

**!** If your TUM department has provided you with a different guide to completing the LA, please use this one.

Fill out the contact information of your Erasmus Coordinator (partner university & TUM)

## Learning Agreement Student Mobility for Studies



Higher Education:  
Learning Agreement form  
Student's name **Maxima Mustermann**  
Academic Year 20 **20** / 20 **20**

Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender [Male/Female/Divers]	Study cycle	Field of education
					Please select		
Sending Institution	Name	Faculty/Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	
			D MUNCHEN02				
Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	

Table A: Enter the courses you would like to take at the partner university. Number the courses consecutively: 1,2,3 ...

### Before the mobility

Enter the ECTS per course, the total ECTS amount fills out automatically.

Table A Before the mobility	Numbering	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
Total: ... 0					

Table B: Clarify with your TUM department how the courses from Table A 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 repeat the consecutive numbers from Table A (1,2,3...)

Enter the ECTS per course /recognition. The sum fills out automatically.

Table B Before the mobility	Numbering	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester	Number of ECTS credits (or equivalent) to be awarded by the Sending Institution upon successful completion
Total: ... 0					

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

By signing this document, the student, the Sending Institution and the Receiving Institution commit 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	DATUM	
Responsible person at the Sending Institution				DATUM	
Responsible person at the Receiving Institution				DATUM	Unterschrift

**Compulsory justification**

In case one of the commitment parties signed the learning agreement "Before the Mobility" after the start of the mobility (in the Erasmus+ Grant Agreement) at the receiving institution.

<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"/>	Contact person will only sign upon arrival to receiving institution		

If you did not received all signatures within the deadline, you must have ticked an appropriate justification field. Deadline = all signatures dated before your stay abroad.

1. You sign first, including the date, then obtain the signatures, including the date, from the partner university and the TUM department.
2. Finally, send the LA to your TUM department for the final check/approval.
3. The TUM department sends the approved LA to tumerasmus@zv.tum.de and you will be considered for the first scholarship rate.
4. Deadline: before the start of the stay abroad

**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.

**Higher Education:  
Learning Agreement form**  
Student's name \_\_\_\_\_  
Academic Year 20 20 / 20 21

**During the Mobility**

Enter the ECTS for added/deleted courses

**Table A2 During the mobility**

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

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]	Reason for change	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	Pl -	
			<input type="checkbox"/>	<input type="checkbox"/>	Pl -	
			<input type="checkbox"/>	<input type="checkbox"/>	Pl -	
			<input type="checkbox"/>	<input type="checkbox"/>	Pl -	
			<input type="checkbox"/>	<input type="checkbox"/>	Pl -	
			<input type="checkbox"/>	<input type="checkbox"/>	Pl -	
			<input type="checkbox"/>	<input type="checkbox"/>	Pl -	
			<input type="checkbox"/>	<input type="checkbox"/>	Pl -	

**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

**Table B2 During the mobility**

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)

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"/>	

  

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

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 your TUM department for the final check.
3. The TUM department sends the approved LA Changes to [tumerasmus@zv.tum.de](mailto:tumerasmus@zv.tum.de) for the records
4. Deadline: until 5 weeks of the start of the semester

**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		

### After Mobility:

- Complete the „Course Alignment“. The template (Excel) can be found on the Erasmus Website under Downloads: <https://www.international.tum.de/en/going-abroad/study/study-stays-in-europe-with-erasmus/>
- Please list all courses from the Transcript and the Learning Agreement / LA Changes. Justify deviations.
- Indicate how the courses are likely to be recognized at TUM. You do not have to wait for the official recognition certificate from your TUM department.

Upload the course alignment together with all requested After Mobility Documents to MoveON.

## TUM G&A Learning Agreement Guideline for Students:

### BEFORE MOBILITY:

- ➔ The fully completed and signed Learning Agreement must be submitted by **e-mail to the Erasmus Coordinator of your TUM department, before the start of the mobility**. He/she will forward it to TUM Global & Alumni Office for the payment of your Erasmus grant.
- ➔ 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 the **Erasmus Coordinator of your TUM department**. He/she will forward it to TUM Global & Alumni Office for the records. 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“..

### AFTER MOBILITY:

- Complete the Course Alignment. The template (Excel sheet) can be found on the Erasmus website under downloads. <https://www.international.tum.de/erasmusstudium/>
- List the courses from the transcript and the Learning Agreement / Learning Agreement Changes. Justify deviations.
- Indicate how the courses are likely to be recognized at TUM. You do not have to wait for the official recognition certificate from your TUM department.
- Upload the course alignment together with all requested "After Mobility Documents" to MoveON

### 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 the **Erasmus Coordinator of your TUM department before starting your mobility**.

You must successfully complete at least **two semester courses** at the partner university, otherwise the TUM Global & Alumni Office may reclaim the Erasmus scholarship. Please also note the specifications of your TUM department (e.g. specialist course), these are also binding.

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.