***[Scroll down for glossary of terms! Read guidelines]***

***[Delete yellow marks after filling & before sending!]***

**Learning Agreement Student Mobility for Studies**

**General information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Student** | **Last name(s)** | **First name(s)** | **Date of birth** | **Nationality** | **Gender** |
| \*\*\*\*\*PLEASE FILL IN | \*\*\*\*\*PLEASE FILL IN | \*\*\*\*\*PLEASE FILL IN | \*\*\*\*\*PLEASE FILL IN | \*\*\*\*\*PLEASE FILL IN |
| **ESI** | **Study cycle**(time of stay) | **Field of education (ISCED) (select from list below)** |
| Not applicable  | \*\*\*\*\*\*Bachelor oder Master | \*\*\*\*\*PLEASE FILL IN |
| **SendingInstitution** | **Name** | **Faculty/Department** | **Erasmus code** | **Country** | **Administrative contact person name; email; phone** |
| Fachhochschule PotsdamUniversity of Applied Sciences | \*\*\*\*\*PLEASE FILL IN | D POTSAM03 | Germany | Institutional Erasmus+ Coordinatorinternational@fh-potsdam.de+493315802061 |
| **Receiving Institution** | **Name** | **Faculty/Department** | **Erasmus code** | **Country** | **Administrative contact person name; email; phone** |
| \*\*\*\*\*PLEASE FILL IN/ ASK PARTNER UNIVERSITY IF UNSURE \*\*\*\*\* | \*\*\*\*\*PLEASE FILL IN/ ASK PARTNER UNIVERSITY IF UNSURE \*\*\*\*\* | \*\*\*\*\*PLEASE FILL IN/ ASK PARTNER UNIVERSITY IF UNSURE \*\*\*\*\* | \*\*\*\*\*PLEASE FILL IN/ ASK PARTNER UNIVERSITY IF UNSURE \*\*\*\*\* | \*\*\*\*\*PLEASE FILL IN/ ASK PARTNER UNIVERSITY IF UNSURE \*\*\*\*\* |
| The level of language competence in «bew\_spr\_id\_unterricht» [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* [ ]  |

**Mobility type: Long-term mobility**

|  |
| --- |
| **Estimated duration (to be confirmed by the Receiving Institution)** |
| Planned period of the physical mobility: from \*\*\*\*\*PLEASE FILL IN to \*\*\*\*\*PLEASE FILL IN |

 **BEFORE THE MOBILITY**

|  |  |
| --- | --- |
| **Table****A** | **Study Programme at the Receiving Institution** - *Mobility type: Long-term mobility* |
|  | **Component****code**(if any) | [**Component**](#component) **title at the Receiving Institution**(as indicated in the course catalogue) | **Semester** [e.g. autumn/spring; term] | [**Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion**](#ECTS) |
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|  |  |  |  | **Total: …** |
| Web link(s) to [the course catalogue](#catalogue) at the Receiving Institution describing the learning outcomes:\*\*\*\*\*PLEASE FILL IN/ ASK PARTNER UNIVERSITY IF UNSURE \*\*\*\*\* |

|  |  |
| --- | --- |
| **Table B** | **Recognition at the Sending Institution** - *Mobility type: Long-term mobility* |
|  | **Component code** (if any) | **Component title at the Sending Institution**(as indicated in the course catalogue) | **Semester** [e.g. autumn/spring; term] | **Number of ECTS credits**(or equivalent) to be recognised by the Sending Institution | [**Automatic recognition**](#recognition) |
|  |  |  |  |  | *Yes* [x]  *No* [ ]  |
|  |  |  |  |  | *Yes* [x]  *No* [ ]  |
|  |  |  |  |  | *Yes* [x]  *No* [ ]  |
|  |  |  |  |  | *Yes* [x]  *No* [ ]  |
|  |  |  |  |  | *Yes* [x]  *No* [ ]  |
|  |  |  |  |  | *Yes* [x]  *No* [ ]  |
|  |  |  |  |  | *Yes* [x]  *No* [ ]  |
|  |  |  |  | **Total: …** | ----------------- |
| Provisions applying if the student does not complete successfully some educational components: If the student fails one or more educational components, automatic recognition after the mobility cannot take place. Students who cannot get into a course, which was agreed upon in table A, need to make Changes to the Learning Agreement during the mobility and have them approved, by all means, before the end of the term at the partner university. |

