

Type of Course	Component title	Deleted	Added	Reason for change ⁹	ECTS
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
updated total number of ECTS after changes					

All three parties confirm that they approve the proposed amendments to the mobility programme.

Student's signature
and date

Sending Institution
responsible person's signature
and date

Receiving Institution
responsible person's signature
and date

II. CHANGES IN THE RESPONSIBLE PERSON(S), if any:

New responsible person in the sending institution:	
Name:	Function:
Phone number:	E-mail:
New responsible person in the receiving institution:	
Name:	Function:
Phone number:	E-mail:



AFTER THE MOBILITY

Name des Studenten:

An der Partnerhochschule

Bitte lassen Sie sich folgende Unterlagen vor Abreise ausstellen:

- I. Letter of confirmation (Seite 7 von 7) – unterschrieben und gestempelt frühestens am letzten Tag des vereinbarten Austauschzeitraums durch das International Office der Partnerhochschule
- II. Transcript of Records – ausgestellt durch die Partnerhochschule

Beide Dokumente bitte **spätestens 5 Wochen nach** Ende der Lehrveranstaltungen an der Partnerhochschule im International Office der UdK Berlin abgeben.

An der Heimathochschule

- III. Anerkennungsbescheid – bitte kümmern Sie sich umgehend nach Ihrer Rückkehr um die Anerkennung der im Ausland erbrachten Studienleistungen.
Das Anerkennungsverfahren verläuft je nach Fakultät unterschiedlich. Bitte kontaktieren Sie die an Ihrem Studiengang verantwortliche Person (Studiengangsleiter/ Fachklassenleiter/ Prüfungsausschussvorsitzenden).
FRIST (WS: 30. April, SoSe: 31. Oktober)



Annex 1: End notes

¹ Please contact the International office.

² **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 institutions located in Programme countries.

³ **Contact person:** a 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 will work at the international relations office or equivalent body within the institution.

⁴ The **type of course "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.**

⁵ **Course Catalogue:** detailed, user-friendly and up-to-date information on the institution's learning environment tht should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their 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.

⁶ **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.

⁷ **Level of language competence:** A description of the European Language Levels (**CEFR**) is available at: <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

⁸ **Responsible person in the sending institution:** an academic who has the authority to approve the Learning Agreement, to exceptionally amend them when it is needed, as well as to guarantee full recognition of such programmes 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.

⁹ **Reasons for exceptional changes to study programme abroad:**

<i>Reasons for deleting a component</i>	<i>Reason for adding a component</i>
A1) Previously selected educational component is not available at receiving institution	B1) Substituting a deleted component
A2) Component is in a different language than previously specified in the course catalogue	B2) Extending the mobility period
A3) Timetable conflict	B3) Other (please specify)
A4) Other (please specify)	



LETTER OF CONFIRMATION

Academic Year _____

It is hereby certified that

Mr./Mrs. _____

Home University : Universität der Künste Berlin / D BERLIN03

was enrolled as an ERASMUS+ student at our institution:

from _____ (day, month, year)

to _____ (day, month, year)

Name of host institution
ID code of the host institution
Name of signatory
Function
Date

_____ **Stamp and Signature**

Please note that the certification should be completed at the end of the students stay abroad!