

Guideline how to fill out the Erasmus+ Learning Agreement and the Swiss-European Mobility Program correctly

This document contains information on how to fill out an Erasmus+ Learning Agreement (LA) correctly. Please read all of the information provided carefully. It is advised to fill out your LA step by step according to the following guide.

This guide is only for students going on exchange to European countries with the TUM SOMex exchange program

1. **What is a Learning Agreement (LA)?**
2. **Swiss-European Mobility Program (SEMP)**
3. **Which LA should you use?**
4. **How can you get your LA signed?**
5. **How should you fill out the LA?**
6. **How can you make changes to the LA?**
7. **Contact person**

1. What is a Learning Agreement (LA)?

With the LA, you commit to the courses they are going to take during their semester abroad. The LA also shows how courses can potentially be recognized at the TUM. However, students can still decide after the exchange and after they have received their grades from abroad, which courses they actually want to get recognized and which courses not).

2. Swiss-European Mobility Program (SEMP)

The Swiss-European Mobility Program has some similarities to Erasmus+. Please see the bottom of the page from this link for more information: <https://www.international.tum.de/en/going-abroad/students/erasmus/>

3. Which Learning Agreement should you use?

We advise you to use the LA, which is can be found on our website <https://www.wi.tum.de/student-life/going-abroad/downloads/> → International → “Learning Agreement for ERASMUS Students”). However, you may also use the Learning Agreement provided by your host university. Please make sure that the LA states that it is an “ERASMUS+ Learning Agreement” (see top left) and not just any LA.

4. How can you get your Learning Agreement signed?

Please send us your LA via email to outgoing@wi.tum.de. We ask you to send us your documents with your student TUM email address. This is due to higher security and data protection, personal documents will therefore, only be sent to the TUM email address.

Please include in your email text:

- Your study program (TUM-BWL B.Sc., MMT, MiM, MCS)
- List of courses that you want to choose at your exchange university and the direct link to their course descriptions ([see 5.5 "Table A"](#)). Please also state how you later plan to get the credits of that course transferred at TUM. If you are not sure which options you have to get credits transferred at TUM, please have a look at the credit transfer paper of your study program (<https://www.wi.tum.de/student-life/going-abroad/your-tum-somex/#credittransfer>).
- The course descriptions should be in English.

Example email text:

Study program: TUM-BWL B.Sc.

Courses:

1. The Economics of Real Estate
 - 1.1. www.xxx-yyy.com/theeconomicsofrealestate
 - 1.2. Elective in M&T (WTW)
2. International Management
 - 2.1. www.xxx-yyy.com/internationalmanagement
3. Elective in M&T (WTW)
4. Corporate Finance
 - 4.1. www.xxx-yyy.com/corporatefinance
5. 1:1 Recognition course for Corporate Finance
6. History of Financial Crises
 - 6.1. www.xxx-yyy.com/historyoffinancialcrises

Elective in M&T (WTW)

Important Information: For a successful credit transfer, it is your responsibility to check that:

1. The course is part of your program tree (in TUMonline)



2. You have not done a similar course at TUM before (special attention to the basic courses in the TUM-BWL B.Sc. and MiM). Have a look at you program tree mentioned above.

Please select your courses carefully in order to avoid having your Learning Agreement checked multiple times.

5. How should you fill out the LA

5.1. “The Student”

Please fill out your personal information such as Last name(s), First name(s), Date of birth, Nationality and Sex (F=Female/ M=Male).

Academic year: e.g. 2017/2018

Study cycle: Bachelor/ Master (1st/2nd)

Subject area, Code: 041-business only, 071-business and engineering (this should state your **subject area at the host university** not at TUM)

Your phone and email

Example:

The Student

Last name (s)	Mustermann	First name (s)	Max
Date of birth [dd/mm/yyyy]	02/10/1992	Nationality ¹	German
Sex [M/F]	M	Academic year	
Study cycle	Bachelor	Subject area, Code ^{web}	071
Phone	+491771234567	E-mail	max.mustermann@tum.de

5.2. “The Sending Institution”

Name: Technische Universität München

Faculty: TUM School of Management

Erasmus code: D MUENCHEN02

Department: TUM School of Management

Address (of Faculty): Arcisstr. 21, 80333 Munich

Country, Country code: DE

Contact person name: Rebecca Otte / Sanne Verheij (find our your contact person [here](#))

