

Table A2: Enter the courses you wish to delete or add at your partner university (tick "deleted" or "added"). For "deleted" courses enter the consecutive number from Table A. For added courses continue the ongoing numbering: 7, 8, 9...

Changes during mobility are possible until 5 weeks after the start of the semester.

During the Mobility

Enter the ECTS for added/deleted courses

Exceptional changes to Table A (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution)						
Table A2 During the mobility	Numbering	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]	Number of ECTS credits (or equivalent)
				<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"/>	

Table B2: Clarify with your TUM department how the added courses from Table A2 will be recognized at TUM. Enter the recognition option here (e.g. corresponding TUM course, mobility window, container module, e.g.). Some departments complete that section for their students. Please use the consecutive numbers from Table A2 (7, 8, 9)....

Enter the ECTS for added/deleted courses

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	Numbering	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"/>	
				<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"/>	

If you did not receive all signatures within the deadline, you must have ticked an appropriate justification field. Deadline = all signatures dated up to 5 weeks after the start of the semester.

If courses are not recognized (in advance), please enter all course numbers together in one line in Table B2: "Courses 2,3,5: Waiver of recognition in advance" or "no recognition in study program possible"

1. You sign first, including the date, then obtain the signatures, including the date, from the partner university and the TUM faculty.
2. Finally, send the LA Changes to pascale@zv.tum.de for the final check.

Commitment	Name	Email	Position	Signature
Student			Student	DATUM Unterschrift Student
Responsible person at the Sending Institution				DATUM Unterschrift Fakultät
Responsible person at the Receiving Institution				DATUM Unterschrift Partner

Compulsory justification	
In case one of the commitment parties signed the learning agreement "During the Mobility" later than 5 weeks after the start of the semester specify the reason for delay:	
<input type="checkbox"/>	Absence of contact person <input type="checkbox"/> home <input type="checkbox"/> receiving institution
<input type="checkbox"/>	Long processing time of contact person <input type="checkbox"/> home <input type="checkbox"/> receiving institution
<input type="checkbox"/>	Changes occurred late, due to time overlap of exams
<input type="checkbox"/>	Late admission to course(s) / Late course offer
<input type="checkbox"/>	Semester is divided into two or more parts, courses of the second (or following) part could only be changed to a later time

TUM G&A Learning Agreement Guideline for Students:

BEFORE MOBILITY:

- ➔ The fully completed and signed Learning Agreement must be submitted by **e-mail to TUM Global & Alumni Office, before the start of the mobility.** H
- ➔ The document must contain, in addition to your own signature, the signature of the Erasmus representative of your own TUM department and the responsible person at the partner university. **Otherwise, you are not eligible for the Erasmus scholarship.**

In detail:

- Please save a version of the Learning Agreements template locally.
- Please name the file with your first and last name.
- **The Sending Institution:**
 - Information about your TUM department
 - Contact person: Please enter the name of TUM Erasmus representative of your department here
- **The Receiving Institution:**
 - Information about your partner university, e.g. Website and Erasmus code
 - Contact Person: is the contact person / contact person for administrative questions. Depending on the structure of the higher education institution, this can be the departmental coordinator or a staff member of the International Relations Office. Your TUM Erasmus representative may call you this person.
- **Planned period of the mobility:** Please specify the planned start and end dates.
- **Web link to the course catalog:** Please enter here the link to the website of the partner university, which lists the courses offered as well as the course content.
- **Table A + B:**
 - Please list in Table A the courses you want to attend abroad. These courses should replace courses at the TUM and be recognized by the TUM. Number the courses consecutively.
 - If you have instructions from your TUM department that Table B should not be filled in by the students, do not enter anything here.
 - If you are to fill out Table B, please follow the procedure given by the TUM department. In consultation with the Erasmus coordinator of your TUM department, enter the appropriate recognition option for each course, or enter the TUM courses which can be replaced by the courses of Table A. Use the consecutive numbering from Table A for easier assignment.
 - For a 1: 1 recognition of courses, enter in Table B the TUM courses that correspond exactly to the courses in Table A.
 - Otherwise you can summarize courses from Table A as "Container Module", "Mobility Window" or similar in Table B. If you summarize several courses please specify with corresponding numbers.
 - In the case of waive of recognition or in case of limited recognition options, please enter all respective course numbers in Table B with the addition: „Waiver of recognition in advance“ or „no recognition in study program possible“..
- **Language competence of the student:** please specify your level of the academic language (s) at your partner university.

DURING MOBILITY

- Up to **5 weeks after starting your study exchange** at the partner university you have the possibility to change the Learning Agreement.
- If you make any changes in your course selection you have to submit a signed Learning Agreement "During Mobility".
- Therefore, please complete section "During Mobility" (section 2) and **submit it signed** (your signature, TUM, partner university) via e-mail to **TUM Global & Alumni Office**. Otherwise, we reserve the right to reclaim your scholarship.

In detail:

Table A2+B2

- List the courses you wish to unsubscribe from or add to the partner university. Tick "deleted" / "added" accordingly. For "deleted" enter the sequential number from Table A: 1,2,3... For added courses, continue the consecutive numbering: 6,7,8 ...
- If you have instructions from your TUM department that Table B2 should not be filled in by the students, do not enter anything here.
- If you are to fill out Table B2, please follow the procedure given by the TUM department. In consultation with the Erasmus coordinator of your TUM department, enter the appropriate recognition option for each course, or enter the TUM courses, which can be replaced by the courses of Table A2. Use the consecutive numbering from Table A2 for easier assignment.
 - o For a 1: 1 recognition of courses, enter in Table B2 the TUM courses that correspond exactly to the courses in Table A2.
 - o Otherwise you can summarize courses from Table A2 as "Container Module", "Mobility Window" or similar in Table B2. If you summarize several courses please specify with corresponding numbers.
- In the case of waive of recognition or in case of limited recognition options, please enter all respective course numbers in Table B2 with the addition: „Waiver of recognition in advance“ or „no recognition in study program possible“..

IMPORTANT:

The Grant Agreement and the Learning Agreement are mandatory for your entitlement to the Erasmus exchange and to receive the Erasmus scholarship.

Submit your LA by e-mail to **TUM Global & Alumni Office before starting your mobility**.

For the recognition of the courses abroad, you must contact the Erasmus coordinator of your department after your return and provide an official proof (e.g. the Transcript of Records) of the host university and, if necessary, further documents.