

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 [redacted]
Academic Year 20[redacted]/20[redacted]

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 and the responsible person in the Receiving 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]	Reason for change ¹²	Number of ECTS credits (or equivalent)
	[redacted]	[redacted]	[redacted]	<input type="checkbox"/>	<input type="checkbox"/>	Please choose	[redacted]
	[redacted]	[redacted]	[redacted]	<input type="checkbox"/>	<input type="checkbox"/>	Please choose	[redacted]
				<input type="checkbox"/>	<input type="checkbox"/>	Please choose	
				<input type="checkbox"/>	<input type="checkbox"/>	Please choose	
				<input type="checkbox"/>	<input type="checkbox"/>	Please choose	
				<input type="checkbox"/>	<input type="checkbox"/>	Please choose	
				<input type="checkbox"/>	<input type="checkbox"/>	Please choose	
				<input type="checkbox"/>	<input type="checkbox"/>	Please choose	

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)....

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)
	[redacted]	[redacted]	[redacted]	<input type="checkbox"/>	<input type="checkbox"/>	[redacted]
	[redacted]	[redacted]	[redacted]	<input type="checkbox"/>	<input type="checkbox"/>	[redacted]
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	

Sign it (including date of signature), have it signed by the TUM department and the partner university. Send the fully signed LA "During Mobility" to tumerasmus@zv.tum.de
Deadline: up to **5 weeks** after the beginning of the semester

Commitment

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of 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 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 communicated to the Receiving Institution. The Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible person and/or study period.

Commitment	Name	Email	Position	Date	Signature
Student	[redacted]	[redacted]	Student	DATE	Signature Student
Responsible person ¹³ at the Sending Institution	[redacted]	[redacted]	[redacted]	DATE	Signature Department
Responsible person at the Receiving Institution ¹⁴	[redacted]	[redacted]	[redacted]	DATE	Signature Partner

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.

If courses from Table A or A2 are not recognized by the TUM, please complete the Annex (both pages).

Student's name	<input type="text"/>
TUM Faculty	<input type="text"/>
Date of birth (dd/mm/yyyy)	<input type="text"/>



Annex to the Erasmus+ Higher Education Learning Agreement For Studies

In departure from the stipulation contained in Section III of the Learning Agreement For Studies that all modules listed in Table B will be fully recognized without any further review by the examination committee, the parties agree as follows:

1.
The parties agree that the modules listed in Table B will not be recognized without further review unless the requirements stipulated in the Convention on the Recognition of Qualifications concerning Higher Education in the European Region (Lisbon Convention) and laid down in Art. 63 of the Bavarian Higher Education Act (*Bayerisches Hochschulgesetz*) and § 16 of the General Academic and Examination Regulations of TUM (*APSO*) have been complied with. According to these requirements, students must submit to the examination committee in charge of the program an application containing all documents necessary for the review including, but not limited to, the official transcript of records of the host institution, module descriptions including learning outcomes, types of assessment, contents, workload and requirements as well as the grading system applicable to the module in question, in German or English language, and the examination committee must approve the application before the student signs the Learning Agreement.

2.
If students cannot submit the documentation necessary for the review before their return from abroad, it is understood by the parties that Table B is a non-committal list from which the Erasmus coordinator may select the components that can be recognized.

The final decision on the recognition of the listed modules will be made by the examination committee once the student has returned from abroad and filed an application for recognition pursuant to § 16 (4) of the General Academic and Examination Regulations of TUM (*APSO*), including the necessary documents.

The examination committee will take account of the following principles of TUM policy in the review for recognition:

I. In the bachelor's program:

1.
A module completed at another institution will be recognized if there are no major discrepancies between its module and the module in the corresponding TUM program with regard to the competencies acquired. In addition, students must not have completed the same module at the TUM.

2.
Where there are major discrepancies between modules of another institution and those of the corresponding programs at the TUM in terms of learning outcome, modules completed at the other institution may be recognized as elective courses if they match a module listed in the elective modules catalog of TUM both in terms of content and level (i.e. 'if this course were offered by TUM it would be part of the elective courses catalog').

How do I fill out the Learning Agreement?

With the Learning Agreement you conclude a contract between you, the partner university and the TUM. The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the study period abroad and to ensure that the student will receive recognition in his/her degree for the educational components successfully completed abroad.

Please contact the ERASMUS representative of your faculty in good time and let us advise you on the topic.

BEFORE MOBILITY:

- ➔ The fully completed and signed Learning Agreement must be submitted by e-mail to the International Center **before the start of the mobility**: tumerasmus@zv.tum.de
- ➔ 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 your TUM Erasmus representative 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.
 - In Table B, enter the appropriate recognition option for each course, or enter the TUM courses which can be replaced by the courses of Table A. The Erasmus coordinator of your department can give you further information.
 - 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 use the "Annex" and refer to it in the LA (Table B). This Annex has to be signed by all parties in accordance to the Learning Agreement and has to be submitted together with the LA to the IC.
- **Language competence of the student:**

Please ask your Erasmus representative which academic language (s) are relevant to you in this context and which language level is recommended by the respective 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 would like to make changes to your Learning Agreement, please complete section "During Mobility" (section 2) and submit it signed in triplicate (your signature, TUM, partner university) via e-mail to TUM International Center: **tumerasmus@zv.tum.de**
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 ...
 - In Table B2, enter the appropriate recognition option for each added course, or enter the TUM courses which can be replaced by the added courses. The Erasmus coordinator of your department can give you further information.
 - For a 1: 1 recognition of courses, enter in Table B2 the TUM courses that correspond exactly to the courses in Table A2.
 - 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 use the "Annex" and refer to it in the LA (Table B). The Annex has to be signed by all parties in accordance to the Learning Agreement and has to be submitted together with the LA to the IC.

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 TUM International Center **before starting your mobility**:
tumerasmus@zv.tum.de

You must successfully complete at least **two semester courses** at the partner university, otherwise the International Center 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.