**Commitment of the three parties**

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| By (digitally) signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the (Online) 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 are in line with its course catalogue or as agreed otherwise 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. 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 | PLEASE FILL IN | PLEASE FILL IN | *Student* |  |  |
| [Responsible person at theSending Institution](#recognition) | PLEASE FILL IN ACADEMIC CONTACT FHP | PLEASE FILL IN ACADEMIC CONTACT FHP | *Erasmus Departmental Coordinator* |  |  |
| Responsible person at theReceiving Institution | PLEASE FILL IN/ ASK PARTNER UNIVERSITY IF UNSURE | PLEASE FILL IN/ ASK PARTNER UNIVERSITY IF UNSURE | PLEASE FILL IN/ ASK PARTNER UNIVERSITY IF UNSURE |  |  |

 **DURING THE MOBILITY**

**Changes to the Learning Agreement**

|  |  |
| --- | --- |
| **Table****A2** | **Exceptional changes to Table A** *(if applicable)*(to be (digitally) approved by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution) |
|  | **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\*** | **Number of ECTS credits (or equivalent)** |
|  |  |  | [ ]  | [ ]  | Choose an item. |  |
|  |  |  | [ ]  | [ ]  | Choose an item. |  |
|  |  |  | ☐ | ☐ | Choose an item. |  |
|  |  |  |  |  | **NEW Total: …** |  |

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| **Table****B2** | **Exceptional changes to Table B** *(if applicable)*(to be (digitally) approved by the student and the responsible person in the Sending Institution) |
|  | **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] | **Reason for change\*** | **Number of ECTS credits (or equivalent)** | **Automatic recognition** |
|  |  |  | [ ]  | [ ]  | Choose an item. |  | *Yes* [x]  *No* [ ]  |
|  |  |  | [ ]  | [ ]  | Choose an item. |  | *Yes* [x]  *No* [ ]  |
|  |  |  | [ ]  | [ ]  | Choose an item. |  | *Yes* [x]  *No* [ ]  |
|  |  |  |  |  |  | **NEW Total: …** |  |

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

**Approval of exceptional changes to the learning agreement**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Digital Signature** |
| Student | PLEASE FILL IN | PLEASE FILL IN | *Student* |  |  |
| Responsible person at theSending Institution | PLEASE FILL IN | PLEASE FILL IN | *Erasmus Departmental Coordinator* |  |  |
| Responsible person at theReceiving Institution | PLEASE FILL IN ACADEMIC CONTACT FHP | PLEASE FILL IN ACADEMIC CONTACT FHP | PLEASE FILL IN ACADEMIC CONTACT FHP |  |  |

**Glossary of Terms**

|  |  |
| --- | --- |
| **Term**  | **Definition/Explanation**  |
| **Nationality** | Country to which the person belongs administratively and that issues the ID card and/or passport. |
| **The European Student Identifier (ESI)***not applicable* | *A unique European Identifier number used to identify and authenticate students using the Erasmus+ Mobile App and/or the desktop version of the app to fill in and sign their online learning agreement. If the sending institution does not issue an ESI for its students an alternative mechanism for identifying and authenticating students can be accepted. For more information, visit the* [*Erasmus Without Paper Competence Centre*](https://wiki.uni-foundation.eu/display/MAID/MyAcademicID)*.* |
| **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). EQF level codes 5 to 8 are equivalent to the ISCED levels 5 to 8. |
| **Field of education** |