Contact person email/ phone: outgoing@wi.tum.de / sanne.verheij@tum.de

Example:

The Sending Institution

Name	Technische Universität München	Faculty	TUM School of Management
Erasmus code (if applicable)	D MUNCHEN02	Department (if applicable)	TUM School of Management
Address (of Faculty)	Arcisstr. 21, 80333 Munich	Country, Country code	DE
Contact person ^{web} name	Rebecca Otte	Contact person e-mail / phone	outgoing@wi.tum.de

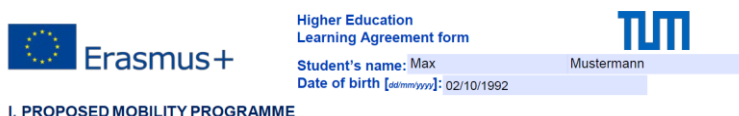
5.3. “The Receiving Institution”

Gather all of the information that is required here from the various sources that you already know. This can be the partner university’s fact sheet, the website, our TUM SOMex (incl. ERASMUS+) overview (<https://www.wi.tum.de/student-life/going-abroad/your-tum-somex/>, Section 1), or simply search the Internet. If you are not sure about your contact person at the receiving institution, please leave this blank, the partner university will fill it out themselves.

5.4. “Planned period of the mobility”

If you are not able to figure out the exact dates yet, please use the approximate periods provided in our TUM SOMex (incl. ERASMUS+) overview (<https://www.wi.tum.de/student-life/going-abroad/your-tum-somex/>, section 1). If the sections at the top of the page are not filled out automatically, please also fill out the sections “Student’s name:” and “Date of birth” again.

Example:



The screenshot shows the Erasmus+ logo on the left. To its right, the text reads "Higher Education Learning Agreement form" with the TUM logo. Below this, the student's name is "Max Mustermann" and the date of birth is "02/10/1992". At the bottom left of the form, it says "I. PROPOSED MOBILITY PROGRAMME".

5.5. “Table A: Study program abroad”

Please see the course list, which is offered at your exchange university, for the courses that you can select. We recommend you to choose between 15-20 ECTS credits. If there are any requirements on how many ECTS your host university requires, you are obligated to fulfill these requirements.

Please do not fill out the web link to the course catalogue. As stated in [section 4](#) “How can you get your LA signed?”. Please provide us with the direct links to every course

that you have selected in Table A of your LA in your email text. We will then fill out table B for you according to the information that you send us.

Example:

Table A: Study programme abroad

Number	Component ³ code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Semester [autumn / spring] [or term]	Number of ECTS credits to be awarded by the receiving institution upon successful completion
1		The Economics of Real Estate	Autumn	7,5
2		International Management	Autumn	7,5
3		Corporate Finance	Autumn	7,5
				Total: 22,3

If necessary continue the list on a separate sheet.

Web link to the course catalogue at the receiving institution describing the learning outcomes^{web}:

Web link(s) to be provided.	
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5.6. "Table B"

Please do not fill out Table B. We will fill out table B for you according to the information you provided after we have checked your course selection and your possibilities to transfer courses.

Electives ECTS will be transferred according to the amount the ECTS this course weighs at your host university. ECTS from a recognition of/as equivalent course will be transferred with how many ECTS this course has at TUM.

Example of how Table B could look like after **we have filled it out for you:**

Table B: Group of educational components in the student's degree that would normally be completed at the sending institution and which will be replaced by the study abroad
NB no one to one match with Table A is required.

Number	Component code (if any)	Component title (as indicated in the course catalogue) at the sending institution	Semester [autumn / spring] [or term]	Number of ECTS credits
3	WI000091	Corporate Finance		6
1+2		Electives in M&T		15
				Total: 21

If necessary continue the list on a separate sheet.

5.7. Language competence of the student

Please fill out your language competence according to the language certificate that you have acquired.

