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, students 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 and that the courses should be available at the host university. 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. This will be done by a separate application process after the mobility.

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”).

4. How can you get your Learning Agreement signed?

Please fill out the LA with all the relevant information and sign it (see description below).
Next, you send it to us at outgoing@wi.tum.de and we will send it back to you once we have signed it. It is your responsibility to send it to us on time, so we can check it and sign it for you. You should send it to us not later than approximately 2 weeks before you need it back.

Then you have to hand it in to the incoming coordinator at your host university in order to get it signed. After having received the host university’s signature, you should send the LA back to us at 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.

Please include in your email text:

- Name and faculty of your host university
- Your study program (BMT, 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/#credit-transfer).
- 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/history-offinancialcrises
Elective in M&T (WTW)

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

1. **For 1:1 recognition:** The TUM course is part of your program tree (in TUMonline)
2. **For Electives:** 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 your 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. 2020/2021
   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)

   **Example:**

   ![Learning Agreement](image)

   **5.2. “The Sending Institution”**

   Name: Technical University of Munich
   Faculty: TUM School of Management
   Erasmus code: D MUNCHEN02
   Address (of Faculty): Arcisstr. 21, 80333 Munich
   Country, Country code: DE
   Contact person name: Gabriella Loparco / Sanne Verheij (find our your contact person [here](#))
   Contact person email/ phone: outgoing@wi.tum.de / sanne.verheij@tum.de

   **Example:**

<table>
<thead>
<tr>
<th>Sending Institution</th>
<th>Name</th>
<th>Faculty/Department</th>
<th>Erasmus code</th>
<th>Address</th>
<th>Country</th>
<th>Contact person name; email; phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUM</td>
<td>TUM School of Management</td>
<td>D MUNCHEN02</td>
<td>Arcisstr. 21, 80333 Munich</td>
<td>DE</td>
<td>Gabriella Loparco; <a href="mailto:outgoing@wi.tum.de">outgoing@wi.tum.de</a>; +499028925036</td>
<td></td>
</tr>
</tbody>
</table>
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).

Example:

<table>
<thead>
<tr>
<th>Study Programme at the Receiving Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planned period of the mobility: from [month/year] 09/20 to [month/year] 01/21</td>
</tr>
</tbody>
</table>

5.5. “Table A: Study program at the Receiving Institution”

Please see the course list given by your exchange university, for the courses that you can select. We demand at least two study related courses, respectively a workload of approximately 15-20 ECTS. Please note: In case that your host university has stricter rules, you have to follow them. If, for example, your host university demands a workload of 30 ECTS, this must be evident in your Learning Agreement (courses worth at least 30 ECTS).

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>
<thead>
<tr>
<th>Table A Before the mobility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numbering</td>
</tr>
<tr>
<td>-------------</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
</tbody>
</table>

Web link to the course catalogue at the receiving institution describing the learning outcomes (web link to the relevant information)

Total: 22.5 |
```
5.6. Language competence of the student

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

Example:

| The level of language competence in English: [Indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period: |
|---|---|---|---|---|---|---|
| A1 | A2 | B1 | B2 | C1 | C2 | Native speaker |

5.8. “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. In case of a 1:1 recognition, you will receive the number of ECTS of the replaced TUM course.

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

<table>
<thead>
<tr>
<th>Table B Before the mobility</th>
<th>Component code (if any)</th>
<th>Component title at the Sending Institution (as indicated in the course catalogue)</th>
<th>Semester</th>
<th>Number of ECTS credits (or equivalent) to be recognised by the Sending Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>01000001</td>
<td>Corporate Finance</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>1 + 2</td>
<td>Electives in M&amp;A</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>21</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5.9. Commitment of the three parties

Please sign the LA under “The student”, indicate your name and email address 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:

<table>
<thead>
<tr>
<th>Commitment</th>
<th>Name</th>
<th>Email</th>
<th>Position</th>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Max Mustermann</td>
<td><a href="mailto:max.mustermann@tum.de">max.mustermann@tum.de</a></td>
<td>Student</td>
<td>08.05.2020</td>
<td>Max Mustermann</td>
</tr>
<tr>
<td>Responsible person at the Sending Institution</td>
<td>Ute Helfers</td>
<td><a href="mailto:outgoing@wi.tum.de">outgoing@wi.tum.de</a></td>
<td>Student Office</td>
<td>12.05.2020</td>
<td>Signature</td>
</tr>
</tbody>
</table>

Please get the LA also signed by the receiving institution. If your LA is signed by all three parties, please send it back to us (outgoing@wi.tum.de). All three parties should sign your LA before the start of the semester abroad.

5.7. Compulsory justification

Table A should be filled out by you and signed by all three parties – that means by you, by your outgoing coordinator at TUM School of Management and by the incoming coordinator of your host university – before the start of the semester at your host university. In case that for some reason it is not possible for you to get it signed in time, you will have to indicate the corresponding justification.

6. Changes to the original LA

During the first 5 weeks after the semester start of your host university, you can still make changes to your original LA. Please indicate these in Page 2 of the LA, 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 3 of the Learning Agreement.
Example:

![Example Table for Erasmus+ Learning Agreement](image)

### List of Reasons:

1. Reasons for exceptional changes to study programme abroad (choose an item number from the table below):

<table>
<thead>
<tr>
<th>Reasons for deleting a component</th>
<th>Reason for adding a component</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Previously selected educational component is not available at the Receiving Institution</td>
<td>5. Substituting a deleted component</td>
</tr>
<tr>
<td>2. Component is in a different language than previously specified in the course catalogue</td>
<td>6. Extending the mobility period</td>
</tr>
<tr>
<td>3. Timetable conflict</td>
<td>7. Other (please specify)</td>
</tr>
<tr>
<td>4. Other (please specify)</td>
<td></td>
</tr>
</tbody>
</table>

**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 the information for the new courses in your email text according to (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.

#### 6.1. Compulsory justification

As stated before, if you want to change anything in your Learning Agreement during your stay abroad, you can do so within the first 5 weeks after the start of the semester. In case that you hand it in later, again, you will have to justify why it was not possible for you to get the signatures of all parties within these 5 weeks.
7. Contact Person

TUM SOMex:  
Gabriella Loparco  
outgoing@wi.tum.de  
Tel.: +49 (0)89 289 25036

Joint International Programs:  
Miriam Mahler  
ijp@wi.tum.de  
Tel: +49 (0)89 289 25079

Technical University of Munich  
TUM School of Management  
International Office  
Arcisstr. 21  
80333 Munich, Germany  
Office: TUM Campus Munich, Building 0505, Room 1546, 1st floor, Luisenstrasse  
Office hours: Currently on appointment