|  |  |
| --- | --- |
| BA Architecture and Urban Design | 0731 Architecture and town planning |
| MA Architecture and Urban Design | 0731 Architecture and town planning |
| BA Archival Studies | 0322 Library, information and archival studies |
| MA Archival Studies | 0322 Library, information and archival studies |
| MEng Building Conservation and Construction Work on Existing Buildings | 0732 Building and civil engineering |
| BEng Civil Engineering | 0732 Building and civil engineering |
| BEng Civil Engineering | Dual Study Programme | 0732 Building and civil engineering |
| BA Library Sciences | 0322 Library, information and archival studies |
| BA Early Childhood Education | 0922 Child care and youth services |
| MA Childhood Studies and Children's Rights | 0922 Child care and youth services |
| MA Design | 0210 Arts, not further defined |
| MA Digital Data Management | 0322 Library, information and archival studies |
| BA European Media Studies | 0211 Audio-visual techniques and media production |
| MA European Media Studies | 0211 Audio-visual techniques and media production |
| MA Early Childhood Studies | 0922 Child care and youth services |
| BA Information Studies | 0322 Library, information and archival studies |
| MA Information Sciences | 0322 Library, information and archival studies |
| BEng Infrastructure Systems | 0732 Building and civil engineering |
| BEng Infrastructure Systems | Dual Study Programme | 0732 Building and civil engineering |
| MSc Ing-Bau: Preservation and Construction Work in Structural Engineering | 0732 Building and civil engineering |
| BA Interface Design | 0210 Arts, not further defined |
| BA Communication Design | 0210 Arts, not further defined |
| BA Conservation and Restoration | 0214 Handicrafts |
| MA Conservation and Restoration | 0214 Handicrafts |
| BA Arts Management | 0314 Sociology and cultural studies |
| BA Product Design | 0210 Arts, not further defined |
| BEng Urban Water Management | Dual Study Programme | 0732 Building and civil engineering |
| BA Social Work | Dual-Digital | 0923 Social Work and counselling |
| BA Social Work (BASA-online) | 0923 Social Work and counselling |
| BA Social Work, presence | 0923 Social Work and counselling |
| MA Social Work with a Focus on the Family | 0923 Social Work and counselling |
| MA Social Management | 0923 Social Work and counselling |
| MA Urban Futures | 0731 Architecture and town planning |

 |
| **Erasmus code** | A unique identifier that every higher education institution receives that has been awarded with the Erasmus Charter for Higher Education (ECHE). It is only applicable to higher education institutions located in EU Member States and third countries associated to the programme. |
| **Administrative 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 works at the international relations office or equivalent body within the institution. |
| **Mobility type: Semester(s)** | A study period abroad lasting at least one academic term/trimester or 2 months to 12 months |
| **ECTS credits (or equivalent)** | In countries where the ["ECTS" system](https://ec.europa.eu/education/ects/users-guide/docs/ects-users-guide_en.pdf) is not in place, in particular for institutions located in third countries not associated to the programme 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. |
| **Automatic recognition**  | All credits gained abroad – as agreed in the learning agreement and confirmed by the transcript of records – will be transferred without delay and counted towards the students’ degree (study programme) without any additional work or assessment of the student. This is signalled in the learning agreement by the “Yes” check box. If the “No” check box is selected, a clear justification needs to be provided and an indication on what other type of formal recognition will be applied, e.g. registration in the students’ [diploma supplement](https://europa.eu/europass/en/diploma-supplement) or [Europass](https://europa.eu/europass/en) Mobility Document. An additional application for recognition has to be handed in according to the regulations of each study programme at University of Applied Sciences Potsdam.  |
| **Educational component** | 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. |
| **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> |
| **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. |
| **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 and automatic recognition of the study programme described in the learning agreement 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. |
| **Reasons for deleting a component** | Previously selected educational component is not available at the Receiving InstitutionComponent is in a different language than previously specified in the course catalogueTimetable conflictOther (please specify) |
| **Reason for adding a component** | Substituting a deleted componentExtending the mobility periodAdding a virtual componentOther (please specify) |