**Higher Education**

**Learning Agreement for Studies abroad (except Erasmus+ and PROMOS)**

**The Student**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |
| Date of birth |  | Nationality1 |  |
| Sex [M/F] |  | E-mail |  |
| Study cycle2 |  | Field of education |  |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Technische Universität Chemnitz | Faculty/  Department | Economics and Business Administration |
| Country | Germany | Address | Technische Universität Chemnitz, D-09107 Chemnitz |
| Contact person3: name, E-mail, phone | Stephan Kunitz  international@wirtschaft.tu-chemnitz.de  (+49) 0371/531-37216 |

**The Receiving Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Faculty/  Department |  |
| Country |  | Address |  |
| Contact person3: name, E-mail, phone |  |

#### **BEFORE THE MOBILITY**

**I. Study Programme at the Receiving Institution/Studienprogramm Gasthochschule**

Planned period of the mobility: from [month/year] ……………. to [month/year] ……………

**Table I (Before the Mobility)**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Component4code**  **(if any)** | **Component title (as indicated in the course catalogue5) at the receiving institution** | **Semester** [e.g. autumn / spring; term] | **Number of ECTS credits (or equivalent)6 to be awarded by the Receiving Institution upon successful completion** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | Total: |

**II. Recognition at the Sending Institution/Anerkennung an TU Chemnitz**

**(Für Kurse, die nicht vollständig anerkannt werden, bitte ebenfalls Tabelle III ausfüllen!)**

**Table II (Before the Mobility)**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Component4code**  **(if any)** | **Component title (as indicated in the course catalogue5) at the receiving institution** | **Semester** [e.g. autumn / spring; term] | **Number of ECTS credits (or equivalent)6 to be awarded by the Receiving Institution upon successful completion** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | Total: |

**Grading at the sending institution/Benotung an der Heimathochschule**: The student can opt for a non-recoginition of grades – fully or in part – (only ECTS-credits) by a written request to the board of examiners at the sending institution. / Der Studierende kann mittels schriftlichen Antrags gegenüber dem zuständigen Prüfungsausschuss der Heimathochschule einen Verzicht auf Benotung (nur ECTS-Credits) für einzelne oder alle Lehrveranstaltungen erklären.

**III. Exception from Recognition at the Sending Institution/Ausnahme von der Anerkennung an TU Chemnitz**

**Table III (Before the Mobility):**

The educational components mentioned in the table below will, if successfully completed, be recognized by the sending institution via the Diploma supplement but not be (fully) counted/recognized as ECTS credits (or equivalent)/study results towards the student’s degree for one the following reasons:

1) Study results already accomplished at sending institution (ECTS-credits already gained) / Studienleistung bereits an TU Chemnitz erbracht (ECTS-Credits bereits erworben)

2) Less ECTS-Credits required at sending institution (according to study regulations), so that only partial recognition should take place / Laut Studienordnung TU Chemnitz weniger ECTS-Credits erforderlich, so dass nur teilweise Anerkennung erfolgen soll

3) Other, short explanation (in accordance with responsible person at sending institution) / Andere Gründe, kurze Erläuterung (in Abstimmung mit zuständigem Prüfungsausschussvorsitzenden TU Chemnitz):

|  |  |  |  |
| --- | --- | --- | --- |
| **Component code (if any)** | **Component title (Table A)** | **Semester (autumn/spring; term)** | **Reason for exception**  **(1, 2, 3)** |
|  |  |  |  |
|  |  |  |  |
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|  |
| --- |
| **Language competence of the student**  The level of language competence7 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 🞏 |

**IV. RESPONSIBLE PERSONS**

|  |
| --- |
| **Responsible person8 (*Prüfungsausschussvorsitzender*) at the sending institution:**  Name: Position: Head of Examination Board  E-mail: |

|  |
| --- |
| **Responsible person9 at the receiving institution:**  Name: Position:  E-mail: |

**IV. COMMITMENT OF THE THREE PARTIES**

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 agreed in the Inter-Institutional Agreement relating to mobility for studies. The Receiving Institution confirms that the educational components listed in Table I are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table II. Any exceptions to this rule are documented in Table III 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.

|  |
| --- |
| **The student**  Student’s signature Date: |

|  |
| --- |
| **The sending institution**  Departmental Coordinator’s signature  (*Fachkoordinator/in*) Date: |

|  |
| --- |
| **The sending institution**  Responsible person’s signature  (*Prüfungsausschussvorsitzende/r*) Date: |

|  |
| --- |
| **The receiving institution**  Responsible person’s signature Date: |

**END NOTES:**

**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 **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.

4 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.

5 **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.

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: https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr

8 **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.

9 **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