Example:

If the student does not complete successfully some educational components, the following provisions will apply^{web}:

See Erasmus+ grant agreement

Language competence of the student^{web}

Competence of the first language of instruction:

The level of language competence in English that the student already has or agrees to acquire by the start of the study period is:

A1 A2 B1 B2 C1 C2

Competence of the second language of instruction (if applicable):

The level of language competence in _____ that the student already has or agrees to acquire by the start of the study period is:

A1 A2 B1 B2 C1 C2

5.8. Responsible persons

Sending Institution:

Name: Ute Helfers

Function: Program Manager – Student Exchange Programs

Phone number: +49 (0)89 289 25083

E-Mail: outgoing@wi.tum.de

Receiving institution:

Leave blank if unknown

Example:

II. RESPONSIBLE PERSONS^{web}

Responsible person in the sending institution:

Name: Ute Helfers Function: Program Manager- Student Exchange Programs

Phone number: +49 89 289 25083 E-mail: outgoing@wi.tumde

Responsible person in the receiving institution:

Name: _____ Function: _____

Phone number: _____ E-mail: _____

5.9. Commitment of the three parties

Please sign the LA under “The student” and also state the date.

As soon as we have checked your LA and filled out Table B, we will sent you the signed LA back to your TUM email.

Example:

The student		
Student's signature	<i>Marc Mustermann</i>	Date: 12.11.2018
The sending institution		
Responsible person's signature	<i>in. Re. Otto</i>	Date: 16.11.2018
The receiving institution		
Responsible person's signature		Date: _____

Please get the LA also signed by the receiving institution. If your LA is signed by all three parties, please sent it to our TUM Erasmus-Office (tumerasmus@zv.tum.de) with our email address (outgoing@wi.tum.de) in cc. All three parties should sign your LA before you go abroad.

5.10. Annex

Erasmus+ wants to generate a „perfect exchange“ but since it is not always possible to get all of the credits you take abroad recognized at the TUM, please also sign the Annex at the bottom of the LA document if the Annex has been filled out.

If the Learning Agreement of your host university has no Annex, we will provide you with a separate Annex if necessary.

Please fill out the “Student’s name”, “TUM Faculty” and “Date of birth” on the first page of the Annex. The document will then also automatically copy this information to the following pages.

Example:

Student's name	Max Mustermann
TUM Faculty	TUM School of Management
Date of birth (dd/mm/yyyy)	02/10/1992

**Annex
to the Erasmus+
Higher Education Learning Agreement For Studies**

Then please sign the document at the bottom of the last page.

Example:

Student	Max Mustermann	
Signature	<i>Max Mustermann</i>	Date: 12.11.2018

Sending institution: Technische Universität München		
Responsible person	Ute Helfers	
Signature	<i>Ute Helfers</i>	Date: 16.11.2018

Receiving institution		
Responsible person		
Signature		Date:

6. Changes to the original LA

During your stay, you can always make changes to your original LA. Please indicate these in "Section 2 to be completed DURING THE MOBILITY".

Enter the courses you want to delete or add. For courses, you want to delete write down the same number they had in Table A. For courses, you add continue the numbers after the last number you used in Table A. Please select the reason for the change. You will find a list with the reasons and the corresponding code on page 6 of the Learning Agreement.

Example:

Table A2: Exceptional changes to study programme abroad or additional components in case of extension of stay abroad

Number	Component code (if any) at the receiving institution	Component title (as indicated in the course catalogue) at the receiving institution	Deleted component <i>[tick if applicable]</i>	Added component <i>[tick if applicable]</i>	Reason for change ⁵	Number of ECTS credits to be awarded by the receiving institution upon successful completion of the component
1		The Economics of real Estate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A1	7,5
3		Corporate Finance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A2	7,5
5		Business Research	<input type="checkbox"/>	<input checked="" type="checkbox"/>	B1	7,5
6		Asset Pricing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	B2	7,5
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
Total: 15						
A4:						
B3:						

If necessary continue the list on a separate sheet.

List of Reasons:

Reasons for exceptional changes to study programme abroad:

<i>Reasons for deleting a component</i>	<i>Reason for adding a component</i>
A1) Previously selected educational component is not available at receiving institution	B1) Substituting a deleted component
A2) Component is in a different language than previously specified in the course catalogue	B2) Extending the mobility period
A3) Timetable conflict	B3) Other (please specify)
A4) Other (please specify)	

Please do not fill out Table B2. We will fill out Table B for you after we have checked your changed course selection and your possibilities to transfer courses.

Please include for the new courses the information in your email text according to ([see section 4](#) "How can you get your Learning Agreement signed?").

Courses of Table A that have not been deleted are still valid. They do not have to appear in Table A2.

7. Contact Person

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Joint International Programs:

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Tue 9am - 12noon (Joint International Programs)
Thu 9am - 12noon (Exchange Programs)